



**Minutes of the Board of Directors Meeting  
Community Living British Columbia  
Tuesday, February 24, 2009.**

**Attendees:**

Lois Hollstedt (Chair)	Ken Crump
Amanda Lennard	Darryl Harand
Maurice Mourton	Rod Gunn
Harvey Venier	Teresa Azak
Joan Rush	

**Regrets:**

Lee Doney  
Colleen Hay

**Presentations:**

Elaine Murray, Vice President, Quality Services  
Paula Grant, Director, Quality Assurance  
Marsha Goldford, Director, Human Resources

**Staff:**

Rick Mowles (CEO)  
Rena Donald (Recorder)

**Call to Order:**

The Chair called the meeting to order at 11:02 and welcomed the members and the public audience.

**Agenda:**

The agenda was reviewed and approved.

**1. Minutes of the Board Meeting – January 27, 2009**

**Motion**

It was moved by Rod Gunn, seconded by Harvey Venier, to approve the minutes of the Board of Directors meeting held on January 27, 2009.

*Carried Unanimously*

## **2. Quality Improvement Framework**

Paula Grant presented a draft report on the Quality Improvement Framework. The report outlines the factors of Quality Assurance for CLBC, the accreditation process, the next policy review, and Critical Incidents.

## **3. Accreditation Work Plan**

Paula Grant presented the Accreditation Work Plan. Some discussion followed. The governance timetable will be presented to the Board upon completion.

## **4. Corporate Services**

### **A) Minutes of the January 13<sup>th</sup> and 23<sup>rd</sup>, 2009 Finance & Audit Committee Meeting Motion**

*It was* moved by Ken Crump, seconded by Harvey Venier that the Board approve the minutes of the Finance & Audit Committee meeting of January 13<sup>th</sup> and 23<sup>rd</sup>, 2009.

*Carried Unanimously*

### **B) External Audit**

The F&A Chair reviewed the plan for the external audit.

### **C) Internal Audit Update**

Ken Crump gave a report on internal and external audits currently being conducted by PRA Group (PARIS), KPMG (Individualized Funding), Powell Dorian (Cash Disbursements), and Deloitte (Contract Management System). The plan is on schedule.

### **D) Financial Statements, Ten Months Ended January 31, 2009**

Ken Crump presented the December 31, 2008 Financial Statements. The statements project a balanced budget at year end.

### **E) Performance Monitoring**

The scheduled Quality Assurance and Communications performance monitoring reports were deferred to the next meeting on March 31, 2009.

### **F) 2009-10 Budget**

The approved budget for CLBC adult services has provided new resources to facilitate increases in the amount of service delivery and will positively impact clients needing new services.

## **5. Monitoring Framework for Contracted Service Providers**

Elaine Murray presented a report on the Monitoring Framework for Contracted Service Providers. Training of staff will take place in 2009/2010 for program implementation.

## **6. Training Plan**

Marsha Goldford and Julie Iuvancigh presented a report on CLBC's Employee Learning and Development Program, the training plan for staff at CLBC. The report consisted of

key principles, objectives, curriculum, delivery methods, management support and tools, current priorities, and professional development.

## **7. Staff Conference**

Marsha Goldford presented an update on the planning of the Staff Conference. Some discussion followed and the Board decided that it would be appropriate for members who wish to attend to do so.

## **8. CEO Report**

Rick Mowles presented the monthly CEO report.

### **A) BCACL Conference**

#### **Motion**

It was moved by Maurice Mourton, seconded by Ken Crump to approve BCACL's annual request for \$7,500 to host their provincial conference.

*Carried Unanimously*

### **B) Community Council Nominations**

#### **Motion**

It was moved by Joan Rush, seconded by Maurice Mourton to approve the appointments of Sheila Palmer, Sandra Cottingham, and Connie Hulley to the Surrey Community Council; Bev Kissinger and Roger Palmer to the Victoria Community Council; and the reappointment of Helmut Hermann and Patrick Allwood to the North Okanagan Community Council.

*Carried Unanimously*

### **In Camera**

The Board moved into an In Camera session at 2:08PM to discuss HR issues.

### **Next Meeting and Adjournment**

There being no further business, the meeting was adjourned at 2:19PM. The Chair announced that the next meeting will be held on Tuesday, March 31, 2009, at 11:00.