

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Monday, December 21st, 2015

2:00pm – 3:00pm

Conference Call

PRESENT:

Charlie McDonald (CLSOC), Sarah Sproule (CLSOC), Michael Taylor (CLSOC), Gary Stein (SOCLS), Dominique Conway (SOTT), Jacques Chartrand (WELS), Cavell Townley (WELS), Linda Martineau (WELS), Kevin Beaulieu (PI), Emma Dickson (PI), James Shields (PI)

REGRETS:

Justin Nesbitt (SOCLS), John Purkis (PI)

DRAFT AGENDA

Agenda Items	Action/Discussion Points
<p>1 Review and approve draft agenda and draft minutes from the last meeting</p> <p>Review action items</p>	<p>Discussion Points:</p> <ul style="list-style-type: none">• Agenda approved with one addition:<ul style="list-style-type: none">○ Add 'Steering committee communications from Gary' as an agenda item under item 8, 'Other'.• Review of Action Items and discussion points from previous minutes;• Minutes approved with amendments.
<p>2 Clinic staff visits update</p> <p>-All complete as of Monday, Dec. 21</p> <p>-Request for increased communication from clinic staff members</p>	<p>Discussion Points:</p> <ul style="list-style-type: none">• Emma explained that Public Interest (PI) will be preparing a presentation for the first meeting in January with John to review staff feedback. The power points for this presentation will be available to all clinic staff;• Some initial points of agreement were reviewed, including staff enthusiasm to be involved in developing procedures for the amalgamated clinic, the need for more in-person communication, and requests to make Steering Committee (SC) minutes available to all staff;• A conversation followed regarding existing communication methods and ways to improve them. <p>Action Items:</p>

		<ol style="list-style-type: none"> 1. Gary will draft an email to clinic staff and boards outlining the current activities of the SC, as well as ways staff and boards can communicate with the SC, learn more about the process and communicate questions and concerns; 2. Minutes of the previous meeting (approved above) will be distributed along with Gary's email; 3. Minutes of the previous meeting will also be posted to the project website; 4. PI will update information on the website.
3	<p>New hiring at SOCLS/WELS and the new clinic structure</p> <p>- Steering committee involvement in new hiring decisions</p>	<p>Discussion Points:</p> <ul style="list-style-type: none"> • Lengthy conversation was had about the potential role of the SC in providing input on hiring during the transition period; • It was acknowledged that the respective boards still have final decision on hiring, but it would be helpful for the SC to give feedback and, if possible, recommendations prior to a board making a final decision; • To finalize the discussion on the above point, and to determine if the SC could offer comments or possibly make recommendations to the WELS board on its upcoming hiring decision, it was decided that the next SC meeting will be held in-person, and will be longer. <p>Action Items:</p> <ol style="list-style-type: none"> 5. Meeting will be held to discuss all relevant implications of hiring to the amalgamation on January 11th at 1pm, in person at South Ottawa.
4	<p>Compensation at new clinic</p> <p>-Developing a compensation grid/guidelines for the new clinic</p>	<p>Discussion Points:</p> <ul style="list-style-type: none"> • ACLCO has hired the Hay Group to generate new compensation guidelines for clinics; • Charlie, Jacques and Gary have discussed pay equity with Paul Durber (consultant) who recommends that the SC wait until the new grid is released before making any decisions regarding compensation.
5	<p>December newsletter</p> <p>-Approval</p> <p>-Plan for outreach in January</p>	<p>Discussion Points:</p> <ul style="list-style-type: none"> • Emma distributed the newsletter by email; • Gary suggests in his revision that in order to get the draft Bylaws as close to completion as possible before the creation of the new organization, they should go out to all the staff and boards for feedback ;

		<ul style="list-style-type: none"> Gary Stein's phone number will be added to the Newsletter for external readers who wish to pose questions or receive clarification. <p>Action Items</p> <ol style="list-style-type: none"> Emma will make necessary revisions and corrections to December newsletter; Emma will develop instructions as to how community partners and members can sign up for regular updates using Mailchimp on the website; Draft by-laws will be distributed first to staff members for their input and then, after the SC has considered the staff input, to the Boards of Directors; Emma and Gary will finalize the list of Community Partners and distribute draft email in January.
6	<p>Operating bylaw</p> <ul style="list-style-type: none"> -Send to all staff -Discussion with boards 	<p>Discussion Points</p> <ul style="list-style-type: none"> See above
7	<p>Subconsultants</p> <ul style="list-style-type: none"> -Kim Cunnington-Taylor -Paul Durber, pay equity consultant 	<p>Discussion Points</p> <ul style="list-style-type: none"> Nelligan, O'brien, Payne has completed their background check and there does not appear to be a conflict, so Kim Cunnington-Taylor will be hired; See above re. Hay Group.
8	<p>Other items</p> <ul style="list-style-type: none"> -Community development worker funding request - Steering committee communications from Gary 	<p>Discussion Points</p> <ul style="list-style-type: none"> Gary will finalize community development worker funding request; Gary has spoken with Hugh Tye from the Hamilton legal clinic about their Aboriginal Justice Worker; There was discussion of developing a second, entirely separate application to the same LAO fund for an Aboriginal Justice Worker. However, it was decided that the SC would stick with its original plan to apply for funding for a community development worker (whose work would necessarily include making connections with organizations serving indigenous people) and that the potential of hiring an Aboriginal Justice Worker could be explored in the future; SC confirms with Gary that they are comfortable with the

		level of communication coming from him.
9	Next Meeting and Adjournment	Adjournment: 3:45pm Next meeting: Jan. 11 th 1PM, 2 nd floor SOTT