

Department Head/ Business Manager Meeting

Date: April 12, 2007

Location: Education Board Room

Attendees:

Diana Jules  
Jim McGrath  
Dawn McGrath  
Robert Corman  
Norman Kerr  
Evelyn Gottfriedson  
Colleen McLean

Topics Discussed:

- SWOT analysis to be brought forward for discussion purposes, ideally with a resume attached to give an informative perspective to the analysis.
- Violence in the workplace, Unsafe workplace issues, Emergency preparedness plan (PEP, accident response, evacuation, Search and Rescue, First Aid, WCB compliance, working alone procedure)  
Action request: Health and Safety worker, Occupational Safety and Health committee, develop and implement standards.
- Wage Grid review-timeline for completion, industry standards to be met.
  - o Action Request: Identify a timeline to implement.
- By-law requirements: ie. Governance by-law. Legal requirements-are there any concerns that are exposing the organization to litigation?
- Spam filter for the organization.
  - o Action Request: To have the Spam filter for the organization installed ASAP.
- Protocol for checks and balances between the departments to enable consistent follow-up for outstanding balances.
  - o Action request: Since departments are unable to collect funds, reports on monies collected and not received need to followed up on so that there is accountability and a precedence for the manager/customer relationship.
- 178 Goals of Chief and Council, if they are going to be discussed can we get a copy of them to give some thought into the contribution to make the most effective use of time?
  - o Action request: A copy of the Agenda be distributed by Friday.
- Function of Business for KIB: Purchasing Card, Fuel Card, Fleet lease program. Enhances brand awareness for the organization and reduces costly repairs on old equipment. Assists in a Safer working environment for staff. Reduces mileage claims from staff. Easier to monitor. Can sign out vehicle if a department does not require them full time and can not justify having a vehicle dedicated to service one department.
  - o Action Request: To have a central system for the Managers to do monthly expense reconciliations. Alleviates the PO process, allows for business to be conducted in a professional manner, employee does not have to pick up the expense on behalf of the organization and wait to be reimbursed. Negates the personal liability issue when

- conducting business on behalf of KIB. (ie. Personal vehicle usage, insurance claims, premiums for coverage to be increased etc)
- Advances in pay- implementation of 11% charge on advances and policy.
  - o Action request: Ensure that this policy is in compliance with Labour board or Employment standards.
- Communications-Make better use of the KIB frequency for check in procedure and enhance workplace safety. Ability to communicate as an organization in the event of an emergency. Other departments are able to assist if necessary without a timely delay.
- WCB- Documentation for workplace injuries, central contact, record keeping for claims.
  - o Action request: First Aid station, dedicated attendant with experience in WCB files.
- Activity Risk assessment for each department.
- Purpose of meeting during April 16-18<sup>th</sup>.