

# OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

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## STEERING COMMITTEE MEETING

Monday, February 22<sup>nd</sup>, 2016

2:00PM – 3:00PM

Conference Call

### PRESENT:

Gary Stein (SOCLS), Charlie McDonald (CLSOC), Sarah Sproule (CLSOC), Michael Taylor (CLSOC), Dominique Conway (SOCLS), Linda Martineau (WELS), Justin Nesbitt (SOCLS), Eric Cabana (Vanier), Kevin Beaulieu (PI), James Shields (PI), John Purkis (PI), Cavell Townley (WELS)

### REGRETS:

Jacques Chartrand (WELS), Emma Dickson (PI)

## DRAFT MINUTES

Agenda Items		Action/Discussion Points
1	Review and approve draft agenda and draft minutes from the last meeting  Review action items	<b>Discussion points:</b> <ul style="list-style-type: none"><li>• Agenda approved;</li><li>• Gary offered that SOCLS has had Skype installed on all of their computers and that it may be an option for future meetings and/or intake for the new clinic;</li><li>• It was suggested that this would be something for the Joint Intake WG to look into;</li><li>• Minutes approved.</li></ul> <b>Action items:</b> <ol style="list-style-type: none"><li>1. WELS and CLSOC will look into getting Skype for future meetings.</li></ol>
2	Outreach strategy  -Welcome Eric!  -February newsletter	<b>Discussion points:</b> <ul style="list-style-type: none"><li>• The Steering Committee welcomed Eric Cabana from Vanier Legal Services who will be sitting in on Steering Committee meetings in future;</li><li>• Public Interest explained that the February newsletter will be finished later in the week;</li></ul>

		<p><b>Action items:</b></p> <p>2. Public Interest will circulate February Newsletter for input from staff.</p>
<p><b>3</b></p>	<p>Working Group establishment</p> <p>-What will the first meeting entail</p> <p>-Facilitation support from John</p>	<p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• The Workflow Management/ Joint Intake Working Group representative announced that the first meeting is set for 1pm on February 23<sup>rd</sup>;</li> <li>• It was presented that the Support Staff/ Office Managers Working Group is in the process of setting up dates and times. The first meeting should be finalized soon, though likely not before the 1<sup>st</sup> or 2<sup>nd</sup> week of March;</li> <li>• It was agreed that the Harmonizing Policy group will convene when Jacques is back in Ottawa;</li> <li>• The Legal Practice Teams representative announced that the first meeting is booked for Friday March 4<sup>th</sup>, 10am at SOCLS.</li> <li>• It was suggested that each Working Group should have note takers to ensure information gets passed on to those that are not available;</li> <li>• Public Interest has prepared a guide for the working groups to help them get started, and Public Interest staff will attend the initial meetings of each Working Group, to help with facilitation if necessary.</li> </ul> <p><b>Action items:</b></p> <p>3. Dominique will send out an outlook invitation for the Legal Practice Teams Meeting on March 4<sup>th</sup>.</p>
<p><b>4</b></p>	<p>Other items</p>	<p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>• It was discussed that the new CEO of LAO, David Field, came to speak with the clinics. He used the opportunity to introduce himself, and discuss any concerns folks might have moving forward. It was a positive meeting overall;</li> <li>• John Perkis will be away March 8<sup>th</sup>-23<sup>rd</sup>.</li> </ul> <p><b>Action items:</b></p> <p>4. Emma to send an Outlook invitation for the next meeting .</p>

5 Next Meeting and Adjournment

Adjournment: 2:30pm

Next meeting:

March 7<sup>th</sup>, 2:00PM-4:00PM

March 21<sup>st</sup>, 2:00PM-4:00PM