

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Monday, May 30th, 2016

2:00PM – 4:00PM

Conference call

PRESENT:

Justin Nesbitt (SOCLS), Linda Martineau (WELS), Sarah Sproule (CLSOC), Gary Stein (SOCLS), John Purkis (PI), Emma Dickson (PI), Jacques Chartrand (WELS), Cavell Townley (WELS), Kevin Beaulieu (PI), Randy Ellsworth (LAO), Anthony Schatzky (LAO)

REGRETS:

Charlie McDonald (CLSOC), James Shields, Mike Taylor (CLSOC), Dominique Conway (SOCLS), Eric Cabana (Vanier)

DRAFT AGENDA

Agenda Items		Action/Discussion Points
1	Meeting with Randy Ellsworth and Anthony Schatzky from LAO	Discussion items: <ul style="list-style-type: none">• Introductions are made;• Randy Ellsworth and Anthony Schatzky are joining the discussion to familiarize themselves with progress of the project over the past months.
2	Review and approve draft agenda and draft minutes from the last meeting Review action items	Discussion items: <ul style="list-style-type: none">• Agenda approved;• Minutes reviewed, with two small changes in agenda item 8 and are approved with these changes;• Action items reviewed, there are still follow up items to be completed on the wording of French language services in the bylaw. Jacques and Gary will continue to follow-up on this;• All other items completed.

<p>3</p>	<p>Working groups</p>	<p>Discussion items:</p> <ul style="list-style-type: none"> • None of the groups have met since the previous Steering Committee meeting; • Policy meeting scheduled for next week to tie up loose ends; • Kylie Stanners (OM of CS), Gary and Linda are the sub-group currently looking into the IT systems that will support a shared intake system; • The next step is developing a CIMS working group made up of one staff member from each office to harmonize the way that information is captured. <p>Action items:</p> <ol style="list-style-type: none"> 1. One staff member from each clinic has been identified as the lead CIMS person in their clinic and will be part of a CIMS working group.
<p>4</p>	<p>Hay group report update</p>	<p>Discussion points:</p> <ul style="list-style-type: none"> • This report recommends a compensation structure for legal clinics across Ontario; • Linda, Gary, Charlie and Jacques have met with a representative of the Hay Group to discuss the potential of hiring them to help with the structure, the quotation for this service was outside of the budget; • The subcommittee agreed to try to develop this structure themselves to address the compensation issues, if this does not work, the Hay Group may be retained for advice; • The subcommittee is also following up with Paul Derber about pay equity implementation for the amalgamated clinic; • There is an offer from LAO to meet with the group on assisting with developing the payment structure. <p>Action items:</p> <ol style="list-style-type: none"> 2. The subcommittee will be meeting with Paul Durber a second time to continue discussion.

5	Discussion of board member meeting	<p>Discussion points:</p> <ul style="list-style-type: none"> • Linda, Gary, John and Emma met to plan the all-board member event; • The goals of the meeting were outlined, they are primarily to build relationships and share progress on the project up to this point; • John reviews the draft agenda for the evening's events and discussions; • There is the suggestion that Charlie present the introduction, as he did for the annual training session this year. <p>Action items:</p> <p>3. Gary will follow up with Charlie on presenting introductory remarks.</p>
6	Outreach to indigenous & rural organizations	<p>Discussion points:</p> <ul style="list-style-type: none"> • Gary provides background on why we want to create more access points for these two populations; • This development is moving well with indigenous organizations with a regular workshop taking place monthly at Odawa centre and an ODSP workshop at Minwaashin Lodge; • The outreach to rural populations has been slower, the concern being that there is capacity to make these connections but no capacity to provide services once the connection has been made; • The Steering Committee discussed with LAO other funding opportunities to outreach to this underserved population. <p>Action items:</p> <p>4. Gary will continue to work on two other funding applications to increase capacity for rural outreach.</p>
7	Review workplan	<p>Discussion points:</p> <ul style="list-style-type: none"> • Making good progress on the work plan at anticipated pace.

8	Other items	Discussion points: <ul style="list-style-type: none">• Randy asks if there is any role that LAO would need to play at the joint board meeting;• After discussion it is agreed that this is not needed at this time.
9	Next Meeting and Adjournment	Adjournment: 3:15PM Next meeting: Monday, June 20 th , 2:00PM – 4:00PM