

information that can be used in the development of a succession plan for the Board.

The Committee was advised that the development of a succession plan is part of the requirements under the Operational and Governance Review should that project proceed following the 2008 Budget approval.

The Plan should also include recruitment, change management, employment equity and should be incorporated into an integrated human resource plan.

6. Business

6.1 Job Descriptions

6.1.1 Quality Assurance Manager

The Committee was advised that this version had been revised in 2007 from the 2004 version due to the contract nature of the job (2 years) and that the incumbent had been hired based on the 2007 version.

6.1.2 Local System Support Technician

The Committee was advised that this job description will be in place should a need for an employee to be hired prove desirable. At the moment this job description was used to prepare work specifications for contract work which has been advertised and will be proceeding shortly pending a successful proponent being determined.

6.2 Review Schedule of Annual Salary Ranges

The Committee was provided with a copy of the existing salary ranges at the KDSB for non-union employees which had been approved commencing in November 2005. The Committee was advised that the salary ranges were in the lower range of other DSSABs even back in 2005 and that in some instances they are substantially below the average. The CAO advised that he has requested an updated NOSDA report on salary ranges and will share that with the members once received.

The Committee members are of the opinion that those ranges must be reviewed very soon in order that the KDSB remain competitive with other DSSABs. The Committee was advised that a review of the salary ranges is part of the requirements of the Operational and Governance Review and if the Board approves proceeding (funding), this project should be underway early in the New Year. However, the Committee felt it should be prepared to review the ranges if the review (Operations) is delayed.

6.3 Collective Bargaining Consultant

The Committee was advised that the Collective Bargaining negotiations will be led by a consultant, Mr. Aurel Malo, of the DiBrina Sure Group. He had been chosen following conversations/discussions with NOSDA colleagues and based on the responses of his references. Mr. Malo has several years of experience in negotiating Collective Bargaining Agreements including hospitals and DSSABs. His experience in negotiating contracts that include paramedics and other DSSAB service type employees should assist greatly in our upcoming negotiation.

7. Resolutions / Recommendations

7.1 Recommend approval of job descriptions

MOTION NO.: HR2007-02

Moved by: Bill Blower

Seconded by: Penny Lucas

RESOLVED THAT the Human Resource Committee recommend that the Board of Directors approve the following job descriptions:

Manager, Quality Assurance, Training & Staff Development
Local System Support Technician

VOTE FOR MOTION NO.: HR2007-02

CALLED: CARRIED

8. Next Meeting

To be determined

9. Adjournment

The meeting was adjourned at 11:55 a.m.

Confirmed this 18th day of February 2008.

Resolution No. HR2008-02

Penny Lucas, Chair