Co-Chairs: Mr. Troy Crosby ADM (Mat)

 Mr. Mathieu Lessard IBEW 2228

Secretary: Ms. Aliria Mulllen ADM (Mat)/DMGMC/Bus Ops

Members: Mr. Simon Page Assoc. ADM (Mat)

 RAdm Christopher Earl COS (Mat)

 Ms. Keri-Lee Doré DMGMC

 Ms. Judith Bennett DGMSSC

 Col Darryl Taylor for BGen Tremblay DGAEPM

 Col Chris Moyle for BGen Rob Dundon DGLEPM

 Mr. Terry Wood DGMPD (Air & Land)

 Mr. Wayne Rockwell DGMPD (Sea)

 Ms. Beverly Charette for Ms. Mollie Royds DG Proc Svcs

 Mr. Paul Herring for Ms. Joanne Lostracco DGIIP

 Mr. Adam Gray PIPSC

 Mr. Glenn Maxwell PIPSC

 Ms. Mona Simcoe UNDE

 Mr. Jerry Ryan FGDTLC (E)

 Mr. Richard Cashin FGDCA

Observers: CWO Mario Bizier ADM (Mat)/GCWO

 Ms. Stéphanie Dusablon ADM (HR-Civ)

 Ms. Bianca Mahoney ADM (HR-Civ)

 Ms. Sophie Giasson-Leblanc ADM (HR-Civ)

 Mr. Jonathan France DMGMC

 Mr. John Frappier VCDS/DGDS

 Ms. Susan Thomlinson Senior Security Advisor/Mat Gp

Regrets: Ms. Lynn Mayes PIPSC

 Mr. Des Rogers FGDTLC (W)

 Mr. Francis Vaillancourt IBEW 2228

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| **Items**  | **Discussion / Decision(s)** | **Action(s)** |
|  | **Opening Remarks**Mr. Crosby welcomed participants and gave an overview of the upcoming presentations.Attendee introductions.**June 6, 2019 ROD – Review & Update of Outstanding Action Items**The meeting agenda and minutes from the previous meeting were reviewed and approved. They have been signed by the Co-chairs. | N/A |
|  | **PSES Action Plan**Ms. Keri-Lee Doré led the discussion. Highlights are as follows :Job Satisfaction (Priority #1)Gp SOPs:* L2s have identified two SOPs for redesign/streamlining/elimination, revisions are underway.

Delegation:* Staff are being empowered with authority being delegated. This effort is on-going.

Harassment (Priority #2)Leadership:* At Townhalls, etc., leaders are encouraged to reaffirm the Mat Group’s zero tolerance policy regarding harassment. On-going.
* A letter (in both official languages) to new employees signed by the ADM is included with the Letters of Offer.

Support Network and Program:* Workplace Relation Advisors have been identified and Materiel Group website has been updated.

Comms:* A “one-stop shop” website has been updated.
* Harassment/Discrimination Workshop is planned for February/March timeframe.

Discrimination (Priority #3)Leadership:* The fear of retribution must be eliminated and legitimate complaints should be lodged.
* A letter (in both official languages) to new employees signed by the ADM is included with the letters of offer.

Training:* Workplace Relation Advisors have been identified and Materiel Group website has been updated.

Comms:* A “one-stop shop” website has been updated.
* Harassment/Discrimination Workshop is planned for February/March timeframe.

Workplace – Official Languages (Priority #4)Leadership:* Institutionalize the use of both official languages.
* A process was started to create a “Toastmasters”-type program to improve second language skills for employees in Ottawa in the downtown core. Implementation is on hold due to lack of interest.

Training:* Aide-Memoire is completed and posted on the website.

Comms:* In progress: signage to be replaced and systems of record to have menus and instructions in both official languages.
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|  | **HR Update**Ms. Doré led the discussion. Highlights are as follows:* It is a priority to ensure there are sufficient candidates in pools to fill positions as they become vacant.
* Student hiring is on track to meet the target for 31 March 2020.
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|  | **Office of Disability Management (ODM)*** HR (CIV) confirmed that the ODM does not formally support the Materiel Group at this time. However, when support is required, it is provided. HR (CIV) also stated that formal support for all Mat Gp personnel in the regions and the NCR is included as part of the proposed expansion of the ODP.
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|  | **Update on security screening**Mr. John Frappier led the discussion. Highlights are as follows :Mr. Frappier stated that DGDS has been accepting security clearance risks for military members, and is presently assuming the same risk for civilians employees as follows:* For internal DND civilian employees, if security clearance renewal is “in process”, staffing actions can proceed at HR(CIV)’s discretion i.e. a Letter of Offer can be issued.
* Ms. Simcoe asked about credit checks during the clearance process. Some employees expressed concern over privacy (who has access to this information). Answer: Mr. Frappier responded that it is completed in a secure zone. 1 analyst handles the file. In cases were the file fails a credit check, the file is sent to resolution to assess the risk to the department.
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|  | **Round Table**Apprentice Program * Management agreed to follow-up on the issue once provided with details. DGLEPM also stated they would communicate with 202 WD to follow up on the issue.
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|  | **Closing Remarks**Mr. Crosby closed the meeting by wishing all participants an excellent holiday season.The tentative date for the next meeting is 5 June 2020 from 1030 hrs to 1200 hrs.  |  |

Reviewed and Approved by Co-Chairs:

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| Troy Crosby |  | Matthieu Lessard for Francis Vaillancourt |
| ADM(MAT) |  | IBEW 2228 Representative |