

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Monday, June 20th, 2016

2:00PM – 4:00PM

Conference Call

PRESENT:

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

REGRETS:

Eric Cabana (Vanier), Sarah Sproule (CLSOC), Michael Taylor (CLSOC)

DRAFT AGENDA

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">• Agenda approved;• Minutes approved as amended;• Action items reviewed. Action items <ol style="list-style-type: none">1. It was agreed that minutes should be disseminated one week prior to meetings in the future.
2	Debrief on Board Member Meeting	Discussion Points <ul style="list-style-type: none">• A total of 15 Board Members were on hand, as well as some legal clinic staff for a meeting of the three clinic Boards that took place June 14;• It was suggested that the board members hold another all-board meeting during the transition process.
3	Working Groups Follow up	Discussion Points <i>Harmonizing policies:</i> <ul style="list-style-type: none">• The “EI supplementary benefit plan” policies of the three clinics are similar, therefore only some

		<p>changes needed to be made.</p> <ul style="list-style-type: none"> • It was agreed that contract staff will have access to supplementary benefits as long as they are working for a minimum of one year. <p><i>Intake and management:</i></p> <ul style="list-style-type: none"> • Follow-up will take place after Linda, Kylie and Gary meet with LAO IT on June 30th to discuss the issues. <p>Action items</p> <ol style="list-style-type: none"> 2. Linda is following up on further requirements relating to the Occupational Health and Safety Act; 3. Laila and Dan will continue to address the wording of a French Language Services policy in the amalgamated clinic. It was noted that there is also a reference to the clinic's FLS obligations in the draft organizational bylaw; 4. A follow-up meeting will take place to discuss standardizing an approach to CIMS which will include one staff member per office.
4	Organizational Bylaw	<p>Discussion Points</p> <ul style="list-style-type: none"> • We are waiting to get comments from the lawyer on our draft organizational bylaw; • There has been discussion regarding the wording in the bylaws to describe the clinic's responsibility to provide French language services (FLS); <p>Action Items</p> <ol style="list-style-type: none"> 5. The Board of West End Legal Services will be considering the proposed wording of the bylaw section dealing with FLS, in light of the information received from LAO on this issue..
5	Staff Member Compensation Structure and Pay Equity	<p>Discussion Points</p> <ul style="list-style-type: none"> • Charlie, Jacques, Linda, Gary have been considering the Hay Group report and have plugged in staff salaries to get a sense of what compensation issues will require follow-up; • Gary is producing a draft document that outlines the issues to be considered, for review by the

		steering committee and then, if approved, to be sent to the boards for discussion and approval.
6	Outreach to Indigenous and Rural Organizations	<p>Discussion Points</p> <ul style="list-style-type: none"> • In our last meeting, in which Randy Ellsworth and his staff members from LAO attended, we reviewed the outreach efforts and the connections we have been making; • Gary is following up on the possibility of funding from Connecting Communities, a CLEO project aimed at providing training to community organizations and trusted intermediaries. However, it's not yet clear whether the services we want to provide can be aligned with the funding criteria; • We looked into funding applications through the Ontario Government's Poverty Reduction Fund. A complex and detailed funding application is due nine days from today, and unfortunately this timeline is not feasible; • Similar funding might be available through an application to the Trillium Foundation. <p>Action items</p> <ul style="list-style-type: none"> • Gary will continue to flag funding opportunities for the community development position.
7	Other Items	<p>Discussion Points</p> <ul style="list-style-type: none"> • A discussion took place regarding the approach to submitting clinic funding applications during the transition. <p>Action Items</p> <ol style="list-style-type: none"> 6. Gary, Linda and Charlie will discuss this matter further and the steering committee will revisit the question in a few months.
	Next Meeting and Adjournment	<p>Adjournment: 3:00pm</p> <p>Next meeting: August 8th, 2-4</p>