

Management Team Meeting

Date: 28 June 2018

Time: 10:00 – 02:00 p.m.

Location: 291 McLean Street

Attendance:

Team Member	REGRETS	Team Member	REGRETS
Ian Lamont – Community Services (CR)		Lona Croissant – Thrift Store	
Michael Winter – Community Services (PH)		Patricia Roed – Employee Relations/Finance	
Tobyn Pearson – Facility Manager		Karen Floor – Administrative Assistant	
Keith Hopkins – Corps Officer		Violet Hopkins – Corps Officer	

Minutes

Item	Presented by	Comment/Action to be Taken	Target Date	Complete
Standing Items				
1. Devotion	Keith	Opened in prayer		
2. Team Check in		The team checked in		
3. Safety/Serious Incident/Feedback	Tobyn	<p>Tobyn presented the team with his initial thoughts on the OCCM's safety culture. In many respects the teams are doing well, but there is room for improvement. This is especially true in the processes associated with "Hazard Identification". Using three recent two "Recordable Injury" incident and one "First Aid" incident, it was stressed that key to preventing occurrences is being proactive – Takeaways:</p> <ol style="list-style-type: none"> Supervisors are encouraged to participate in on-line training http://vubiz.com/ChAccess/SalvationArmy/ Through the JOHSC a new initiative be rolled out focusing on identification of hazard, but also focusing on celebrating when the team works safely. Recommendations will follow once Local Area Investigation is completed. 		
4. Employee Relations	Patricia	<ol style="list-style-type: none"> Food Safe 1 expires for a number of employees on July 29th. Recertification July 29th Online. Since last meeting annual refresher training for "Harassment Discrimination and Violence" has taken place at the Lighthouse and Main Thrift Store. The team was reminded to inform ER ASAP in regard to employees who are on extended sick leave. Strategic Goal No 5 - Health & Wellness: <ul style="list-style-type: none"> Excitement is slowly growing, and local champions are volunteering from different locations. First H & W planning meeting scheduled for July 11th Looking into special deal with local Gyms for employees. 		

		<ul style="list-style-type: none"> - One major, family focused event being considered for September. It was suggested that this might be an opportunity to combine with OCCM's Rally Day Event. 		
5. Monthly Finance Report		<p>In line with Strategic Goal No 30: "Transition Ocean Crest Policy and Procedures from "paper system" to "electronic document system"</p> <ol style="list-style-type: none"> 1. A presentation was given to the Management Team, focused on the "Ministry Unit Management System" 2. A discussion followed regarding the impacts to local financial processes moving forward. Budgets and monthly review will now take place on the Ocean Crest SharePoint site 3. The onus is on supervisors to be fully engaged financial processes. <p>All agreed, lots of work ahead, but moving in the right direction.</p>		
6. Ministry Updates	Group	<p>Ian – Shelter</p> <ol style="list-style-type: none"> 1. Ian reminded everyone that he will be away 03 – 13 July. <ul style="list-style-type: none"> - Keith, Violet and Tobyn will cover lunch hour at the Lighthouse - Tobyn will have the Van 2. Intoxicated guest fell I down stairs, 3. Personal long-term planning (to do list) requires some attention, 4. Alarms on windows have been installed 5. Case Worker – Organized departure, Training, <p>Ian – Lighthouse</p> <ol style="list-style-type: none"> 1. Food Coordinator being trained for relief work, 2. 3rd Party Administration will be covered Carol and Sue in Ian's absence. Keith and Tobyn will provide coverage during the FS mornings 3. Family service will transition from CMS to Link2Feed in the fall. <p>Michael Winter – Port Hardy</p> <ol style="list-style-type: none"> 1. The main focus in recent day has been working on employee related illness. 2. The team is doing their best to work at the temporary location, but the situation is not ideal. There will be delayed opening at the new location, so the team will have to work together to help make the transition. 3. Michael reported an employee slept on a wet floor, due to a leak and hurt his knee. <ul style="list-style-type: none"> - There was lack of reporting and preventative action. - Local Area Investigation (LAI) to take place. - Keith and Tobyn will be in Port Hardy on July 5th – During the staff meeting and initial instruction to starting a Health & Safety Committee will take place. Although not required, the team is looking to be proactive. - Work continues on the new location <p>Lona – Thrift Store</p> <ul style="list-style-type: none"> - Overall, things are going well 		

		<ul style="list-style-type: none"> - Local changes in procedures for silent auction to align with privacy law - New assistant supervisor hired for New Beginnings <p>Tobyn - Facility</p> <ol style="list-style-type: none"> 1. Strategic plan (Goal No 18): Work on Second Stage house continue <ul style="list-style-type: none"> - Exterior has been high pressure washed - Gutters have been cleaned - Roof and shingles are in poor condition <ol style="list-style-type: none"> a. Working on quotes to replace shingles and any rotten sheathing b. Working with point of contact at BC Housing to cover the cost. 2. Parking lot cleaning and line painting quotes received for the shelter and lighthouse. 3. Washer and dryer for the shelter two away 4. New emerging project for the CR Lighthouse <ul style="list-style-type: none"> - New exterior paint scheme and signage 5. New cooler and griddle funding in place – work with the LH team to have in place over the summer. 6. Environmental plan almost near completion 		
7. 2017 Strategic Planning	Keith	<p>Ocean Crest Strategic Plan, planner and action plans now on the SharePoint site for all supervisor to access.</p> <p>Strategic Goal no 19</p> <ol style="list-style-type: none"> 1. Deconstruction and abatement began on June 5th 2. Work will continue, but team still looking for funding – communications sent to funding partners. 3. Project will be delayed <ul style="list-style-type: none"> - Need to amend to lease agreement for an extension - 	??? 2018	
NEW/ONGOING BUSINESS				
1. Accreditation		<p>The report as yet to be received</p> <ul style="list-style-type: none"> - The team will focus on its long-term plan and in turn close any gaps 	April 2018	
2. Leadership Development Days		<p>It was presented that although the management team meets monthly, there is a need to be proactive in regard to supervisor development. It was recommended to have leadership development days for the team three times per year. Ideas for the meeting to be considered before next meeting.</p>	Sep 2018	
Devotion		Michael will lead in a devotion for next meeting		

Next Meeting (The last Thursday of each Month) 26th July 2018 10:00 – 13:00 hrs.