



Department Head & Business Managers Meeting

Date & Time: February 22, 2007 1:00 PM – 3:00 PM

Location: Education Board Room

Attendees:

Department	Representative	Present
Accounting	Kevin K.	
Administration/ CEO	Ray Gauthier	✓
Band Member Services	Evelyn Gottfriedson	✓
Cultural & Resource Mgmt.	John Jules	✓
Economic Development	Robert Corman	✓
Education	Diena Jules	
Finance/ CFO	Howard C.	
Forestry Corp	Jim McGrath	
Human Resources	David Leroux	✓
Lands, Leasing & Taxation	Freda Jules	
Mt Paul Centre	Dawn McGrath	✓
Planning, Eng & Pub. Wks	Dave Kneeshaw	☺
Social Development	Sandra Seymour	
Spiyu7ullucw Ranch	Norman Kerr	✓
T'kemlups Petroleum	Vacant	
☺ = Chairman		
* = Alternate for Department		

Discussion summary:

1. Regarding the Hours of Work Issue

- This is not related to the Restructuring proposal, it is an operational issue.
- New hours are to match our operations with external customers & business partners.
- It is not related to the Band's problem with tardiness.
- Some flexibility could be worked into a limited transition period for those who need it, particularly single parents with childcare arrangements and activities. Department Heads will have to monitor/ facilitate any transitions within their Departments.
- The new hours are not negotiable, people will need to adapt.
- Main problems appear to be communication – 1) people need to express their opinions in some way and email is the response to email; 2) Dept. Heads should be letting their staff know what's going on as far as we know it. Info is sketchy because it is still in progress, but this should be communicated too. 3) Staff would like to be surveyed for input.
- Noted that there was no general staff meeting with Council after the December election, as there was following previous elections, this can be valuable staff communication.

2. Regarding the Restructure roll-out & Communication Plan

- This is still on target, working hard to get the Phase 1 proposal together.
- Issues have snowballed requiring extra efforts in functional analysis.
- The restructure is a **proposal for Chief & Council to adopt**, it's not automatic.
- Won't have all t's crossed and i's dotted when completed but to evolve as needed.



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3. **Regarding the Phase 1 Restructure**
 - Phase 1 has been approved (will see the creation of a Shared Services Portfolio consisting of Admin, HR and Finance; and newly created IT and Purchasing)
 - Phase 2 will affect remaining operations if, as and when adopted by Chief & Council.
4. **Regarding the Review of Committees & Boards**
 - This is progressing and is a different issue than the restructure; this area needs to be revamped regardless of other changes for liability and conflict of interest reasons.
5. **Regarding Monthly Department Reports**
 - These are arriving, with only a couple of exceptions now, with Ray's thanks.
 - This is important information and is being reviewed and used.
 - If any changes are needed for the report format, let Ray know
6. **Regarding DH & BM meetings:**
 - DEPARTMENT HEADS AND BUSINESS MANAGERS ARE EXPECTED TO ATTEND THESE MEETINGS AS A FUNCTION OF THEIR POSITION.
 - Lack of attendance is discouraging to those who do make it a priority.
 - Our attitude has slacked off over the past year or two, because many of the meetings were cancelled and not rescheduled, but this needs to change back to a priority.
 - Purposes for these meetings include: team-building, sharing problems for input to solutions, making the organization stronger and more productive & sharing resources.
 - The DH's should be supporting one another and working as a team.
 - To promote dialogue Department Head Meeting minutes will be publicly distributed.
 - See also #9 below.
 - Department & Business Manager Meetings will be held the last Thursday monthly.
7. **Regarding Department & Business Budgets**
 - After March 7th announcements? (I don't understand this sentence???)
 - The budgeting process is underway by Keven and Howard.
 - The process is changing from previous years, so the Finance Department has more control over the budget input – this means better detail and more specific line items. This will allow better reporting and financial controls in the future.
 - Finance will be approaching the DH's within the next couple of weeks for input.
 - DH's will need to help tailor the budgets, but also we need to **be aware of special project budgeting** for items not on the standard line items & unexpected revenues
 - The Finance department is transitioning from Vadim to AccPac; a huge project..
 - Winding down budgets at year-end including carry-over transfers is an important issue, particularly for funded projects. Department Heads have no control over this now. The revamped system will address this problem.
8. **Regarding the Contracting Policy**
 - Status
 - Is official, having passed third reading of the C & C but...
 - Two addenda to be added: for "small contracts \$2,000 - \$5,000) and "procurement".
 - Will require a revision to clarify "Standing Offers" (primarily a procurement issue).
 - Training



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- Should have a 1.5 hour orientation for DH's; will highlight Policy's legal implications.
- For hands-on users, we should include +/- 1.5 days training (can be done in-house).
- This can be done in-house by the author who will email copies to Managers.

9. Regarding Inter-Departmental Work & Cooperation

- Annual Planning (& interim)
 - Freda's annual work flow spreadsheet is good information.
 - Decided to establish a master calendar of events from each Department – meetings, key dates etc. Dawn will circulate a calendar template in Word format for our use.
 - Must remember that for certain funded projects, conditions on delivery are attached to funding, and we can't always assume priorities can shift without consequences.
- Communication Strategies
 - See item #1 and item #6 – meetings and below "website"
- Website
 - The website should be a great tool for communicating and making information generally available to Management, staff, Band Members, customers and partners.
 - Website postings should include Department Head meeting notes, project information, Department calendars, etc.
 - However, previous attempts to get the site updated have resulted in nothing changed.
 - The website is out of date and not utilized for meaningful communication – this is because the Band has no "web master". Should be getting one within months.
 - This will include a review of the Website, and possibly a complete revamp / replacement of it. Site won't likely be very useful for 4 months at least.
 - Dave mentioned that he can post info on his own (company www.Kneeshaw-Eng.com) website and just make links to and from the Band's site.
 - We may be able to assign someone internally to updating the website – John mentioned Travis Marr and Jules Larue are both talented and trained to do this. This will be explored further.

10. The Round-table Department Highlights Reports (addition to agenda)

- Robert Corman
 - Three major initiatives right now: Change Management Plan, organizing upcoming Cando Ec Dev conference in Kamloops, INAC proposal that is overdue.
- David Leroux
 - Change Management Plan, many employee grievances on record right now – working with Departments through this, Benefits – we have 16 people on short-term disability – we are looking bad to our insurers; which could increase deductions from payrolls. Need to call a Safety meeting very soon.
- Dawn McGrath
 - Couple major events booked in February, March looks fairly quiet now. Filing and accounting systems need major overhaul, need to establish and post booking requirements/ forms. Problems with requests to waive fees – somebody has to pay operating costs. Investigating bingo equipment and staff hiring.
- Norm Kerr
 - Calving season is now, doing some training for staff on chemical application safety, investigating renovations to create a tourism lodge.
- Evelyn Gottfriedson
 - Church repairs underway, thanks going to Arnold John, renovation money being held up by INAC due to suspension list (this is a problem that is being addressed - Ray), in the



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process of hiring a new housing coordinator, working with some R&M budget for elders' homes. **Need to begin recruiting for seasonal staff.**

- Ray Gauthier
 - Heavily involved in the Change Management Plan proposal, financial software change (see above), questions regarding the professional building and ANTCO development, doing space planning for Annex building to determine feasibility of fully utilizing it for Band Offices.
- John Jules
 - Working on acquiring second woodlot with Min of F. & R. have picked second area already within Douglas Reserve. Forward planning on Range agreements current will expire in this C&C term, costs involved in maintaining and upgrading the range facilities. Helping with some inter-Band and Inter-Nation protocol agreements. Issue with Crown land sales that are avoiding consultation.
- Dave Kneeshaw
 - Wastewater project still top priority, affecting many other areas including Utility business planning, land development planning, bylaws – Sewer use and DCC (this is leading to discussions with ITAB and Bill C20 opt-in). The Utility business plan has required developing a database of existing properties and incomes – this should be useful to various departments, and we will build on it with the GIS capabilities. Need to move into pre-design / design/ construction ASAP. Working with AJ and Dave Noonan on developing GIS info and improving Project Management.

11. Meeting adjourned at 3:00 pm