

## E.D. COMMUNICATION

December 7, 2020

### Changes to Administration

For some time now, the KSCL Administration team has wanted to support our frontline staff better with recruitment, retention, health, safety, and other general supports. With Emma off on a maternity leave, Brigitte off on a family leave and job requirements of Human Resources, Payroll and Program Coordinators growing, I was faced with need to reorganization responsibilities of the KSCL Administration.

Therefore, these are the following changes that will take place January 1, 2021:

1. **Pauline Fenton** Pauline will be the Program Coordinator for Home Share only. This will allow Pauline to concentrate on growth, supports to the Home Share Providers and requirements of this program for the West Kootenays.
2. **Sunny Junker** Sunny will be the Program Coordinator for all Castlegar (including C.O. and EmployMe) and Grand Forks. Sunny will be no longer chairing the JOH&S Committees or SRCW's Meetings.
3. **Lauren Schellenberg** Lauren will no longer be managing any Home Shares, instead this will be passed to Pauline. Lauren will continue overseeing Nelson & Creston programs and will also take on chairing and overseeing the SRCW Meetings.

The Human Resources & Payroll positions were 2 positions and now they are 3 positions. These are the following changes that are implemented as of Dec 7, 2020:

1. **Tina Herman** Tina will no longer be managing Benefits and Scheduling. Tina will continue processing payroll and managing the Municipal Pension Plan.
2. **Human Resources** The H.R. position is now 2 regular positions and while Emma is away, we hired Shelley Thompson to temporarily fill in. Denise Pottle is confirmed in the other permanent HR Position. The tasks of the 2 new positions are as follows:
  - a. **Shelley Thompson (Emma Liszt)** HR Benefits & Training Coordinator – this position will focus on Policies/Procedures, manage staff leaves, short & long-term (DMI/WorksafeBC), conduct staff exits, oversees surveys/results, KSCL Wellness & EAP plan, Benefit Administration, orientation of new employees, organizes all KSCL training (required/otherwise) and chairs & oversee JOH&S committees/issues and KSCL Compliance with WorkSafeBC.

Shelley can be reached at Brigitte's phone extension until we can change the automated phone system or at [sthompson@teamkscl.ca](mailto:sthompson@teamkscl.ca)

- b. **Denise Pottle** HR Scheduler & Recruitment Coordinator – this position will focus on hiring/selecting new employees, identify casual pool needs, manage yearly vacations, callouts, job postings, staff movement, all scheduling, performance evaluations with Program Coordinator

## Extended Provincial Health Orders

It is official, all big Christmas dinners and New Year's Eve parties are out of the question this year, after Provincial Health Officer Dr. Bonnie Henry extended a ban on social gatherings and community events until January 8, 2021.

This means we can only socialize with people in their household and we are being told not to travel outside our local communities for non-essential reasons, whether it is to visit family or take a vacation.

The only difference is we can ride in a car with household members for drive-thru, drop-off and drive-in events, such as toy drives, Christmas light displays and drive-in movie theatres. Those events are now allowed as long as everyone in a vehicle belongs to the same household and attendance is limited to 50 vehicles at a time.

I know this is not the news that any of us wanted, however we all need to do our part to keep everyone safe. KSCL also wants to ensure we are prepared and have updated all our Safety & Exposure plans.

Additionally, KSCL Administration works closely with CLBC to ensure we keep those we serve safe. Today, KSCL will participate in a Service Provider call that will outline CLBC Services and what changes in our services KSCL will need to make to get all of us to January 8, 2021.

## Health Canada and BC CDC information on masks

Health Canada has helpful information about non-medical face masks, including what they should be made of and how to put on/remove/clean them, and sewing instructions, [which you can read here](#).

You can also [find information from the BC Centre for Disease Control here](#).

## KSCL Employee Bicycle Purchase Survey

Some of you may have participated in the recent Survey Monkey, sent out in November. The survey was sent to over 87 employees, however the response to the survey was only 24 staff. This was not a good indication of whether staff wanted or did not want this program. It is impossible to implement a program such as this, without statistics to support or not support the program. Therefore, I am resending the Survey today to all Regular employees. Please take a few minutes to complete this important data collection.

## Other KSCL Surveys

We have now closed the Employee Survey. I'll be sharing those results in the next E.D. Communication.