



**Meeting of the Advisory Committee to the
CLBC Board of Directors**

March 31, 2010

In attendance:

Members: Mary Emmond (Kristen Kay– support worker); Ryan Groth; Helmut Herrmann; Russ Keil; Donna Long; Kathleen Rake; Terry Robertson; Janet Royko; Marie Sabine; Doreen Shaw; Ross Spina; Peter Swayne; Jim Wong

Board Representatives: Lois Hollstedt; Darryl Harand; Joan Rush

Staff Support: Stephen Russell; Brian Salisbury

Meeting Began at 9 am with Lois Hollstedt in the Chair and a round of introductions and welcome from the Chair.

Review of agenda

- Added item: linkages to other CLBC advisory committees

Review of Advisory Committee Terms of Reference (TOR) and the Handbook

- Updated member contact information
- Decisions made by consensus, wherever possible; TOR changes can be recommended to the CLBC Board
- Lois spoke to the use of the Strategic Plan, along with the Operational Plan, as important measures in determining CLBC 's progress; discussed the importance of the Shareholder Letter with government

Update on Family Independence Fund

- Brian spoke to the one page backgrounder on the Family Independence Fund updating people on the process and funding still available
- Council representatives encouraged to remind fellow Community Council members, and community stakeholders about the Fund and how to access it
- A question was asked about whether the Fund would address requests associated with new buildings being constructed; suggested that the Andria Teather from the Giving In Action Society (the structure used by the Vancouver Foundation to administer the fund) be approached directly about this

Letter from Surrey Community Council

- Carol Goozh, Vice President of Policy and Program Development spoke to the concerns raised around ageing parents who continue to have family members with a developmental disability living at home
- Carol indicated that a project is just now getting underway that will address the needs of adults with developmental disabilities who are seniors who have complex care needs. Carol said that aging parents could be added to the focus of this project
- There was widespread support from Advisory committee members that this is an issue that is provincial in scope and must be addressed by CLBC
- Carol thanked the Committee for their input into this area of work

Bill 20 Impact on CLBC Board of Directors

- Lois provided background that this was a government decision intended to put in place rules that apply to all Crown Agencies; suggested PAC members and their Councils encourage qualified people to apply as vacancies on the CLBC Board occur, and indicated that 6 vacancies will occur on June 30, 2010 and that a search is currently underway. The notice on our website until Apr 21/10.

MHSD Programs

- Lois said that while this was an important issue, it cannot be pursued directly by CLBC, as this is a role that the advocacy sector fills and our work is focussed on the internal work of CLBC and its impact on the people we serve
- Good discussion followed as to the best way to utilize Committee time and energy, in order to influence things in a constructive direction
- Agreed that it was important for Committee members to have ongoing mentoring opportunities to maximize their relationship with the CLBC Board and with their Community Councils

Report from the CLBC Board

- Lois reported that much of the Board's time is spent on items relating to the budget, monitoring performance indicators, issues relating to internal audit processes and risk management and oversight of the organizational processes towards meeting our mission
- In the past year, the transfer of children's supports to MCFD required considerable time
- In Fiscal Year 2009/10, savings of approximately \$18. M, largely were achieved through restructuring contracts – this money was used to address needs of those CLBC is mandated to serve

- CEO performance review is done annually
- 2010/2011 budget will be challenging with an approximate shortfall of \$22 M to be managed
- New funding is focussed on meeting Health and Safety priorities first
- Currently the organization is in the process of converting a paper filing system to an electronic one with respect to contracts (two year process)
- The goal is to have better information and reduce staff time doing administrative work, creating more ability to monitor service quality and spend time in the field

Community Council Reports

- The circulated council reports were reviewed and discussion around the need for some way to sort issues. Peter had created a spreadsheet matrix which charted the priorities and issues identified in Council reports; these were reviewed and adjusted by their authors. It was agreed that this is a useful format, and that it will be utilized by PAC members as they update their reports prior to Committee meetings

Action: Stephen/Erin update template and forward to PAC members

Communications material/tools

- There was agreement that additional communication tools and materials for Councils would be desirable. A request was made that PAC/Community Councils be provided with a list of all of the communication materials and tools that are available prior to the scheduled meeting in June

Action: Brian/Stephen/Communications

North Community Council request for contact from CLBC Board

- Joan Rush offered to make time during her holidays this summer to meet with the North Community Council

Data Bank

- Agreed that each PAC member would spend an hour on the Data Bank site and report back on user friendliness as well as suggestions for improvements

Action: PAC members

Council Mergers

- Several PAC members commented on the challenges associated with the merging of Community Councils

- Lois acknowledged the concerns, and reiterated that the process was initiated to make Councils workable within available staff resources
- Agreed to revisit this in the future and review how things were working

Transportation Study recommendations

- Stephen presented a brief overview of the previous PAC's recommendations on transportation, along with suggested local actions available to Community Councils; Lois asked PAC members to read the original report (in Orientation Handbook) and be prepared to discuss at the next meeting

Action: PAC members

Meeting Schedule

- Agreed on the fourth Saturday as the preferred day with the June meeting to be jointly held with Council Chairs, Co-Chairs and the Board. The Dec meeting would be mid Jan.

Video Conferencing

- Ross Spina asked whether video conferencing might be considered as a way to convene in the future [at least on an occasional basis] – perhaps the Jan meeting
- Brian Salisbury indicated that his administrative assistant, Erin Greenlay, has a background in Information Technology, and can conduct some research on behalf of the Advisory committee

Action: Report to Sept meeting

Committee Chair

- Agreed to defer the appointment of a PAC member chairperson until after the next meeting
- Lois agreed to chair the next meeting and asked people to forward suggestions for the chair position to her by email

Confidentiality

- It was agreed that nothing discussed at this meeting was considered confidential, and that PAC members could review all items when reporting back to their Councils

Relationship with other CLBC Advisory Committees

- Lois reviewed other CLBC Advisory Committees (approximately six), indicating that in all other cases these committees reported to CLBC staff. This is the only Advisory Committee to the Board

Action – staff to circulate list of other advisory cttees for Council information

Review of what worked well today and what needs changing

- There was consensus that the two days spent observing the CLBC Board and meeting as the Provincial Advisory Committee was time well spent
 - Most members reported that they felt much better informed on the workings of CLBC and the potential roles of PAC and the Community Councils
 - It was agreed that everyone appreciated hearing the reports from other Council reps, and that future meetings would be structured with roundtables so that each member could take five minutes and provide updates (total of one hour collectively)
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Future Meeting Schedule

- June 26, 2010 (fourth Saturday)
- September 25, 2010 (fourth Saturday)
- January 15, 2011
- March 26, 2011 (fourth Saturday)

Chairperson: Lois Hollstedt

Minutes: Brian/Stephen

April 7, 2010