



**Minutes of the Board of Directors Meeting
Community Living British Columbia
Tuesday October 28, 2008**

Attendees:

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

Regrets:

Lee Doney

Presentations:

Elaine Murray, Vice President Quality Services

Guests:

The Honourable Rich Coleman, Minister of Housing and Social Development
Andrew Wharton, Assistant Deputy Minister of Housing and Social Development
Zdenka Buric, Consultant, National Communications
Don Zadavec, Consultant, National Communications

Staff:

Rick Mowles (CEO)
Richard Hunter (Vice President, Corporate Services)
Doug Woollard (Vice President, Community Planning and Development)
Carol Goozh (Vice President, Policy & Program Development)
Sally Greenwood (Director, Communications)
Paula Grant (Director, Quality Assurance)
James Anderson (Director, IT)
Marsha Goldford (Director, Human Resources)
Brian Salisbury (Director, Strategic Planning)
Rena Donald (Recorder)

Call to Order:

The Chair called the meeting to order at 11:04, welcomed the members, and a special welcome to the Honourable Minister Rich Coleman and Assistant Deputy Minister Andrew Wharton.

Agenda:

The agenda was reviewed and approved.

1. Minutes of the Board Meeting – September 30, 2008

Motion

It was moved by Harvey Venier, seconded by Darryl Harand, to approve the minutes of the Board of Directors meeting held on September 30, 2008.

Carried Unanimously

2. 2009 Board Meeting Dates

The Board reviewed and approved the proposed meeting dates for 2009.

3. Minister Rich Coleman

The Board moved into an in-camera session at 11:10, which concluded at 11:57 and discussed issues related to the new ministry relationship.

4. Operations Plan Quarterly Report

Rick Mowles presented the 2006/07- 2008/09 Operations Plan: Second Quarter Summary Report, dated October 1, 2008. The report indicated the majority of plan is on target with some adjustments due to the added task of children's transition planning. Some discussion followed.

5. Corporate Services

A) Minutes of the September 26, 2008 Finance & Audit Committee Meeting

Motion

It was moved by Ken Crump, seconded by Colleen Hay, to approve the minutes of the Finance & Audit Committee meeting held on September 26, 2008.

Carried Unanimously

B) Financial Statements

Ken Crump presented the Financial Statements for the six months ending September 30, 2008. Two major cost pressures linked to a Workers Compensation decision and IT costs were highlighted with planned actions to mitigate these. Some discussion followed.

C) Performance Monitoring Presentation

Ken Crump presented the Key Performance Indicators as at September 30, 2008, and two other scheduled reports: 1) The Human Resources Report and 2) The Employee Survey Report, both prepared by Marsha Goldford, Director of Human Resources. The reports

are part of the Boards regular monitoring report schedule. Discussion followed on the details of the Key Performance Indicators and both reports.

6. National Communications

The challenge of communicating effectively to various CLBC audiences has been a discussion as part of our strategic planning. Zdenka Buric and Don Zadavec presented the results of an Environmental Scan undertaken by their company and their proposal for a Communications Plan for CLBC. The main points of both reports were presented and discussed, including the core concepts and recommendations for CLBC's long term approach to Communications. The Chair thanked Ms. Buric and Mr. Zadavec for their presentation and the Board requested that Sally Greenwood, Director of Communications, return next month to further discuss this plan.

7. Shareholders' Letter of Expectations 2009/10

Andrew Wharton presented the Shareholders' Letter of Expectations between the Minister of Housing and Social Development and the Chair of Community Living BC. Details discussed include changes made to the letter. Once signed the Letter will be posted to the CLBC website.

Motion

It was moved by Ken Crump, seconded by Maurice Mourton, that the Board approve the Shareholders' Letter of Expectations in principle.

Carried Unanimously

8. Contract Costing and Monitoring Guidelines

Elaine Murray presented the Contract Costing and Monitoring Guidelines report. The guidelines were developed to establish a fair and equitable costing framework for use by CLBC staff. Next steps include a detailed analysis of raw data, revisions based on this data, conduct training for field staff, and information sessions for service providers. The scope of this project is substantial and once fully implemented will provide greatly improved information for decision making and monitoring.

9. CEO Report

Rick Mowles presented his monthly CEO Report which included an update on the transition planning for Children.

A) Community Council Nominations

Motion

It was moved by Rod Gunn, seconded by Joan Rush, to approve the re-appointment of the North Interior Community Council to a second 2-year term, effective October 28, 2008.

Carried Unanimously

Motion

It was moved by Ken Crump, seconded by Colleen Hay, to approve Ella Huang for appointment to the Richmond/Delta Community Council, effective October 28, 2008.

Carried Unanimously

Next Meeting and Adjournment

There being no further business, the meeting was adjourned at 14:17. The Chair announced that the next meeting will be held on Tuesday, November 25, at 11:00.