

THE ICE PAGE



February 2006



GENERAL INFORMATION:

The February Team Leader Meetings are scheduled for:
Wednesday February 22nd
1pm at the ICE Office &
Thursday February 16th
10am at the ICE Office

The February Health & Safety Meeting is scheduled for:
Thursday February 22nd
10:30am-12pm at the ICE Office

The ICE office will be CLOSED
Monday February 20th. All calls should be directed to the ECAT line at 461-7236

ICE WEBSITE

www.icenterprises.com
CHECK IT OUT!!!

The ICE website has a special

"ICE Staff Only" section.

The Link is at the bottom of the Home Page. It will ask you for a user name and password:

Username: iceuser
Password: 100smiles

This section has a copy of the current ICE Page newsletter, and copies of the most common forms needed by ICE employees

This could save you a trip to the office if you have a printer!

ATTENTION FIELD STAFF

FOR EXTRA HOURS CONTACT:

Jacky 453-9663
Rhonda 453-9667

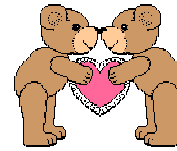
TIMESHEETS



Hand
In
Dates

Hand in dates will be Wednesday February 15th for shifts worked between February 1st – 15th and

Tuesday February 28th for shifts worked between Feb. 16th – 28th



ADDRESS CHANGES

Is the address on your pay cheque correct? If not, please contact the payroll department. Your T4's will be mailed to the address on your pay cheques.

Attention ICE Staff

Do you have a current ICE ID Card? Please check the expiration date on your card. If it has expired please bring your current photo ID to the office and a current ID card will be issued.

Residential Petty Cash & Other Expenses

Please do not use highlighters, tape, and jel pens, on receipts for Petty Cash or other expenses. These items degrade the print and make it illegible. Please use a regular pen and underline or circle the amount.

Thank you!

THANK YOU

*In gratitude we say,
"We appreciate your time,
your contributions, your commitment,
and dedication
You Do Make a Difference."*

We have many new fantastic opportunities for both existing staff and new recruits. If you know someone who has an interest in helping people and has the valued qualities needed to be a support worker, please have them submit a resume and completed application to the ICE office.

Applications are accepted:

- During regular business hours at the ICE office
- By email - please send to dlhirondele@icenterprises.com
- By Fax at 452-4889

Our current job opportunities are posted in reception at the ICE office, on our JOB HOTLINE at 453-9834, or visit our website at www.icenterprises.com.

Thanks to all our staff for your interest, recommendations and support.

Employee Incentive Awards:

A Thank You to everyone who submitted entries for the January Employee Incentive Draw.

Congratulations to the following staff members who were the winners for the January 16th draw:

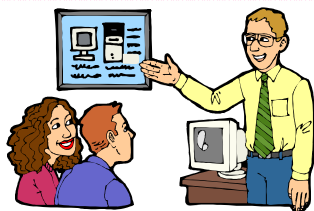
- Teresa Osolinska for helping out on a client outing on her day off.
- Pat McNally for assisting a client who was in hospital.
- Albert Boulet for providing great supports.

Please see Collette at the ICE office to pick up your prizes!

**Next ICE Thank You Draw
February 15th Noon
ICE Office**

ATTENTION!

It is critical that all Timesheets, Contact Notes, and Monthly Reviews for this and any other month be on time and correctly completed. Errors and late reports may result in delayed payment of employee wages.



Training dates are as follows:

POSITIVE BEHAVIOR SUPPORTS

A workshop to increase awareness of restrictive procedures and to promote positive practice to further enhance service delivery.

**February 17TH
9 am – 5 pm**

PROACTIVE BEHAVIOUR INTERVENTION

A one-day course designed to increase awareness about complex behaviors and learn proactive strategies and responses to crisis situations.

**February 2, 9, & 16
9 am – 5 pm**

AUTISM/ASPERGERS WORKSHOP

To provide information about Autism and Aspergers to assist support workers to maximize opportunities and learning techniques for the individuals.

**February 22nd
1 pm – 5 pm**

DEVELOPMENTAL STAGES

February 23rd 1 pm – 4 pm

CRISIS PREVENTION/ INTERVENTION

**February 28th
March 1st**

9am-4pm (Both days Required)

**CPI Refresher Course:
March 1st 9am-4pm**

DOCUMENTATION AND REPORTING PRACTICES

To assist support workers in the area of documentation including: Critical Incident reporting/documentation, Log Books, Contact Notes, and Time Sheets.

**March 2nd
1 pm – 5 pm**

CONNECTING THE DOTS

**February 24th
9 am – 5 pm**

EXPLORING ABORIGINAL CULTURE

**February 13th 9am-4:30pm
February 14th 1pm-4pm
(Both Days Required)**

CULTURAL APPRECIATION

**Session 1: February 15th
1 pm - 5 pm
Session 2: February 27th
1 pm – 5 pm**

Community Rehabilitation and Disability Studies

EXCITING, REWARDING, EDUCATIONAL OPPORTUNITY

This course explores the values, attitudes, and skills that promote choices, independence, and quality of life experiences for people with disabilities. Foundations is a standard diploma, recognized in the field, and it can be a stepping-stone to a number of faculties in the Rehabilitation Field with recognition of six to nine credits. ICE will be scheduling information sessions for potential participants

Call your Coordinator to express your interest

Please register with your Coordinator for the preceding workshops and ensure that clients have staff support in place.

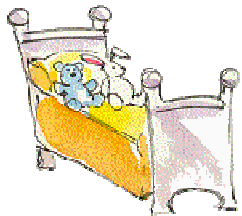


Health Corner

8 Simple Steps to a Great Sleep

Get the rest your mind and body crave

by Lori Davis



Experts say it's possible to get a good night's sleep by making only minor adjustments. No magic is involved, just consistency. Try these tips for about 6 weeks, and you'll get better, deeper, sounder sleep.

Stay on schedule. Your body loves a regular sleep routine, so try to go to bed and get up at the same time every day. That means no napping or sleeping in on weekends. If you can't fall asleep, get out of bed (go into another room if you have to), and do something quiet. Don't let yourself fall asleep outside the

bedroom. Go back to bed when you're sleepy, and repeat this process as often as you need to during the night.

Dress for sleep. Put on whatever's comfortable, but don't layer it on in bed. Body temperature drops prior to falling asleep, rises during the night, and then falls before you wake up. Think lighter PJ's rather than heavy ones.

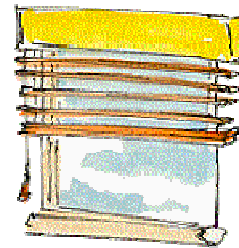
Upgrade your mattress. Give your body the support it needs to relax by sleeping on a good, firm bed.

Watch those pre-bed workouts. Exercising several hours before turning in will relax you; strenuous physical activity done too close to bedtime will make you feel wired.

Move the boob tube. Research shows that people who had the most sleep disturbances were those who had a television in their bedroom and used TV to fall asleep.

Don't get buzzed. Avoid caffeine and alcoholic beverages within 4 to 6 hours

of bedtime. Caffeine stimulates the brain, so steer clear of that after-dinner cup of coffee. And alcohol might make you conk out quicker, but it can shorten the time you spend in the deeper stages of sleep and cause you to make up during the night. The same goes for cigarettes.



Detox the bedroom. Eliminate disturbing sounds and light. If your alarm clock has illuminated numbers, throw a cloth over it. Turn down the thermostat; lower temperature promotes sleep. Use the bed only for sleep. Decorate your bedroom in soothing shades of green and blue; reds, oranges and yellows can be over stimulating.

Eat a "sleepy snack" or have some warm sweetened milk. It is believed that a low-fat, low-calorie carbohydrate snack or sweetened milk helps put you out.

Pleasant Dreams.



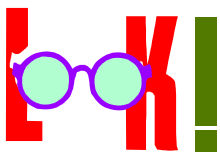
Good humor is a tonic for mind and body. It is the best antidote for anxiety and depression. It is a business asset. It attracts and keeps friends. It lightens human burdens. It is the direct route to serenity and contentment.

-Grenville Kleiser

February - Activities Calendar

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 Proactive Behavior Intervention 9 am – 5 pm	3	4
5	6	7	8	9 Proactive Behavior Intervention 9 am – 5 pm	10	11
12	13 Exploring Aboriginal Culture (Session #1) 9 am – 4:30 pm	14 Exploring Aboriginal Culture (Session #2) 1 pm – 4 pm	15 Cultural Appreciation 1 pm – 5 pm	16 Proactive Behavior Intervention 9 am – 5 pm	17 Positive Behavior Supports 9 am – 5 pm	18
19	20 FAMILY DAY MAIN OFFICE & RESOURCE CENTER CLOSED	21	22 Autism/Aspergers Workshop 1 pm – 5 pm	23 Developmental Stages Workshop 1 pm – 4 pm	24 Connecting the Dots 9 am – 5 pm	25
26	27 Cultural Appreciation 1 pm – 5 pm	28 Crisis Prevention & Intervention (CPI) Day One 9 am – 4 pm	1 Crisis Prevention & Intervention (CPI) Day Two 9 am – 4 pm (CPI Refresher)	2 Documentation & Reporting Workshop 1 pm – 5 pm		

2006



Revised Policies

3.1.1

HIRING PROCEDURES

ICE employees are recruited and hired without discrimination based on age, gender, sexual orientation, ethnicity, nationality, disability, or religion. An employee of ICE is considered to be anyone who is in receipt of wages paid to that person by the agency. This includes practicum/internship placements etc. and as such all policy and procedures apply.

1. Vacant positions may be filled internally (i.e. from current staff members) or through open competition. All vacant positions are posted in the reception area and will remain posted until they are filled.
2. All candidates are required to submit a completed application form and personal resume. Applications are reviewed and candidates interviewed to determine:
 - educational preparation;
 - applicable work experience;
 - technical skills;

- ability to provide clients with necessary support requirements

3. Interviews will focus on the candidate's qualifications for the job. Labour and Human Rights legislation will be observed at all times. Questions of a personal nature, not part of the requirements for the job, will not be asked.
4. Documentation will be gathered on each candidate (See **Policy 3.1.2**)
5. Candidates with appropriate qualifications will be invited to attend a **Pre-Employment Training Program at their own expense**. Attendance is mandatory to be considered for employment. On completion of the program, candidates will be evaluated for: technical skill; communication skills; problem-solving skills; and decision-making skills. Those with positive assessments will be assigned to a supervisor and to one or more of the following job categories:
 - Home Care
 - Community Support and Intervention
 - Residential and Community Support

6. Normally, all new employees are initially employed on an on-call basis. These staff are considered to be casual staff. (see **policy 3.1.4**)

7. Staff positions are available within the Community Rehabilitation Unit (C.R.) that require an employee to work standard hours in accordance with a specified schedule. These staff must attend the Pre-Employment Training Program. These employees may be exempt from the Home Care training component of the program if they will only be working within the C.R. Unit. In addition to Pre-Employment Training C.R staff members will meet with their appropriate supervisor (Community Support Coordinator) and receive an orientation and complete their terms of employment. The orientation will cover an overview of clients they will be working with, the documentation involved in their position, medication training, review of petty cash procedures and a review of their terms of employment.

8. Relatives of employees will be given equal opportunity to compete for all vacant positions. ICE will select the most appropriate person for

the vacant position; no preference will be given to relatives of employees. Relatives will not be employed, promoted, or transferred where another relative would provide direct supervision or be responsible for the completion of their performance evaluations.

9. Students (practicum/interns) must meet all the hiring requirements as set out for all employees. They will participate in PET and provide all required documentation (see **Policy 3.2.1 Documentation For Employees**). The student will receive a schedule to follow. An agreement will be signed between the student, their educational institution and ICE confirming the terms of the agreement. The student will be regarded as an employee and is subject to complying with all ICE Policy and Procedures.
10. Anyone working frontline with ICE clients must be a paid employee, ICE does not provide volunteer opportunities.





3.2.2 PERFORMANCE EVALUATION

1. All employees will be formally evaluated at the completion of their qualifying period and annually thereafter or as required.
2. The evaluation process is intended to be a collaborative effort between the employer and the employee. Both are encouraged to have open, frank discussion about performance and performance expectations and to set performance goals for the employee together.
3. As part of the evaluation process the employee and their supervisor will review all requirements (i.e. CPI, 1st Aid, Suicide Intervention, Criminal Record Check, IRC, Cultural Sensitivity Training, insurance

documents etc.) annually to ensure they remain current.

4. Employee evaluations will be documented on the Evaluation Form. Employees are encouraged (but not required) to sign the form. The evaluation will be kept on the employee's personnel file.
5. If requested a copy of the performance evaluation will be provided to the employee at the time of the review.
6. If an employee's position changes during the course of the year the employee may be subject to additional evaluations.

Updated October 31, 2005

CET Standards



**Creating Excellence
Together**

CET STANDARD 15

Individuals are supported in building strong, positive relationships.

(This Quality of Service Standard # 15 compliments the Quality of Life Standard # 3)

About this standard...

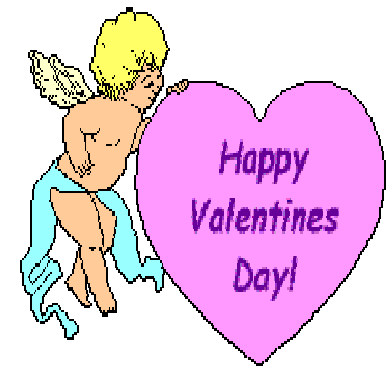
Individuals' social bonds are developed through opportunities to stay in touch and interact with family members, friends, neighbors, co-workers and fellow community members. Support should be provided to assist individuals in strengthening existing relationships, and developing new ones. Support may include: assisting with phone calls, letters and transportation; offering family counseling; and providing information and/or education on sexuality.

Key indicators include...

- Staff assist the individual with arrangements to meet his friends, and provide the supports that such arrangements need to

the level that the individual desires.

- Staff assist the individual with arrangements to meet his family, and provide the supports that such arrangements need to the level that the individual desires.
- The individual is supported to visit with friends or family in private, and as appropriate to the setting (e.g., work, home).
- Staff take concrete and appropriate steps to support the development of relationships that are of the individual's choosing.



TEAM COORDINATOR TRAINING

Take advantage of this exciting educational opportunity to increase your skills and to be eligible for advancement within the company.

START DATE: March 1, 2006

TIME: Wednesday Mornings (8:30 a.m. – 12:30 p.m.) FOR 19 Weeks

LOCATION: I.C.E. Training Room

You will learn practical and supervisory skills to prepare you for a potential Team Coordinator position with I.C.E. You must be a current employee in excellent standing with the agency to apply to take this training. Graduates must obtain 80% or higher in their overall final mark in order to be eligible to apply for a Team Coordinator position.

Successful applicants for this training must have a serious commitment to attend all scheduled training sessions plus completion of weekly homework assignments. Successful applicants will be paid for their hours in the classroom. Homework assignments require a commitment of several hours per week of personal time.

Application Process: Submit a "letter of Intent" to pmacdonell@icenterprises.com and answer the question Why are you interested in taking this training? Deadline for applications is February 13, 2006. Successful applicants will be notified by mail by February 20, 2006. For further information, feel free to contact Pam MacDonell at 453-9651.

Important Announcement!!

I.C.E. SAVINGS/PENSION PLAN

Are you investing in your future?

If not, now is the time to start, with help from I.C.E.!

If you are an eligible **I.C.E.** employee (see below), and you open a Future Builder Retirement Savings Plan (RSP) account before February 28, 2006, **I.C.E. will contribute \$1000.00 to that account!!!** See **I.C.E.** Policy 3.4.15 for details of the Future Builder plan. This is an employment incentive available to current eligible **I.C.E.** employees only. The required paperwork must be completed with the TD Bank by February 28, 2006 in order to receive this one-time offer. **All employees already investing in the Future Builder pension plan will receive the \$1000.00 in their Future Builder account automatically!! The contribution is CPP and EI taxable, but will NOT be Federal and Provincial taxable!**

Employee Eligibility

- Employee must be past the probation period of three months in order to participate.
- Employee must be available for work and have monthly gross earnings of \$500.00 (before deductions not including travel/mileage amounts) and must have earnings on the final pay period of each month.
- Employee must make a minimum contribution of 40.00 per month, deducted on the 2nd pay period of each month.
- Employee must be an employee of I.C.E. on the final day of the month to be eligible for the matching payment for that month.

Don't miss this opportunity! All you have to do is:

1. Make sure you meet the above Employee Eligibility Requirements.
2. Contact the TD Bank at (780) 448-8570 to set up an appointment with an Investment Consultant.
3. Meet at your scheduled time at the TD Bank at 16317 111 Avenue.
4. Bring your completed payroll deduction authorization from the TD Bank to the **I.C.E.** office Attention: Linna Roem!
5. Any questions or concerns, please contact Linna Roem at 453-9664.



ATTENTION: GROUP RSP MEMBERS

**EFFECTIVE MARCH 1, 2006 EMPLOYER RATES
WILL BE INCREASING TO:**

4 MONTHS OF SERVICE \$ 50.00 / MONTH

25 MONTHS OF SERVICE \$ 80.00 / MONTH

49 MONTHS OF SERVICE \$ 110.00 / MONTH

**IF YOU WOULD LIKE TO INCREASE YOUR
CURRENT CONTRIBUTIONS TO MATCH THESE
AMOUNTS, PLEASE FILL IN THE FORM ON THIS
PAGE AND RETURN IT TO LINNA ROEM AT THE
EDMONTON ICE OFFICE. SUBMISSIONS MUST BE
RECEIVED BY MARCH 15, 2006.**

**IF YOU HAVE ANY QUESTIONS, YOU MAY
CONTACT LINNA AT (780) 453-9664.**

RSP RESPONSE FORM

(ATTENTION: LINNA ROEM)

PLEASE INCREASE MY CONTRIBUTION TO: \$ _____

EMPLOYEE NUMBER: _____

EMPLOYEE NAME: _____

SIGNATURE: _____

DATE SIGNED: _____

On December 30, 2005 - Laura Lee Peters presents iHuman's executive director, Tim Mallandaine, an \$811 donation from ICE employees and management.



Independent Counselling Enterprises Inc. Management & Staff,

It is with pleasure and gratitude that I am writing to you on behalf of the iHuman Youth Society.

iHuman is an organization made up of people who work very hard to help some of the most unfortunate youth in our community.

We are pleased to receive your thoughtful and generous gift of \$811.00 from your December, 2005 Christmas Campaign. This donation will help to bring support to young people who do not have the benefit of loving relatives and a warm home this coming year.

This is certainly a time to count our blessings. We are grateful for those among us who realize the gift of giving. (Tax receipts will be issued as requested.)

On behalf of iHuman, thank you kindly.

Sincerely,

Tim Mallandaine
Executive Director
iHuman Youth Society

INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee Meeting Minutes January 4, 2006 Edmonton Region

Present:

Albert Boulet	Anita Gautam	Robin Ould
Kathleen Curran	Robertta Jaggard	Darlene Pazder
Nicole Dowling	Pam MacDonell	Debra Reed

Recorder/Chair: Debra Reed

Regrets: Lorraine Doherty, Greg Lane, Noreen O'Donoghue, Alice Romanchuk, Carol Sydlik, Colette Tancsics, Elizabeth Tucker, Kelly Wong

cc: Krista Fulford (ICE Page), post to H&S Bulletin Board, Program Mailboxes, other Regional H&S Committee Chairs and, main ICE office Health and Safety Reference Binder + attendance list to Donna (payroll)

1.0 *Approval of the Agenda*

The agenda was approved with the following additions:

New Business 4.0

4.1 Health and Safety Manager position update.

4.2 Manager of Quality Assurance/Risk Management position update.

2.0 *Review the Previous Minutes / Business Arising from Minutes*

- Review of proposed timelines/time keeper identification (Debbie)
 - Section 2.0 - ½ hour maximum
 - Section 3.0 - 45 minutes maximum
 - Section 4.0 - 15 minutes
- Timekeeper: **Albert** offered to monitor the time for this meeting.

2.0 *Review the Previous Minutes / Business Arising from Minutes*

- Debra advised the Health and Safety Committee members that Gordon has moved on to 'bigger projects'. All committee members wish Gordon the best in his future endeavors.
- Review of current committee member attendance list / New Committee member follow up / member ID cards / member duo tangs & labels / membership incentives:
 - Darlene and Robin are welcomed as new members of the Health and Safety Committee
 - A round table of introductions followed to allow Darlene and Robin the opportunity to meet each of the committee members.
 - Robin and Darlene received their Committee member binders, they will require their membership ID cards

2.0 Review the Previous Minutes / Business Arising from Minutes (con'd)

- Review of the assigned follow up from the 'Standing Items' section of the December 2005 Health and Safety Meeting:
 - Posting of 'Slippery Parking Lot' reminders (Gordon)
 - Due to the wonderful weather Edmonton has been experiencing this was not completed prior to Gordon leaving therefore, Pam will post these when required.
 - Calgary to be commended on recruitment of new Health and Safety committee members. (Gordon)
 - Pam will follow up
 - Greg Lane to be informed of need for GP to consistently e-mail monthly Health and Safety meeting minutes. (Gordon)
 - Greg will be chairing the GP Health and Safety Meetings commencing this month and will also be completing the minutes for this meeting.
 - Changes identified for Hazard Control Document updating. (Gordon)
 - Pam has some amendments and will ensure that the remaining amendments are completed in time for distribution at the next scheduled Health and Safety meeting.
- Review of 'other assigned follow up':
 - Updates re: follow up with Pam regarding the status/process of the proposed '**stress workshop**'. (Anita/Pam)
 - Pam explained to the committee members that the previous workshop known as 'Basic Skills' and now called 'Foundations' has a segment that is geared to 'balancing life and work'. It was agreed by all committee members present that this item will be considered dealt with in that the Personnel and Training department are following up with preparations for a workshop that will be open to all ICE employees and, will be advertised as per the usual venues.
 - Discussion/review re: details for the 'Prevention of Slips/Trips and Falls' **Health and Safety poster contest**. (Noreen, Roberta)
 - Robin and Darlene will join Roberta and Noreen to brainstorm prior to the next scheduled Health and Safety Committee meeting. The group will present their ideas at this meeting.
 - ETS training program information. (Noreen)
 - Tabled to the next scheduled Health and Safety Committee meeting February 2, 2006.

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				
3.1 Review of 'Regional Health and Safety Meeting Minutes'	➤ Calgary – The December 15 2005 Health and Safety meeting minutes for this region were reviewed by the Committee members.	➤ N/A at this time	N/A	N/A
	➤ Grande Prairie – There were no December 2005 Health and Safety meeting minutes to be reviewed for this region.	➤ N/A at this time	N/A	N/A
3.2 Evaluation of current injuries and near miss	➤ South Region – The December 2005 Health and Safety meeting minutes for this region were reviewed by Committee members.	➤ Some clarification required regarding 'written safety procedures' for clients in need of 'mobility assistance'.	Pam	By Feb. 2/06
	➤ There were 4 ' <i>no loss time injuries</i> ' reported in Edmonton in November 2005.			
	➤ There were 3 ' <i>lost time injuries</i> ' reported in Edmonton in November 2005.			
	1. MVA with client (taxi)			
	2. client threw self to ground/worker attempted to p/u and hurt back	- Police follow up with taxi driver - Investigation complete and recommendations made	N/A	N/A
	3. client escalation resulted in sprain and broken finger			
	4. CSC MVA enroute to program	- investigation to complete	Pam	ASAP
	5. back strain while making bed			
	6. client carried down the front stairs of the home to the DATS bus by the staff and the DATS driver.	- investigation to complete - investigation to complete - this was STOPPED immediately	Pam Pam N/A	ASA P ASAP N/A

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				
3.3 Review and updates of a section of the Hazard Assessment document.	<ul style="list-style-type: none"> ➤ Updates were provided to the Committee members regarding the status of the revisions/amendments to the Hazard Control Document. 	<ul style="list-style-type: none"> ➤ A review will be completed re: what is currently 'in progress' ➤ The Committee members will continue their review of the Hazard Assessment document once revisions are received. 	Pam Committee members	By Feb. 2/06 Ongoing
3.4 Review of a section of the action plan for the COR Audit recommendations	<ul style="list-style-type: none"> ➤ The COR Audit Recommendations document was distributed to the Health and Safety Committee members 	<ul style="list-style-type: none"> ➤ All Committee members to add to member binders and ensure available at each Health and Safety meeting. 	Committee members	Ongoing
	<ul style="list-style-type: none"> ➤ Pam reviewed the 'Scoring Summary' with Committee members as well as quickly reviewing the first nine pages of the document. 	<ul style="list-style-type: none"> ➤ N/A 	N/A	N/A
	<ul style="list-style-type: none"> ➤ Committee members were requested to review: '2 Hazard Identification and Assessment', prior to the next scheduled meeting. 	<ul style="list-style-type: none"> ➤ Committee members to review in preparation for discussion at February 2006 Health and Safety meeting. 	Committee members	By Feb. 2/06
	<ul style="list-style-type: none"> ➤ An article will be prepared for the February 2006 ICE Page pertaining to hazard identification and assessment. 	<ul style="list-style-type: none"> ➤ Pam will prepare and submit article for February 2006 ICE Page newsletter. 	Pam	By Jan. 20/06

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				
3.5				
A) Review of completed Environmental Quality Audits and Random Inspection audits.	➤ Committee members were informed that the 'assignment' of follow up inspections will be commencing in February 2006.	➤ Follow up visits to commence again in February 2006.	Debbie/Committee members	February 2006
B) review of completed 'Follow Up Site visits' by Health and Safety Committee members.	➤ 'Outstanding' follow up visit reports were discussed.	➤ Submission of these follow up reports to Debbie ASAP.	Committee members	ASAP
4.0 New Business				
4.1 Manager of Health and Safety position status.	➤ Pam reviewed with Committee members that the position of Manager of Health and Safety is posted and the hiring process has been initiated.	➤ Process to continue until such time that a suitable candidate has been hired.	Geneve / Pam	N/A
4.2 Manager of Quality Assurance/Risk Management position status.	➤ Pam discussed that a second Quality Assurance/Risk Management position is also currently posted. The successful candidate for this position will also oversee agency security systems.	➤ Process to continue until such time that a suitable candidate has been hired.	Geneve / Pam	N/A
4.3	➤	➤		
4.4	➤	➤		
5.0 Next meeting:	<i>February 2, 2006 @ 10:30a.m.</i>			