

DRAFT REGULAR MINUTES

City PEHR SMT/COTAPSA
Friday, May 3, 2019
City Hall, Committee Room 6
10:00 a.m. – 11:00 a.m.

Present:

City:

Omo Akintan, Executive Director
Barbara Shulman, Director
Mary Kutarna, Director
Beth Waldman, Director

COTAPSA:

Grace Ciardullo, Senior Human Resources Consultant
Heather Nicolson-Morrison, Executive Director
Tristan Downe-Dewdney, 2nd VP, COTAPSA
Jenna Mantle, Executive Assistant

- 1. Minutes February 20, 2019 - Approved**
- 2. Approval of Agenda - Approved**
- 3. Outstanding Items from Previous Meeting(s)**

City PEHR suggested a new format in dealing with outstanding items from previous meetings. Once there is an agreement on the timeline for completion of an item, they are to be moved to a new section of the agenda entitled "Future Meetings" with the deadline for completion indicated next to it. This way items will not be lost

G. Ciardullo and B. Shulman are to discuss outstanding agenda items prior to the meetings, and/or as required when there are issues.

If an item is resolved or information supplied before the next meeting. It is still to be brought back onto the agenda for clarity in the minutes

- *Re-employment of Former Employees Policy - Termination Provisions (March 2016)*

Status update has been requested as City PEHR was to provide report back on May 1.

City PEHR had nothing to report and advised that they will likely have a report back at the September meeting unless resolved beforehand.

- *Protocol – Non-Union Employee Discipline Letter (March 2018)*

Status update has been requested as City PEHR was to provide report back on May 1.

City PEHR confirmed that once this Protocol is reviewed and posted to the website, they will provide COTAPSA with a link.

City PEHR to report back at the June meeting unless resolved beforehand.

- *Professional Management Fees (March 2018)*

Status update has been requested as City PEHR was to provide report back on May 1.

City PEHR noted that they are waiting for an update from Sandra Califaretti, Director of Accounting Services.

City PEHR staff to report back in June unless resolved beforehand.

- *COTAPSA Retirement 101 Booklet (Nov 2018)*

City PEHR stated that City staff are working to review the document as there appears to be a number of 'inconsistent messages'.

COTAPSA raised that the Retirement 101 Q & A Booklet had been developed in consultation with HR and Benefits staff, and their input was integrated into it.

City PEHR to report back in June unless resolved beforehand.

COTAPSA to send copy of PowerPoint presentation to B. Schulman for review prior to next *Retirement 101* session on May 7

4. New Business

H. Nicolson-Morrison advised that she will on an STD from June until August 2019 and therefore not available for the June meeting. She indicated that during this period G. Ciardullo would be Acting ED.

- Dispute Resolution Process

COTAPSA related that currently there is no process in place to escalate a matter after dealing with City HR – the *Relationship Protocol* outlines the relationship established with City HR only. However, COTAPSA is questioning that if COTAPSA is at a standstill – not satisfied with the outcome of a matter after dealing with HR

where does it go? At present it has nowhere to go when City HR's position remains unchanged, or if it is believed it is stalled or the item is being sat on.

City PEHR clarified that COTAPSA is to work with City PEHR first and follow the 'chain of command' if warranted. In other words, if the matter is still unresolved or COTAPSA remains unsatisfied with the outcome, the *chain of command* is to be followed first before escalating to the City Manager.

COTAPSA flagged that outside of the City PEHR realm it has the right to go to any Counsellor, or entity.

COTAPSA to send City PEHR a draft note for their review and input outlining the *Chain of Command* and the nature of the relationship prior to the next meeting.

- Sick Occurrence Report

City PEHR provided a report to COTAPSA regarding the average number of sick days per year, for non-union staff, over the last 4 years.

- *Acting Assignment Policy* – following up on meeting with Barbara Shulman on Feb 4

COTAPSA requested City PEHR to review the *Acting Assignment Policy*.

There have been instances where the Policy is not being applied as written, specifically in regard to the termination or cancellation of an acting assignment. Instead of returning to base or to a comparable position, the City has on occasion terminated the employment.

COTAPSA is concerned the policy is not transparent.

City PEHR noted that if the language is changed, it may deter employees from taking the opportunity to do an acting assignment. The situation described by COTAPSA has happened on extremely rare occasions and because of that, changing the language in their opinion may not be beneficial. Termination is always a possibility at any time and staff should be encouraged to take acting assignments for a developmental opportunity not be deterred from it.

B. Shulman and G. Ciardullo to further discuss the issue offline for report back in June unless resolved beforehand.

- Member Representation and Communication Follow Up

COTAPSA raised that at times, a member being representing by COTAPSA receives responses directly without City PEHR advising COTAPSA as to the outcome. If COTAPSA is representing the member, then they should be included on all communications between the parties.

City PEHR noted the concerns.

- Relationship Protocol

COTAPSA requested a joint review of the *Relationship Protocol* be done in the Fall of 2019 to ensure that it is being followed appropriately.

- 2020 Cost of Living Adjustment

COTAPSA asked to be kept informed as to any information regarding the COLA for 2020.

City PEHR explained there have been no discussions yet, but we would be contacted when information available.

5. Other Business

- HR Transformation Initiatives – 2019 Implementations

Due to time constraints at this meeting, COTAPSA to work with PPEB to set up a meeting date to discuss prior to mid-May.

Meeting adjourned at 10:47 a.m.

Next meeting scheduled June, 26 2019.