

Program Managers Minutes, Tuesday, Feb. 20th, 2018

Present: Joanne, Lee, Bob, Kathy, Meghan, April, Wendy, Jennifer, Janice, Lene

Regrets: Laurel, Jan

1. Review and Additions to Agenda
2. Feb. 6th EI in service follow up
 - Sandi and Lindsay will do an in-service regarding updating ISP's in Nuc
 - Joanne will ask Sandi to draw the flow chart
 - Joanne will review Janice's notes for other action items
3. Review of Minutes from Jan. 22
 - Joanne has asked the O, H & S group to review the medication forms.
 - We will go ahead and plan for another Sibling group. Potentially Sarah could co-facilitate with Laurel
 - Kathy is meeting with Tracy P. on Monday to set up Transition meetings
 - April will keep a list of when CPI training needs to be updated
 - The admin team does not think it would work to have a gate beside the reception desk.
 - We will continue to work to find ways to reduce noise in that area.
 - Joanne will set a meeting with Kim, Beth and Laurel to review the Family Advocate position.
4. Year End and 2018.19 Budgets
 - Budgets will be prepared for approval at the March board meeting. Joanne will review these with each Program Manager
 - All Year end receipts must be submitted prior to the 6th of April
5. Building
 - The main push before demolition is to get the storage cleaned out and have a plan for where things will go in the interim.
 - We are still on track for demolition in the first part of April
6. Garage Sale – March 24th
 - Project Inclusion will be hosting a garage sale on the 24th of March. They will be selling anything that is usable out of the storage along with other donations. Proceeds will go to their trip to Victoria.
 - Joanne will inform the Farmers' Market so the parking lot remains clear.
7. Employee Handbook
 - The Employees Handbook has been updated and is on line in the Staff Only section of the website.
 - Please review with your employees the policies on flex time and education leave
8. Conflict of Interest
 - Conflict of Interest policy has also been updated. Each regular employee needs to complete the Conflict of Interest agreement

9. Administration

- The education forms have been updated. Each employee will now have access through the staff folder. The worksheet will keep track of both time and funds available for use. This will assist program managers in approval process

10. Staff Planning Day

- May 7th. Joanne will convene a planning committee

11. Reflective Practice

- There has been some confusion about the two reflective practice groups. Janice will speak with Dixie to see if there is a way that the two can be combined.

12. Checklist

- Discussion about developing a checklist that parents can take to physician appointments to support them in describing their children's challenges.

13. Wi Fi

- The Wifi in the Therapy Centre is challenging. This will be updated when the new building is constructed.

14. Program Updates

- Meghan will be attending PBS conference in San Diego
- Kathy is away for the month of March
- She and Lindsay will be offering a Circle of Security group to staff at CVCDS as well as parents
- Kathy has been attending a Leadership program in Vancouver. The DISC analysis tool was very helpful and might be valuable to use at Staff Planning.
- Bob – all good
- Lee attended Early Years Conference
- Will provide a Lunch and Learn on the conference
- The PACE program is going well, but taking more time than anticipated
- Jennifer is now certified in NMT. We are exploring ways that this expertise can be shared with others in the organization.
- Katie G. is coming back to TAP in March.

15. Lunch and Learns

- Sandi and Lindsay on Nuc Labs
- Early Years Conference
- Others

Next meetings

- Monday, April 9th
- Monday, May 14th
- Monday, June 11th