

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Monday, November 7, 2016

2:00PM – 4:00PM

By telephone: 1-866-251-3220 | Conference ID 6147385#

Attendees: Charlie, Linda, Dominique, Gary, Kevin, Cavell, Justin

Regrets: Sarah, Jacques

DRAFT MINUTES

Agenda Items		Action/Discussion Points
1	Minutes of October 24 meeting	<p>Revised minutes approved as circulated.</p> <p>The Boards will be coming up with 4 names each for transitional board in November.</p> <p>Linda has emailed staff about selecting their board nominee by December 16.</p> <p>Gary will solicit Board interest all-Board meeting in his next email.</p> <p>Letters and emails have gone out elected officials and community partner agencies. Follow-up calls will be made over the next week by Public Interest.</p>
2	Follow-up with LAO's IT Department <ul style="list-style-type: none">• Telephone System• Joint Intake System	<p>LAO I.T.: not much to report. The suggestion has been made to LAO that phone system upgrades will be required at all three clinics regardless of the outcomes of amalgamation.</p> <p>Kylie is going to reach out to other clinics about their systems, but the recommendation will likely be to adopt LAO's system in order to benefit from ongoing support. Kylie will join the next SC call for the discussion about the proposal.</p> <p>Joint intake system: LAO has created some individual calendar options that stand on their own rather than being attached to a particular staff</p>

		<p>person. Gary, Kylie, and Linda have tested it and early results are promising. The next step is to sit down with front office staff to find out if the proposed system will work for them.</p>
3	<p>Organizational by-law:</p> <ul style="list-style-type: none"> Employee director 	<p>Gary has asked the lawyer to provide her comments on the last version in the next couple of weeks so it can be circulated to Boards for consideration.</p> <p>The proposed three-year term may not be workable, as it may be a disincentive to staff who may not be able to commit for that length of time.</p> <p>It was agreed that the staff term on the Board should be amended to one year.</p> <p>The limitation of the staff position as being limited to full-time permanent was reconsidered and revised to “one individual appointed by and from the employees of the corporation, other than the executive director.”</p> <p>Linda will advise staff of the changes to the term.</p>
4	<p>Follow-up by Public Interest</p> <ul style="list-style-type: none"> September/October newsletter Communication with political representatives Communication with agencies Transition Plan document 	<p>Kevin to send final copies of what was send to stakeholders for Gary to circulate to the Steering Committee.</p> <p>Gary has been provided with the first draft of the Transition Plan. He will edit and circulate.</p>
5	<ul style="list-style-type: none"> Will LAO pay increased amount of Employer’s Heath Tax? 	<p>The additional cost resulting from having only one \$400,000 exemption rather than three has been identified as being roughly \$16,000 per year. LAO has covered this cost for other clinics in the past, but expects that the amalgamated Ottawa clinic will absorb this incremental cost.</p>
6	<p>Compensation Proposal follow-up</p>	<p>The individual Boards will be responsible for their own approach to disbursing this year’s remaining funds.</p>

7	Other Update on staffing at West End	Charlie and Gary have met with Jacques about his future plans, and are working out an agreement for Jacques' retirement to coincide with amalgamation, subject to approval by the Board. Gary has had some discussion about installing a supervisory director, admin assistant, and paralegal at WELS, as well as a lawyer at SOCLS.
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Next meeting: November 21, 2016