

Manager Meeting
May 24, 2007
1:00 PM to 2:30 PM
CLC Chapel Meeting Room

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

Agenda

- 1) Commencement Time: 1:18 PM

- 2) Additions to Agenda

Dave: Lieu Time, Overtime, Leave Accumulation, IT Needs, Legal & Prof Fees, Diena: Accounting Dept, Security Upgrades, John: Department Obligations (Forestry, Archeology); Dawn: Job Description Updates, Role Confusion & Reporting Confusion, New Employee Orientation

- 3) Adopt Agenda

Motion Made By:	Diena
a. Seconded:	Dawn
b. In Favor:	6
c. Opposed:	0
d. Abstained:	0

- 4) Discussion of Agenda Items
- 5) Appointment of Chair for next meeting: Jim McGrath
- 6) Confirmation Next Meeting: Last Thursday of Month, June 28th, Chapel 9:00PM
- 7) Adjournment Time: 4:03 pm

Minutes

Manager Reports

Norman's Report: Cattle purchase completed, branding underway and full staffing coming up.

John's Report: Negotiating woodlot applications, New Gold, Tobiano, Raleigh Property, Tranquil on Lake, on reserve negotiations & summer programs.

Robert's Report: Cando conference program development underway, real estate market study under development, INAC reports being prepared.

Diena's Report: STEP dollars in \$91,000, membership: \$20,000; cutbacks evident; INAC becoming proposal driven; language class started; Power of Speech snacks needed; performing data analysis on school survey; trying to start a NORKAM bus route; Security issues because of court order concerns: getting card lock quotes; daycare has a surplus because of rate increases; more qualified staff in place.

Robert: Suggested that storefront students are possible tenants for S School (cash-flow).

Evelyn: Suggested that storefront students do not fit the mission statement of S School as possible tenants.

Dave L's Report: Disability claims going down; Researching new wage grid for mid June deadline with 3 steps instead of 8 to make it more performance (reward) driven. Professional Development programs are under development.

John: There is community concern about politicians receiving education funding.

Ray: A legal opinion is being collected on the issue.

Diena: INAC appeal mechanisms need to be respected. A large number of members are being certified. Would like to offer a litigation prevention workshop.

Dave L: The CM Plan will require we work together to update job descriptions; as will the new wage grid.

Evelyn: Who will create the new wage grid?

Ray: Dave is creating the new wage grid. Dave is drawing data from 2 or 3 market sources; the result will not match market rates but approach it – cannot make market rates; too expensive a jump.

Evelyn: The lower level salaries need to be addressed.

John: C&C need to be considered in wage grid; will the changes in Job Descriptions be completed by the new Managers covering the employee.

Ray: Yes

Dawn: Will the new job descriptions reflect reality (actual work)?

Dave L: Yes

Dave L: Occupational Health & Safety meetings will resume in 3 months, after CMP underway. lieu time needs to be approved for the same year; overtime only if authorized; cannot work through lunch without authorization; accumulation of leave needs to be reduced, need to take 10 days of vacation per year by law, each Manager should submit vacation schedule to HR.

Dawn: Will we backfill with internal cross-training?

Dave L: Yes over time.

Dave K: I have a lot of staff built up time; what to do; can we carry any over?

Dave L: You can carry over 5 days.

Dawn: Received notice of lease compliance; bingo plan completed; water theft underway from pond.

Norman: Free water is available on McGill.

John: New by-laws should not be developed until enforcement is underway.

Robert: John has a good point; bylaws have huge legal fees; and may be obsolete by the time enforcement is in place.

Dave K's Report: Wastewater business plan being finalized; emergency dike repair underway; Professional Building tender underway; Contract Policy is on web pages along with other information like Manager Meetings. Struggling with a huge project list and will do a project management approach in the future.

Norman: I would like to go to a contracting policy seminar.

Dave K: I will put another one on.

Ray: How is the Professional building project?

Dave K: A report has been prepared and sent to you.

Ray's Report: CM Plan will be brought to C&C on May 28th; if you want to add letters that point out contentions; please send them to me and they will be presented also. Emergency fire alarm drill was a joke; need a Manager to head up a CLC building fire drill; volunteer?

Dave K: Arnold could do it.

Dave L: We will call H&S meeting and launch it.

Ray: Need to collect copies of all business cards and create a single brand image. SFCS space will be new home for shared services; Councilors will remain in place. Move-in in early August.

The Professional Building is under study propelled by ITAB offer to take over CLC building.

Many Manager reports are not coming in: only John, Dave L & Norman submitted last time.

SFU hired a consultant to hire a 10,000 sq ft building with attached museum; pursuing link to them.

Managers need to mail personal training needs to Ray to assemble training seminars; which SFU would deliver.

Economic development will be pursued; Robert will create a list of projects on radar ; please forward to Robert your ideas for addition to master list.

Budget issues: the CMP will solve all the outstanding issues; email Howard any errors ASAP to tie things up.

Question: Strategic Planning goals for each portfolio need to be defined, how should we pursue benchmarking them into a 3 year plan?

Dave L: Have all e-mail Ray?

Evelyn: I would like a meeting.

Diena: Lets do both.

Ray: Ok, I will email the current list for comment and then we will have a meeting with Managers regarding the results.

Ray: A disability crisis is looming; the national average is 3% for a organization; we are at 15%; this means our provider will raise our premiums to the point we cannot afford them. This is a serious problem. It cost us \$580,000 annually; it should be about half.

Norman: We should broadcast the statistics.

Ray: Summer hours are approaching; how should we approach it?

Very wide discussion resulted from the summer issue question (couldn't type fast enough). Many suggestions of varying the hours on a employee by employee basis based on specific business / department / heat exposure and customer needs. Ray would like to drop current 7 to 2 practice in favor of 8 to 3; or 8:30 to 4:30.

Diena: The accounting department has been addressing staff in a manner not appropriate.

Ray: The accounting department has been under strain and scrutiny; so they will be tough till the new kinks are worked out; but I will speak to them.

Evelyn: I have the same problem as Diena, I agree with her.

Norman: I agree with Evelyn & Diena.

Diena: Security upgrades are necessary around violence in the workplace. Even our gas station is selling bumper stickers that are promote violence; I have had a relief person run up a \$5,700 copier bill and someone is rummaging through our office after hours.

Jim: I had a similar issue with someone using my computer after hours.

Ray: I will look into it.

John: If there is a need to do work on a business tenant's site (i.e. danger tree removal), the tenant should be responsible to sign a service agreement to protect KIB from liability issues and not expect the service for free. There needs to be a policy in place that says this. Examples: Trailer Court & Paul Lake danger trees.

Jim: I agree; this is a real problem in the Pinatan and Paul Lake area already because of pine beetle tree deaths.

John: We need to establish service agreements between Portfolios that define obligations so we are not left attending meetings when it is not necessary. There needs to be a clause for extraordinary circumstances in the Contract Policy.

John: There is a lot of stress lately as a result of the CMP; and we need to get everyone to work together and might need a mediator to do it.

John Motion to adjourn

Ray Second.