

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Monday, January 11th, 2016

1:00pm – 3:00pm

In-Person

Location: 1355 Bank St., South Ottawa Community Legal Services

PRESENT:

Mike Taylor (CLSOC), Gary Stein (SOCLS), Kevin Beaulieu (PI), Charlie MacDonald (CLSOC), Linda Martineau (WELS), Sarah Sproule (CLSOC), Dominique Conway (SOCLS), Justin Nesbitt (SOCLS), John Purkis (PI), Emma Dickson (PI), Cavell Townley (WELS), Jacques Chartrand (WELS)

REGRETS:

Agenda Items		Action/Discussion Points
1	Review and approve draft agenda and draft minutes from the last meeting Review action items	Discussion points: <ul style="list-style-type: none">• The agenda and minutes were approved;• All action items have been completed.
2	Presentation of staff interview findings	Discussion points: <ul style="list-style-type: none">• John Purkis, the Ottawa local community engagement worker, introduces himself formally to Steering Committee members;• John presents the research findings from the interviews he had with all staff of the three participating legal clinics, some of the themes were:• There was some discussion on communicating with staff, it was discussed that the newsletter is mostly intended for external community partners, and that staff are welcome to augment the outreach to community partners;• John presented some of the changes that staff mentioned they will be facing with the amalgamation, which included changing of certain job roles, a different intake system (CIMS) and new opportunities,

		<p>including different uses of technology;</p> <ul style="list-style-type: none"> • There was some discussion about new uses of technology, such as looking at the Toronto Specialty Clinic model, and using videoconferencing; • There was a more in-depth conversation about videoconferences, the West End clinic does have it, but it the quality is very low, the South end clinic has looked into it with the funder, but has seen some push-back; the Centre clinic agreed to look into it as well; • John presented that staff discussed how community partners should be engaged, and it was discussed that a email blast was sent to a list of 160 community partners, many of whom have subscribed to the newsletter; • It was discussed that in the next steps there will be much larger involvement by the staff, firstly in reporting the staff interview findings, and in establishing and conducting the Working Groups; • There was discussion about when to schedule the all-staff meeting, the time agreed was January 25th, from 1:00PM-4:00PM; • It was decided that this meeting will be held downtown, but was noted that it will be important to rotate the meetings in future. <p>Action items:</p> <ol style="list-style-type: none"> 2. Charlie will look into videoconferencing at the Centre clinic; 3. Emma will email the full list of community partner contacts to the Steering Committee; 4. Gary will schedule the all-staff meeting with staff.
3	Discussion about new hiring	<p>Discussion points:</p> <ul style="list-style-type: none"> • There was discussion about what the proceeding will be in the West End housing position; • It was agreed that the Steering Committee can make a recommendation to the Board on what type of position this should be, but that ultimately the Board will have the final decision; • There was a discussion that this position could be a lawyer, paralegal or community legal worker position.

		<p>The benefits and structures of each option are discussed;</p> <ul style="list-style-type: none"> • It is agreed that the Steering Committee will recommend to the Board that the new hire is an experienced paralegal who specializes in housing and the preferred hire would be bilingual; • It was also agreed that any new positions created throughout the transformation should be offered internally prior to being offered externally.
4	Operating bylaw	<p>Discussion points:</p> <ul style="list-style-type: none"> • The subcommittee on developing the bylaw presented that changes suggested at the last Steering Committee to the bylaw have been incorporated; • It was agreed that the one area that still needs some development is how the amalgamation of the clinic memberships will proceed; • It was agreed that the bylaw should be sent to staff to review at this point. <p>Action items:</p> <p>5. Gary will email the draft bylaw to all staff.</p>
5	<p>Other items</p> <ul style="list-style-type: none"> -Next steps -Communication documents -Gary submitting LAO funding application tomorrow for the Community Development worker position 	<p>Discussion points:</p> <ul style="list-style-type: none"> • Now that staff interviews are complete, an all staff meeting should be scheduled; • Gary presents that the application to LAO funding is almost complete; • Once the all-staff meeting is held, it was agreed that there should be a Steering Committee meeting to finalize the staff Working Groups. Following this meeting, the Working Groups will begin to meet. <p>Action items:</p> <p>6. Schedule an all-staff meeting to present findings from staff interviews and establish parameters of staff Working Groups.</p>
6	Next Meeting and Adjournment	<p>Adjournment: 4:00PM</p> <p>Next meeting:</p> <p>All-staff meeting Jan. 25th 1:00PM</p>

Feb. 22nd 2:00PM