

Minutes / Procès-verbal

Southeast Labour Market Partnership / Partenariat du marché du travail du Sud-Est Council / Conseil	
Date	Friday May 21 st , 2021 / Vendredi le 21 mai, 2021
Time / Heure	9am – 11am / 9h – 11h
Location / Lieu	Zoom Call / Réunion Zoom
Chairperson / Présidente	Susy Campos
Coordinator / Coordinateur	Patrick Richard

#	Agenda / Ordre du jour	Who / Qui
1	Welcome & Call to Order / Bienvenue & Ouverture de la réunion	Susy Campos
1.1	Call to Order / Overture de la reunion	
1.2	Declaration of Conflict of Interest / Déclaration des conflits d'intérêt	
2.0	Agenda Overview / Lecture de l'ordre du jour	Susy Campos
2.1	Agenda Adoption May 21st, 2021 / Adoption de l'ordre du jour 21 mai, 2021	
2.2	Approval of Minutes March 12th / Adoption du procès-verbal du 12 mars	
3.0	Updates from Chair / Mises à jour de la Présidente	Susy Campos
3.1	SLMP Coordinator Position	
4.0	Work plans 2021 / Plan de travail 2021	Marc Bernier
5.0	Approval of Attraction & Talent Development Workplans	Susy Campos
6.0	Updates from Chair - Continued / Mises à jour de la Présidente – Suite	Susy Campos
6.1	SLMP Logo	
6.2	Growth Sector Profiles	
6.3	2020 Annual Report & Press Release	
7.0	Renewal of Chairs and membership for 2021	Susy Campos
7.1	SLMP Council Chair	
7.2	Working Group Chairs	
7.3	Partnership Agreement Renewal	
8.0	Updates from Working Group / Mises à jour des groupes de travail	
8.1	Labour Market Information / Information du marché du travail	John Wishart
8.2	Attraction	Kevin Silliker
8.3	Retention / Rétention	Guy Léger
8.4	Talent Development / Développement des talents	Kari Chayne
9.0	Other Items / Autres points	All / tous
10.0	Next Meeting / Date et lieu de la prochaine réunion	All / tous

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11.0	Adjournment / Ajournement	Susy Campos
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1. Welcome & Call to Order / Bienvenue & Ouverture de la réunion

1.1 Call to Order / Overture de la reunion

9 :03am

Present: Susy Campos, Chair & 3+ Corporation; Patrick Richard, Coordinator & ONB; John Wishart, CCGM; Kari Cheyne, 3+ Corporation; Camille Bourque, ACOA; Kevin Silliker, City of Moncton; Guy Léger, Expansion Dieppe; Ghislaine Boudreau-Grant, WorkingNB; Anne McGraw, GSCC; Keyana Strzechowski, 3+ Corporation.

Guest: Marc Bernier, Unison.

Regrets: Angeliqe Reddy-Kalala, City of Moncton, René Coté, CBDC Kent; Nathalie Gallant, CBDC Westmorland Albert; Tahlia Ferlatte, Town of Riverview; Kathie Ouellette, PGD.

1.2 Declaration of Conflict of Interest / Déclaration des conflits d'intérêt

N/A

2.0 Agenda Overview / Lecture de l'ordre du jour

2.1 Agenda Adoption May 21st, 2021 / Adoption de l'ordre du jour 21 mai, 2021

Motion to accept agenda: John, seconded by Guy.

2.2 Approval of Minutes March 12th / Adoption du procès-verbal du 12 mars

Motion to accept minutes: Guy, seconded by Camille.

3.0 Updates from Chair / Mises à jour de la Présidente

3.1 SLMP Coordinator Position

Presented Keyana Strzechowski, from 3+ Corporation as new SLMP coordinator. Patrick Richard will stay on Council as a representative of ONB.

4.0 Work plans 2021 / Plan de travail 2021

Marc Bernier's presentation: To discuss workplans / project management process to implement.

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Motion to accept approval of talent dev and attraction workplans: moved by John, seconded by Guy.

Attraction/LIP: Initiatives are already being led / planned out by LIP. We don't want to double the work. For this year, LIP will continue leading these (and we will assist), then next year reassess. Several LIP initiatives are very similar to ours. Attraction group will support for 2021 – LIP. Clarify roles / relationship moving forward. Need language to match between two groups. Create ongoing communication plan between two coordinators to keep each other accountable and up to speed. We will take over initiatives in 2022 once everything is clearly defined. Need to review workplans from both groups so that we are on the same page.

Initiative dependencies: Explained this in detail.

Recommendations:

*Project management process to keep track of initiatives. Keyana will be the lead on this. Sole editor of master version of workplans. Bi-weekly check ins with owners/progress updates/flag any delays. Monthly updates with Chairs on status/dashboard. Communicating updates amongst all work groups/partnership. Provide highlights/successes/challenges.

*Better communication process: define/clarify roles involved, share information to stakeholders, be transparent, formalize process. SLMP Coordinator should be main point of contact (edit partnership agreement and send to council members to review). Could include this in Terms of Reference (along with Project Management process) and have it annexed to that.

*Council oversight on SLMP focused initiatives

*Coordinator to provide regular updates to WorkingNB (Denise) moving forward, to keep them up to date with what is going. Also, to get more resources for other initiatives (so they know that this is a need).

***Motion to approve project management process: Moved by Guy, seconded by Camille.**

*Terms of Reference (suggestion from Kevin): tie it back to regional economic strategy, and southeast, and Greater Moncton economic development team. They are all linked, but the Terms of Reference do not identify these links. This would better set the table.

*Suggestion from Kari: To share meeting minutes with all partnership (from a communication standpoint) to give better context of what's going on. Gives people a heads up of what has or hasn't happened. Create a centralized filing system. Try to look into a centralized area we could have all documents. Take a look at this. Through Microsoft Teams? Can maybe create a "Team".

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5.0 Approval of Attraction & Talent Development Workplans

Discussed and approved during Marc Bernier's Presentation.

6.0 Updates from Chair - Continued / Mises à jour de la Présidente – Suite

6.1 SLMP Logo

Everyone will look this over and provide their top 2 options as well as reasons for this. They will send to Keyana.

Observation made: to try to create a bilingual logo. If not, then always use an English and a French version.

Thoughts on usage of partnership logo (Rather than all partners): for documents we produce (i.e. Growth Sector Profiles, LMI Reports, Annual Report, videos produced, external communications, etc.). We could use this logo until a Regional Brand is agreed upon (interim logo). Keyana and Patrick will follow up with an email to receive feedback on the logo.

6.2 Growth Sector Profiles

Sector Growth Profiles: Settled on 10 targeted profiles (short and long term). This is for general population for now. Eventually, the goal is to create sheets for Youth or Immigrants.

6.3 2020 Annual Report & Press Release

Are we okay to do a press release by sharing accomplishments of 2020 with the report? Yes was the consensus. Do we wait for logo? John will do press release (preferably with the new selected logo).

7.0 Renewal of Chairs and membership for 2021

7.1 SLMP Council Chair

7.2 Working Group Chairs

Terms of Reference: 1 year term for Chairs (looking to extend John, Guy and Kevin). Need talent development chair. TBD. Talked about changing ToR to accept somebody as Chair that's not on council? For Talent Development.

Reach out to school districts to see if they would be interested in being the Chair.

Approval from council for Chairs to remain until end of 2021: Moved by Kari, seconded by Ghislaine.

7.3 Partnership Agreement Renewal

Next council meeting: edits to partnership agreement and ToR for approval.

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8.0 Updates from Working Group / Mises à jour des groupes de travail

8.1 Labour Market Information / Information du marché du travail

*Focusing on 6 priority initiatives. 4 initiatives are on track, and 2 initiatives are semi-on track (8 and 9). Meaghan and Denise will need to discuss these two initiatives for clarification on WorkingNB's tasks.

*Recommendations: Sitting down with Denise to find approaches, create database for Southeast – be available to all stakeholders (easier when we need to collect data from different parties).

8.2 Attraction

*Recommendation: Development of a value proposition – working on this on weeks/months to come.

8.3 Retention / Rétention

*Flexible workplace: Defining definitions.

*Implementation of action plan: Need to secure funding to access additional resource to take over this.

*Recommendations: "Diversity and Inclusion Practices" definition – recommending a new one.

Motion to accept this definition: moved by Guy, seconded by Kevin.

8.4 Talent Development / Développement des talents

*Initiative #4: Agreed the target is 1200 students/teachers by March 22, 2022. Identified 4 priority sectors.

*Initiative #5: Same target.

*We got funding to implement these projects. Created Project Team to lead this. Very good meeting with both districts. Tours in both languages are very important. We will be doing "Live Virtual Tours". RFP has gone out to marketing firms to host the tours. Second meeting with district is set next week – they will build speakers bureau, virtual reality component, and decide on marketing firm. First live tour is aimed for the fall 2021.

*Future NB: New representation in the group. They want Talent Development group to look at new strategic plan from FutureNB, compare what we are doing, to avoid overlap. They want to build structure to support our group on a regional level.

*Once FutureNB is launched, they will feature us as regional champions and highlighted as their strategic launch. Well positioned to highlight work that's happening.

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*Recommendations: None.

9.0 Other Items / Autres points

10.0 Next Meeting / Date et lieu de la prochaine réunion

Next meeting will be scheduled for 9am-11am on June 29th. Next meeting will be in September.

11.0 Adjournment / Ajournement

End of Meeting: 10:59am.