

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Monday, March 7th, 2016

2:00PM – 3:30PM

Conference Call

PRESENT:

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

REGRETS:

John Purkis (PI), Michael Taylor (CLSOC)

DRAFT MINUTES

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.
2	Update from Working Groups	Discussion points: <ul style="list-style-type: none">• First meeting of the Harmonizing Policies Working Group is booked for April 5th;• Each of the other Working Groups have held their first meetings, and in some cases the second meeting has been booked;• Minutes and notes are being compiled for all of the meetings;• Steering committee members presented updates from initial Working Group meetings: <i>Intake/Workflow group summary</i><ul style="list-style-type: none">• The option of moving to one phone system was discussed, including the option for a single phone number and shared responsibility for answering the phones;<i>OM/Support staff group summary</i><ul style="list-style-type: none">• There was discussion regarding sharing of telephone responsibilities. It was identified as a challenge to streamline the system for clients while maintaining a fair and relatively straight forward internal process;<ul style="list-style-type: none">○ It was suggested that the best transition

		<p>plan would be to adopt a system that offers options for 'pilot projects' to test out different strategies;</p> <ul style="list-style-type: none"> • The Office Manager is a key support for the support staff. With the transition to a single OM, there is a risk of under-resourcing if nothing were to fill that gap; <ul style="list-style-type: none"> ○ It was suggested that there should be some kind of floating staff person that could fill in where needed; <p><i>Legal Practice Teams group summary</i></p> <ul style="list-style-type: none"> • It was agreed that an inventory of what areas of law staff are currently covering should be developed; • Key Point: Increasing capacity for Housing was a key feature of the initial report. It was discussed how difficult it can be to have an articling student fill that gap, and that there likely should not be two articling students; <ul style="list-style-type: none"> ○ The group would like to confirm what sort of services the University Clinic can offer, as well as Housing Help and Action Logement; ○ Staff from the Hamilton clinic should be engaged soon to talk about best practices; • It was agreed that certain types of law require more collaboration, such as immigration law. <p>Action items:</p> <ol style="list-style-type: none"> 1. Gary will send brief email updates to staff periodically to convey the key points from each meeting.
3	Key informant interviews	<p>Discussion points:</p> <ul style="list-style-type: none"> • PI presented that there are many potential areas to inquire/interview about: <ul style="list-style-type: none"> ○ Follow-ups to items that arise from working groups; ○ Staff with previous experience in mergers and amalgamations; ○ Potential satellite locations; • It was discussed that some work on developing potential satellite connections and community connections is already underway; • It was announced that the decision on the funding for a Community Development Worker will be decided this week.

		<p>Action items:</p> <p>2. PI and Gary will talk in the coming weeks about the role that interviews will play in the overall transition process.</p>
<p>4</p>	<p>Review of staff comments on draft bylaw and next steps</p>	<p>Discussion points:</p> <ul style="list-style-type: none"> • A suggestion was brought forward that the amalgamated clinic be named the “Ottawa Community Legal Clinic” rather than “Community legal services of Ottawa” as the official name of the organization; <ul style="list-style-type: none"> ○ Extensive conversation has been had regarding the name, and a majority of the steering committee agreed to the current name for a variety of reasons. It was agreed that the project will proceed with the current name. • A question was raised about the rationale for separate employee and general membership categories; <ul style="list-style-type: none"> ○ The objective was to strike a balance that would provide staff with a greater voice at the Board level. The only significant difference is that employee members have the opportunity to elect a staff board member in lieu of electing the general board membership. There is also a clause that makes explicit the responsibility of employees to recuse themselves from voting on issues pertaining to their status as employees that would amount to a conflict of interest. • The question was raised whether the residency requirements for general membership are appropriate to a Community clinic; <ul style="list-style-type: none"> ○ Clinics have staff as well as clients that live outside of the Ottawa catchment. Currently the bylaws extend membership to those that either live or work in Ottawa, and who are at least 18 years of age. The aim is not to make the criteria unduly narrow.

		<ul style="list-style-type: none"> ○ It was agreed that the criteria are appropriate, but that a limit should be placed upon the number of members living outside of Ottawa permitted to sit on the Board at any given time. ○ It was agreed that once the permanent Board is in place, no more than two (2) members should reside outside of Ottawa at a given time, with the exception of a staff representative for whom residence is not a limiting criteria. <ul style="list-style-type: none"> • Employee members are subject to the same voting limitations as other voting members, with the exception of matters amounting to conflict of interest; • Whether the articles read 'President' or 'Chair' of the Board will depend upon the particular phrasing in the Act, and the articles shall be reviewed by corporate council prior to their approval; • The question was raised if the articles should include reasons for which suspension of membership can be considered; <ul style="list-style-type: none"> ○ It was agreed that notice of a motion to suspend membership must indicate both the intention to hold a vote, and reasons for holding the vote. The articles should be changed to reflect this fact. <p>Action items:</p> <ol style="list-style-type: none"> 3. Gary will ensure bylaws are amended to reflect the above changes.
4	Other items	<p>Discussion points:</p> <ul style="list-style-type: none"> • After a long discussion, the Steering Committee agreed that, for the purposes of planning, they will proceed under the assumption that Gary and Linda will be filling the roles of Executive Director and Director of Operations. This is simply an assumption used to facilitate planning, and will be subject to a final decision by the Board of Directors. • It was agreed that this fact should be clearly communicated to the staff to avoid any

		<p>misunderstanding;</p> <ul style="list-style-type: none"> • It was presented that the next steps will be for Gary and Linda to meet this week to begin discussing some key areas that need attention; • Gary raised that we should reach out in the near future to Hamilton CLC for input. The SC will think about what they want to learn from Hamilton before figuring out how best to do that; • Linda is also reaching out to the OM at The Legal Clinic to see if there can be some learnings there based on their merger. <p>Action items:</p> <ol style="list-style-type: none"> 4. Staff meetings in the coming months will discuss the rationale for assuming Gary and Linda as ED and DO; 5. Gary and Linda will speak to the Hamilton legal clinic for potential learnings; 6. Emma will send an Outlook invitation for next meeting ASAP.
5	Next Meeting and Adjournment	<p>Adjournment: 3:30pm</p> <p>Next meeting: March 21st, 2:00PM-4:00PM</p>