

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Monday, April 18th, 2016

2:00PM – 4:00PM

Teleconference

PRESENT:

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

REGRETS:

Eric Cabana (Vanier)

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 are reviewed and approved;• Gary noted that there is an additional spreadsheet circulating currently to gather more detailed intake data based on area of law for the purposes of advancing the design of an integrated intake system.
2	Report back from Working Groups	Discussion Points <ul style="list-style-type: none">• Gary offered a summary of working group meetings since the last meeting:<ul style="list-style-type: none">○ The Harmonizing Policies Working Group met and agreed they will be focusing mainly on personnel policies of the clinics. Cavell has agreed to compare the three policies and draw out similarities and differences that can be circulated and discussed at the next meeting;○ The Director of Operations/Support Staff Working Group met on April 7th. The group discussed the general approach of the

		<p>three offices to divide work between Linda and support staff;</p> <ul style="list-style-type: none"> ○ Intake system design is moving forward as well.
3	Report back on meeting with LAO	<p>Discussion Points</p> <ul style="list-style-type: none"> • Gary provided an update on the meeting of April 7th with LAO. Notes regarding this meeting were distributed by email; • It was presented that we will receive some funds to provide Linda with some backfill; • Randy Ellsworth has expressed interest in meeting with the Steering Committee. A tentative date of May 30th has been selected for the SC to meet in-person with Randy; • It was proposed that a sub-committee of the SC be struck to meet with LAO on an ongoing basis to ensure they are kept abreast of all relevant operational and logistical issues to which they may contribute (i.e. integrated outlook calendars for intake, integrating CIMS, joint telephone systems, etc.); • It was agreed that Gary and Linda will take the lead on meeting with Anthony and his colleague at LAO. Additional Steering Committee members may join if needed; • It was also reiterated that each clinic should request that their fiscal surplus as of March 31st be rolled over to support the amalgamation. <p>Action Items</p> <ol style="list-style-type: none"> 1. Gary will develop a draft request to roll-over funding, and forward the draft to Charlie, Jacques, Linda, and Kylie to use.
4	Report back on meeting with corporate lawyer	<p>Discussion Points</p> <ul style="list-style-type: none"> • Gary presented an update on his conversation with Kim Cuddington-Taylor, the corporate lawyer retained to provide counsel on the merger; • Kim will provide the clinics with a list of documents that will need to be gathered and submitted to her for review. This list should be

		<p>sent before the end of April;</p> <ul style="list-style-type: none"> • It was suggested that clinics should expect to have all of these documents gathered and sent to Kim before the end of May. <p>Action Items</p> <ol style="list-style-type: none"> 2. Gary will send a note to the clinics outlining some of the documents he knows will need to be collected (letters patent, by-laws, leases, etc.)
5	<p>Work plan and next steps - Report to board members and report back to staff</p>	<p>Discussion Points</p> <ul style="list-style-type: none"> • Gary quickly reviewed work plan items for the coming months; • Gary recommended that the three funding applications for the coming year be reviewed together in the near-future and that the Steering Committee begin to think about how the clinic's single funding application will be submitted after the merger; • A tentative date of Tuesday June 14th at 6pm was set for an all-board meeting with the Steering Committee; • After some discussion, it was agreed that the next all-staff in-person meeting should be held in August; • Working Group reports will be submitted by the end of May, board members will be engaged to discuss the reports in June, and a written Implementation Plan will be drafted for input from Staff in August. <p>Action Items</p> <ol style="list-style-type: none"> 3. Gary will begin to gather information and necessary documentation that the Steering Committee will need to discuss a joint funding application together; 4. Linda will investigate a space for the in-person all-Board meeting at the Pinecrest-Queensway CHC.
6	<p>Other items -Organizational By-Laws</p>	<p>Discussion Points</p> <ul style="list-style-type: none"> • Gary presented an update on the Organizational by-laws, noting that the

	<p>-Hay Group Report</p>	<p>document is currently being reviewed by the three boards;</p> <ul style="list-style-type: none"> • Once the By-laws are discussed and approved by the three Boards, we will pass it on to the lawyer for review; • A discussion was commenced as to how the amalgamated clinic will consider the report from the Hay Group regarding pay equity; • Charlie added that a discussion of the report is on the agenda for staff and board meetings at CLSOC. • It was agreed that each clinic will seek feedback from staff and the three EDs will discuss next-steps after receiving staff input. <p>Action Items</p> <ol style="list-style-type: none"> 5. Gary, Jacques and Charlie will meet to discuss next-steps regarding the Hay Group report.
7	Next Meeting and Adjournment	<p>Adjournment: 3pm</p> <p>Next meeting: May 10th, 2:00PM-4:00PM</p>