

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Tuesday, May 10th, 2016

2:00PM – 4:00PM

Conference Call

PRESENT:

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

REGRETS:

Eric Cabana (Vanier), Michael Taylor (CLSOC), Cavell Townley (WELS), John Purkis (PI)

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. Follow up with LAO about retaining 2015-16 surpluses.
2	Bylaw update	Discussion Points <ul style="list-style-type: none">• Bylaws are very near the point of receiving approval by all three boards. There are just a couple of phrasing changes being considered;• The bylaws have been sent to the lawyer for a final look. Action Items <ol style="list-style-type: none">2. Jacques will sit down with Cavell and draft some questions regarding French language service requirements.

<p>3</p>	<p>Report back from Working Groups</p> <ul style="list-style-type: none"> • Shared intake; • Director of operations/Support staff group; • Legal practice teams; • Policy harmonization. 	<p>Legal practice teams:</p> <ul style="list-style-type: none"> • No update. <p>Policy Harmonization:</p> <ul style="list-style-type: none"> • Covered a lot of ground on personnel issues. <p>Director of Operations/Support Staff:</p> <ul style="list-style-type: none"> • Linda, Kylie and Gary met to divide tasks between the three of them. Had a productive meeting. Job descriptions will be adjusted to represent the conversation; • Discussions included which activities could be done locally in the clinic versus what would be done out of one office. Division of labour was also considered. <p>Shared intake:</p> <ul style="list-style-type: none"> • Gary circulated intake statistics from the 3 clinics. They indicate that the amalgamated clinic could adopt a similar approach to intake as CLSOC; • There were some variations: i.e. CLSOC has more housing intake, SOTT has more immigration, WELS has more ODSP/OW and related social benefits cases. Generally, however, the numbers are quite comparable; • We are now looking into an outlook intake calendar with LAO IT that would allow for each office to sync their schedules with the other offices. Will likely be working closely with LAO IT on this one in the coming weeks. <p>Action Items</p> <ol style="list-style-type: none"> 3. Gary to update the intake spreadsheet to include Vicky's intake numbers.
<p>4</p>	<p>Hay group report update</p>	<p>Discussion Points</p> <ul style="list-style-type: none"> • Linda, Jacques, Charlie and Gary met to discuss the report; • Will be asking Amy Scholten from the ACLCO who co-chaired the committee on this report to speak with them informally; • Linda and Gary met with Jan Kennedy from the

		<p>Hay Group about how to make it fit for our three offices. Jan will send a proposal with costs to see if it makes sense to go with the Hay group to manage this element of the transition instead of going to the Pay Equity consultant.</p>
5	Review workplan	<p>Discussion Points</p> <ul style="list-style-type: none"> • No major changes since last review; • LAO IT was open to sourcing a new phone system locally if given more information, but they can also provide something through their typical suppliers. <p>Action Items</p> <p>4. Providing the background information on our amalgamation IT needs to LAO for their business requirements document.</p>
6	Joint meeting of three boards June 14 th	<p>Discussion Points</p> <ul style="list-style-type: none"> • Will take place at the South East Ottawa Community Health Centre; • Meeting can be setup with John to discuss the approach to this meeting; • All three boards have been advised; • The transformation budget for this phase is pretty tight. Each office will pitch in to cover the costs of this meeting. <p>Action Items</p> <p>5. Gary, Linda, Emma and John to discuss meeting options.</p>
7	Preparing for next Steering Committee meeting with LAO	<p>Discussion Points</p> <ul style="list-style-type: none"> • Randy Ellsworth will be in attendance to meet with the Steering Committee; • The meeting will take place in the Boardroom at the CLSOC.
8	<p>Other items</p> <ul style="list-style-type: none"> - Accounting Expense - Housing Lawyer position at WELS 	<p>Discussion Points</p> <ul style="list-style-type: none"> • We have a budget for accounting that includes setting up accounting systems for the amalgamated clinic; • The committee discussed the expected fees for

		<p>accounting;</p> <ul style="list-style-type: none"> • The bookkeeper for the CLSOC and SOCLS has been working with us on accounting, and Gary expects he should be available to help establish an accounting system for the amalgamated clinic; • Gary has been working over the last week to report on phase one and phase two finances to be forward to LAO ; • Sylvia Chapman will be filling the Housing Lawyer position at WELS in the fall; • A job posting will be circulated internally at all three clinics for a replacement CLW at WELS.
9	Next Meeting and Adjournment	<p>Adjournment: 3:00</p> <p>Next meeting: May 30th, In-person</p>