

MINUTES  
LABORATORY PROGRAM  
DIVISIONAL MANAGERS MEETING - #7

1997 04 08 - 0900 Hours - Janeway Lab Conference Room

1. Present

Vern Whelan	Terry Gulliver	Lynn Wade
Marg Noftle	Betty Rogers	Avara Varghese
Winston Brown	John Martin	John Murphy
Annette Kennedy	Patsy Francis	

2. Minutes Meeting - 97 03 04

3. Position Descriptions

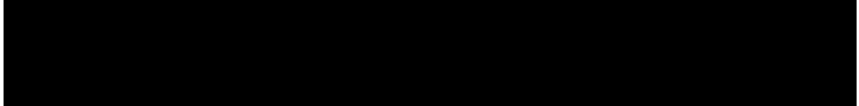
Action: Managers should aim for May 31 deadline to have position descriptions ready to review.

4. Waterford Laboratory Closure

4.1 Delivery problems are on-going

Action: Vern will notify George Tilley that plans for further consolidation of labs cannot proceed unless the delivery of specimens from site to site improves.

4.2 Data Entry

Action: 

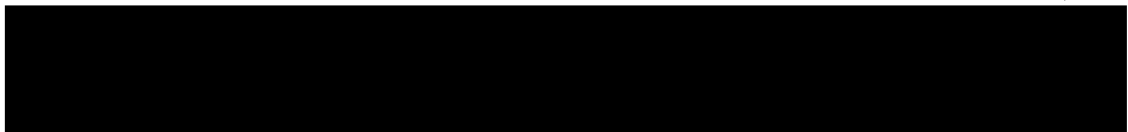
4.3 Other



5. Performance Evaluations

Action: Managers should begin these as soon as possible.

6. Organizational Charts



7. Financial Issues

7.1 Budget Review

Nothing new to report.

7.2 Budget 1997-98 Position Control

The position control information has not yet been received from Finance.

7.3 Other



8. Information Systems

8.1 Update

Reports are on now on scheduled printing at the General as well as the Grace. Lynn is looking into the option at St. Clare's as well.

8.2 Bar Coding

There is still no word on the bar coder from Marsha at Information Systems.

Action: Lynn will check with Marsha re the bar code printer that Information Systems has.

9. Internal Advisory Committee

The minutes of the IAC will be available in a cabinet to all staff after they are approved by the Committee.

10. Annual Q.I. Report to the Board

Vern advised that he will be making the Program report to the Board in May.

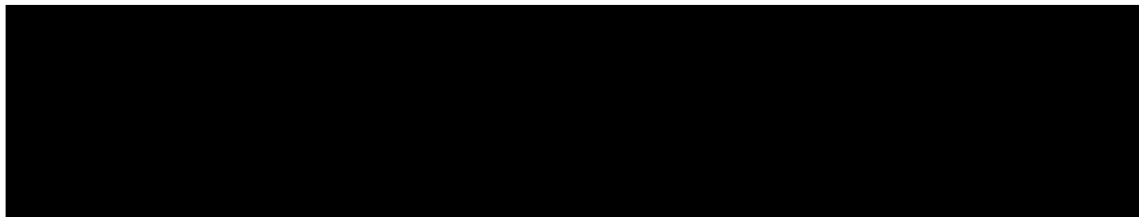
11. New Policy Memos

All managers have received the following policies:

- Storm Transportation Policy
- Renewal of Parking Permits
- Reimbursement for Bargaining Unit Staff for Attending Meetings or Participating on Committees
- Temporary Assignment of Bargaining Unit Personnel
- NAPE HS - Permanent Part Time Employees and \$0.30 Premium for Working Extra Shifts

Sick Leave Payable to Those Employees Who Leave Part  
Way Through a Shift  
Workplace Hazardous Materials Information System  
(WHMIS) - Labelling

12. Other



13. Next Meeting

It was agreed that the meetings of the Division Managers be held on the second Tuesday of the month. Thus, the next meeting is scheduled for Tuesday, 97 05 13, place to be announced.

14. Adjournment