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# OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

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MONTHLY NEWSLETTER

MAY 2016

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## FINAL STAFF WORKING GROUPS

This past month the team has been reviewing recommendations from the staff Working Groups and looking specifically at harmonizing the three offices' client intake process. With the amalgamated clinic it will be important that our client intake approach is completed in a similar way so we can review data in an integrated way. And because our three offices are soon going to be using a new intake database system for all legal clinics across Ontario (known as the Clinic Information Management System or "CIMS"), we want to be training ourselves together and implementing one overall new system instead of three.

## AMALGAMATED BOARD OF DIRECTORS

### Event for Legal Clinic Board Members

The upcoming event on June 14<sup>th</sup> is an opportunity for board members from each of the three participating community legal clinics to meet. South Ottawa Community Legal Services, West End Legal Services and Community Legal Service of Ottawa Centre have been working together for two years to improve their services collaboratively, deciding ultimately to pursue an amalgamated clinic model. This event will provide an opportunity for the Directors of the three Boards to learn more about the progress that has been made, share ideas and opinions and get to know one another. Part of the evening will feature updates from staff of the legal clinics who have been working hard on specific issues that arise with amalgamating offices, such as having a shared executive director and a shared office manager (who will be our "Director of Administration"), allocating tasks across the three offices and staff groups, ensuring that there is a workload balance throughout the offices and harmonizing the personnel policies.

The primary goal of the evening is for board members to learn and share their questions, concerns and excitement with one another in an informal environment. This will help us to build on the next steps of transitioning to an amalgamated clinic.

## TRANSITION PLANNING

### Final Planning Meetings of Staff Working Groups

In the month of May the staff Working Groups have been completing their discussions for moving forward with the transition. Their recommendations will be an important part of the overall transition plan and we hope to pilot many of them before the amalgamation is completed.

## NEXT STEPS

In the month of June, there will be an event held for all current Directors of the three Boards to get to know one another, gain an understanding of the leaps that the staff Working Groups have been making and to plan the next steps of the project. A part of planning for the future of the project is determining how the clinics will move from three Boards, one from each current office, to one transitional board that will oversee the amalgamated clinic in its first years of operation.

To learn more about this process, please visit [www.ottawaclinics.ca](http://www.ottawaclinics.ca).  
To contact us, please email [info@ottawaclinics.ca](mailto:info@ottawaclinics.ca).