

OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

Thursday, February 11th, 2016

3:30PM – 4:30PM

Conference Call

PRESENT:

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

REGRETS:

Gary Stein (SOCLS), Cavell Townley (WELS), Jacques Chartrand (WELS)

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">• The agenda and minutes were approved;• Following up from the previous SC meeting, CLSOC looked into videoconferencing. According to LAO, there would be some technical hurdles in acquiring this resource. CLSOC will not be proceeding, but will look into it at a later time. Action items: <ol style="list-style-type: none">1. Emma will make ammendments to minutes and post to website.
2	Review membership of 4 Working Groups	Discussion points: <ul style="list-style-type: none">• It was reviewed that Working Groups will contain members of the Steering Committee, as well as representation from each clinic, and also, as much as possible, from each position;• It was agreed that board members will also make an effort to be on each Working Group;• There was discussion about whether there should be a maximum number of participants for Working Groups to allow for productive

		<p>discussions. It was agreed that there is no need at this stage;</p> <ul style="list-style-type: none"> • It was agreed that it should be made clear to staff that it is not mandatory to volunteer for Working Groups. Staff should also know they can move around from group to group if they find they find they can contribute more to another group; • It was recommended that a member of the Steering Committee be assigned to set up the first meeting of each group; <ul style="list-style-type: none"> ○ Linda Martineau: Staff Support/Office Managers; ○ Sarah Sproule: Work Flow Management/ Joint Intake Process; ○ Charlie McDonald: Harmonizing Policies; ○ Dominique Conway: Legal Practice Teams; • There was agreement from the SC that in-person Working Group meetings would be ideal, though conference calls may be necessary; • There was discussion that the goal is that groups will be scheduled to begin in mid-February, though they may occur closer to March. <p>Action items:</p> <ol style="list-style-type: none"> 2. Finalize membership and schedule initial Working Group Meetings.
3	Review responsibilities/goals of 4 Working Groups	<p>Discussion points:</p> <ul style="list-style-type: none"> • Public Interest presented that they generated Working Group summaries based on staff input at the all-staff meeting. The Steering Committee agreed that staff should be allowed to establish group responsibilities as much as possible within those Working Groups. It is always possible to add topics if anything is missing.
4	Other items	<p>Discussion points:</p> <ul style="list-style-type: none"> • It was brought to the SC's attention that staff of Vanier Community Legal Services are interested in getting more information about the project as it progresses;

		<ul style="list-style-type: none"> Working Group leads will send out a Doodle Poll to facilitate scheduling their respective first meetings.. <p>Action items:</p> <ol style="list-style-type: none"> Charlie will speak to Vanier Clinic staff to get a better idea of what type of information they would find helpful, and will bring it back to the Steering Committee at the next meeting.
5	Next Meeting and Adjournment	<p>Adjournment: 4:30pm</p> <p>Next meeting: Confirmed February 22nd, 2:00PM-4:00PM</p>