



COMMUNITY LIVING
BRITISH COLUMBIA

**Minutes of the Board of Directors Meeting
Community Living British Columbia
Tuesday, October 30, 2007**

Attendees:

Lois Hollstedt (Chair)
Amanda Lennard
Colleen Hay

Harvey Venier
Joan Rush
Ken Crump

M. Lynn Rolko
Maurice Mourton
Rod Gunn

Regrets:

George Fulcher and Teresa Azak

Guests

John Greschner, Deputy Representative for Children & Youth
Susan McIntyre, McIntyre Business Consulting
Marsha Goldford, Director CLBC Human Resources
Carla Thiesen, Project Director CMS
Brian Berglund, CIO

Staff:

Rick Mowles (CEO)
Josefina Marchetti (Recorder)

Call to Order:

The Chair called the meeting to order at 10:08 and welcomed the members. She indicated that Terea Azak sent regrets due to a family death and George Fulcher is continuing to recover at home from his hospital stay.

Agenda:

The agenda was reviewed and accepted, as circulated.

1. Minutes of the Board Meeting – September 25, 2007

Motion

It was moved by Maurice Mourton, seconded by Harvey Venier, to approve the minutes of the Board of Directors meeting held on September 25, 2007.

Carried-Unanimously

2. Representative for Children and Youth

Lois Hollstedt introduced Mr. John Greschner, Deputy Representative for Children & Youth who attended the meeting on behalf of Mary Ellen Trupel-Lafond, Representative for Children & Youth. The Senior Management staff was invited to this presentation; Carol Goozh, Elaine Murray, Roz Ingram and Paula Grant attended. Mr. Greschner briefed the Board on the activities/operations of the Office of the Representative for Children and Youth. He also outlined the relationship CLBC and the office would have from time to time and outlined the role of the Standing Committee which has been created to deal with issues in this area of work.

3. Upside Contract Management System

Carla Thiesen and Brian Berglund presented a report on the status of the new Contract Management System. The new system will automate the contract management process in order to provide effective financial control and accountability over the contract preparation, will improve the ability to monitor service providers' performance, will improve corporate reporting capacity and will reduce duplication of work. The Upside Contract Management System also complies with a critical requirement which is to be able to interface to other applications like PARIS and the CLBC accounting system.

4a. IT Status Update

Brian Berglund informed that the stage of acquisition and configuration of software has shifted to field implementation and data analysis. In 2008 IT will focus on the implementation of business practices, completion of data cleanup and ISO security practices.

The development of the PARIS system is complete; enhancements are being treated as maintenance items.

Contract Management System product is being customized to suit CLBC's needs. The majority of the development will be completed in early 2008.

Forms & Process Management, electronic social record, Intranet and Information & Referral databases are in production. Secure E-mail to communicate with service providers is in place.

4b. Operational Plan – Executive Summary

Rick Mowles presented the second quarter status report on year two of the 2006/07-2008/09 CLBC objectives and indicated work on track for timely completion of the majority of work in the plan. Areas where changes in dates and/or focus had to be undertaken were highlighted.

5. Staff Survey

Marsha Goldford introduced Susan McIntyre, from McIntyre Business Consulting, the company that developed the first CLBC staff survey. Ms. McIntyre explained that the structure of the survey was based in a large number and broad range of questions. The response rate was 86%, which is considered as "very good". Results are considered baseline and will be used to review CLBC human resource practices, including training. A new survey will be performed in 2008.

6. Finance and Audit Committee

Minutes of the Finance and Audit Committee Meeting – September 24, 2007 Motion

It was moved by Ken Crump, seconded by M. Lynn Rolko, to approve the minutes of the Finance and Audit Committee meeting held on September 24, 2007, as circulated.

Carried Unanimously

Planning, Budgeting and Reporting Policy

Ken Crump presented a policy to establish the framework for planning, budgeting and reporting. The policy will promote accountability and the efficient use of resources used to deliver services and achieve organizational goals.

Motion

It was moved by Ken Crump, seconded by Rod Gunn, to approve the Planning, Budgeting and Reporting Policy, as circulated. ***Carried Unanimously***

CLBC Financial Statements

Ken Crump presented the CLBC Financial Statements for the period ended September 30, 2007.

Motion

It was moved by Ken Crump, seconded by Harvey Venier, to approve the CLBC Financial Statements for the period ended September 30, 2007, as circulated.

Carried Unanimously

7. CEO Report

North Okanagan Community Council Nomination: Sue Phillips, a community member was nominated to replace Mark Kerwin who has resigned due to his relocation to Ontario.

Motion

It was moved by Joan Rush, seconded by Ken Crump, to appoint Sue Phillips as a member of the North Okanagan Community Council for a two year term.

Carried Unanimously

Conference Sponsorship: UBC is organizing a conference on "Health & Wellbeing in Developmental Disabilities". The conference will take place in Vancouver, on September 25, 2008 and the organizers have asked CLBC to contribute with \$5,000.00.

Motion

It was moved by Maurice Mourton, seconded by Rod Gunn, to approve a donation of \$5,000.00 towards the organization of the "Health & Wellbeing" conference.

Carried Unanimously

Family Meetings: Meetings with families and self-advocates have taken place in Prince George, Kelowna and Kamloops. The level of interest has been surprisingly low. These meetings will be held in all the regions before the end of the year.

Meetings with MEIA: CLBC has met with the Ministry of Employment and Income Assistance to co-sponsor a program to generate work for people with disabilities.

Next Meeting

The next meeting will be held on Tuesday, November 27, 2007, at 11:00 am.

Adjournment

There being no further items to discuss, the Chair adjourned the public segment of the meeting at 14:30.

In-Camera Session

The Board moved into an in-camera session at 14:30 to discuss a treasury board item and emerged from the in-camera at 15:15.