

Advisory Committee to the CLBC Board of Directors

Minutes of the June 16, 2012 Meeting



IN ATTENDANCE

Advisory Committee Members: Ruth Shannon (Richmond); Russ Keil (Central & Upper Island); Terry Robertson (North); Deb Appleby (Simon Fraser); Marie Sabine (Surrey/Delta/White Rock); Peter Swayne (Vancouver); Ross Spina (Thompson Cariboo and Committee Chair); Dawn Robertson (Upper Fraser)

Apologies: Mary Emmond (South Island)

CLBC Quality and Service Committee Members: Norah Flaherty (Chair); Darryl Harand

CLBC Staff: Brian Salisbury, Director, Strategic Planning; Rena Donald, Executive Assistant and Recorder

WELCOME

The meeting commenced at 8:45 with introductions. The PAC Chair asked for a volunteer to help take minutes to bring a different perspective to the written record. A volunteer from the Surrey/Delta/White Rock Council agreed to play this role.

ADDITIONS TO THE AGENDA

1. Election of PAC chair
2. Meetings schedule
3. Jule Hopkins was unable to attend to present at the meeting (Material sent in advance)

Action

Terry Robertson moved to formally adopt the agenda. Russ Keil seconded. Motion Carried.

CLBC QUALITY AND SERVICE COMMITTEE UPDATE

Board member Norah Flaherty provided an update on discussions at the Quality and Service Committee, including CLBC's Quality of Life project (*include Me!*), the roles of CLBC's Self Advocate, Aboriginal and Family Partnership Advisors) and the Guide to Support Allocation demonstration project which is expected to be rolled out provincially in 2013.

CLBC'S EMPLOYMENT AND COMMUNITY INCLUSION INITIATIVES

Jack Styan, VP, Strategic Initiatives, presented an overview of CLBC's employment and community inclusion initiatives. The employment initiative is using an appreciative inquiry process which was designed by a core planning team and is being led by 30 community facilitators. This dialogue process will inform the writing of an employment action plan in the fall of 2012.

The three-year goal is to achieve the highest rate of employment in North America for adults with developmental disabilities. Community Councils were encouraged to support the community engagement process in practical ways, for example, sharing information about scheduled meetings.

Jack also discussed the community inclusion initiative which will focus on enhancing relationships, contribution and belonging for adults with developmental disabilities. This work will support the mandate of Councils which addresses issues associated with inclusion and citizenship. A repository for articles has been created on CLBC's website on this topic - www.communitylivingbc.ca/your-community/community-councils/articles-of-interest/

Action

*A representative from each Community Council will attend the Employment Summit.
Information will be sent to Council Chairs on community inclusion as it becomes available.*

TERMS OF REFERENCE: HOME SHARING SERVICE REVIEW

Draft terms of reference have been developed by CLBC's Manager of Quality Assurance and was discussed at the Quality and Service Committee. The consultation process will result in a report that identifies ways to improve policy and practice for this residential option. The Committee identified that recruitment and retention was not yet considered in the draft terms of reference.

Action

A draft of the final report will be shared with the Advisory Committee to obtain feedback.

UPDATE ON CLBC'S AGEING INITIATIVE

A brief update on the work of the Advisory Committee on Ageing was provided.

COMMITTEE MEMBER REPORTS

Each Advisory Committee member gave an update on their Council's recent activities focusing on what is working well in their community. Many Councils are experiencing challenges recruiting and retaining members.

Russ Keil – Central and Upper Island Council has focused on engaging with the community around the issue of employment.

Dawn Robertson – A highlight for the Upper Fraser Council was meeting with CLBC Board members at the January board meeting in Abbotsford. The Council also held a session on income tax to attract community members.

Peter Swayne – Vancouver Council has focused on housing, recreation and employment.

Deb Appleby – The Simon Fraser Council is working on the recruitment of members. Areas of focus are housing, employment and transition.

Terry Robertson – The North Council is having challenges in bringing members together due to a large geographic area. The Council is currently focused on preparing for the Board meeting in July.

Ruth Shannon – The Richmond Council held an event in May for families on the topic of individualized funding; more than 30 people attended. The work plan has been completed – areas of focus are employment and recruitment.

Marie Sabine – The Surrey/Delta/White Rock Council is working on recruitment of members. The new work plan focuses on transportation, employment and life-long learning, safety, and at risk youth and adults. A major highlight was the Council’s participation in an at-risk youth and adult task force community event that was initiated by the Surrey school district.

Ross Spina – The Thompson Cariboo Council is working on recruitment of new members. Self advocate recruitment and development is of great importance to the Council. A self advocate summit was held in Kamloops and the Council is looking at establishing a self advocate mentorship program.

Darryl Harand – A short update was provided in the absence of a Central and South Okanagan Council representative.

ANNUAL ADVISORY COMMITTEE REPORT

Ross Spina highlighted the need to include some points for the Board’s consideration from the meeting and asked the Committee for input.

Action

Brian will draft a section for the report to share with Advisory Committee Chair Ross Spina for feedback.

UPDATE FROM TASK FORCE AND GROUP DISCUSSION

Ross Spina presented the *Strengthening Community Councils: Task Force Recommendations* and asked members for feedback on this draft report. Feedback was generally positive. Next steps are for the report to go to CLBC’s Quality and Service Committee in September with information that outlines potential impacts of the recommendations for the Board to consider. An in-depth discussion will take place at the Board’s November meeting. PAC members asked if the discussion by the Board could take place sooner.

ANNUAL SELF EVALUATION SURVEY

The link to the Advisory Committee’s annual self assessment using survey monkey will be sent to members.

Action

Erin will send the link to the survey to PAC members.

MINISTRY OF SOCIAL DEVELOPMENT’S NEW EMPLOYMENT SERVICES -

ACTION ITEM: JANUARY 14, 2012 MEETING

Barb Penner, CLBC’s Employment Initiative Coordinator, answered questions about the Ministry of Social Development’s new employment approach, which is expected to provide additional opportunities for CLBC eligible individuals to pursue their employment goals.

COMMUNITY COUNCIL RECRUITMENT STRATEGIES - ACTION ITEM:

JANUARY 14, 2012 MEETING

Members expressed appreciation of the ideas included in the discussion paper.

Councils are encouraged to use this paper to support their recruitment and retention plans.

UPDATE ON INCLUDE ME! - CLBC'S QUALITY OF LIFE INITIATIVE

Brian Salisbury reviewed the current progress and activities of *include Me!*, CLBC's Quality of Life project that will help improve support for adults with developmental disabilities. More information on *include Me!* can be found at www.communitylivingbc.ca/individuals-families/quality-of-life/.

ELECTION OF A PAC CHAIR

Ross Spina requested that interested parties provide advance notice that they intend to put their name forward for consideration at the September PAC meeting.

Action

Action: The Committee will hold an election to appoint a new Chair at each September meeting. Motion seconded and carried.

Brian Salisbury will draft a note to outline roles and responsibilities for the PAC Chair so those who are interested will have a clear understanding of what is required.

SCHEDULE OF MEETINGS

The PAC meets three times annually, as well as at the annual joint Board, CLBC management, Community Council, and PAC meeting. The Committee agreed these meetings would occur in September, January, and March, with the joint meeting taking place in June. These meetings will be held on Saturdays (dates to be determined).

ORIENTATION FOR COUNCIL AND PAC MEMBERS

The Committee requested that an orientation package be prepared for new Council and PAC members. This package would contain information on parking, directions to the office, accommodation, and general orientation information on CLBC.

Action

Erin Greenlay will send information to new PAC members.

INTEGRATED SUPPORTS SERVICES TEAM

The Integrated Supports Services Team (ISST) is a cross ministry complaint resolution process which replaced the Client Support Team.

Action

Erin Greenlay will send information on the ISST to the PAC members.

**Next meeting: Saturday September 22, 2012
at CLBC Headquarters, Vancouver**