



COMMUNITY LIVING
BRITISH COLUMBIA

**Board of Directors Meeting Minutes
November 26, 2015
Rosedale Ballroom, Coast Chilliwack Hotel,
45920 First Ave., Chilliwack BC**

The Board Chair introduced the Board and Management, and explained the format of the CLBC Board meeting.

Question and Answer Period

In order to improve communication, transparency, and accessibility to the public, the Board of CLBC provides opportunities for the public to schedule presentations and to ask questions from the Board prior to the beginning of every Board meeting.

The Board received no questions from the public.

Public Presentations

There were no public presentations.

Attendees

Tom Christensen – Board Chair
David Everett – Board Member
Dave Babych – Board Member
Joanne Curry – Board Member
Mona Murray – Board Member
Jane Holland – Board Member

Elizabeth Hunt – Board Member
Eileen Stewart – Board Member
Onkar Biring – Board Member
Roberta Kjelson – Board Member
Diane Friedman – Board Member

CLBC Staff

Seonag Macrae – Chief Executive Officer
Jack Styan – Vice President, Strategic Initiatives
Richard Hunter – CFO, Vice President Finance
Sara Miller – Vice President, Corporate Services
Megan Tardif – Director, Quality Assurance
Randy Schmidt – Director, Communications
Sharon Walker – Manager, Internal Audit
Marilyn Almocera – Executive Assistant to the CEO
Kanapa Pitakpong – Board Liaison (Recorder)

Guests:

Minister Michelle Stilwell, Minister, SDSI
Sheila Taylor, Deputy Minister, SDSI
Tara Tavender, Policy and Practice Analyst, Policy and Program Development, CLBC
Brenda Gillette, Chilliwack Society for Community Living
Shelby Goerzen, Activating Quality Services Manager, CLBC Office, Abbotsford

Jai Birdi, Director, Regional Operations- South Fraser Region
Carla Thiesen, Quality Service Analyst, CLBC Office, Abbotsford
Dana Johnston, staff, CLBC Chilliwack Office
Lindsey Shields, staff, CLBC Chilliwack Office
Sylvie Lehr, staff, CLBC Chilliwack Office

Call to Order

The Chair called the Public Board Meeting of November 26, 2015 to order at 11:10 a.m. and welcomed guests.

Story Telling

Jane Holland introduced a chosen video titled "*My Son, My Inspiration*" by Incommon.

1. Approval of Consent Agenda

Consent Agenda of the November 26th, 2015 open meeting of the Board of Directors was reviewed and approved as presented.

Motion

It was **MOVED** and **SECONDED** that the Board approves the consent agenda as presented.

CARRIED

2. Approval of Agenda

The Agenda of the November 26th, 2015 open meeting of the Board of Directors was reviewed. The Board Chair requested the addition of a new item: Board members reporting on attendance at external events (as 4.2).

Motion

It was **MOVED** and **SECONDED** that the Board approves the agenda as amended.

CARRIED

3. Strategic Issues/ Board Education:

3.1 Presentation "Employment Strategy"

Jack Styan presented CLBC's Employment Strategy and provided the Board a draft Community Action Employment Plan 2016-19, circulated in the meeting, and answered questions from the members.

The meeting was paused for a short break during 12:00-12:10 p.m.

3.2 Presentation "Employment – CLBC and Its Service Provider Partners Working Together to Achieve Employment Outcomes"

Brenda Gillette, Chilliwack Society for Community Living (CSCL), provided a presentation "*Employment – CLBC and Its Service Provider Partners Working Together to Achieve Employment Outcomes*". Brenda provided an overview of the CSCL's initiatives and its services promoting employment outcomes for individuals living in Chilliwack and the surrounding areas. Jai Birdi and Carla Thiesen provided an overview of the relationship between CSCL and CLBC at the local level and CLBC offices' role in supporting the collaborative work. The Board thanked Brenda, Jai Birdi, and the Fraser Office's team for their presentations.

3.3 Provincial Advisory Committee Appointment

Megan Tardif presented a Provincial Advisory Committee (PAC) nomination; Ms. Michelle Goos, a member of the South Island Community Council, to the Provincial Advisory Committee (PAC), for Board approval.

Motion:

It was **MOVED** and **SECONDED** that the Board of Directors approves the Provincial Advisory Committee (PAC) appointment as recommended by Management.

CARRIED

4. Other Business:

4.1 CEO Report

Seonag Macrae provided highlights of her CEO Report and responded to comments and questions from the Board. Seonag thanked the Communications team for their work and support in coordinating activities across the province during October- the Community Living Month and thanked the board members for attending a number of events and conferences during the past months.

CARRIED

(Min Michelle Stilwell joined the meeting in person at 1:20 p.m.)

4.2 Board's Participation in External Events

Tom Christensen invited the Board members who attended industry conferences and participated in community events/ activities during the Community Living Month to share their experiences and feedback in attending those events. The Board Chair thanked all members for their contribution.

5. Board Committee Reports:

5.1 Finance and Audit Committee Report

David Everett reported the committee's review of CLBC's Financial & Operating Report for the six months ended September 30, 2015, the Quarterly Management Information as of September 30, 2015, and a review of the 2015/16 – 2017/18 Information Resource Management Plan (IRMP).

The committee reviewed the status of current / planned IT projects. The committee requested that management provide regular updates on IT and IRMP business to the committee chair and participate in regular committee meetings from time to time.

Motion:

It was **MOVED** and **SECONDED** that the Committee recommends to the Board the approval of the 2015/16 – 2017/18 Information Resource Management Plan as presented.

CARRIED

The Committee reviewed the 2016 External Audit Plan, presented by Deloitte and accepted the plan as presented.

Motion:

It was **MOVED** and **SECONDED** that the Committee recommends to the Board the approval of the 2016 External Audit Plan as presented.

CARRIED

The Committee reviewed the (1) Financial Authority Policy – Delegation to the CEO; (2) and the Financial Authority Policy – Delegation to Management. It was noted that there were no changes proposed to the Financial Authority Policy – Delegation to the CEO.

The Financial Authority Policy – Delegation to Management was updated to reflect organisational changes and has been approved by the CEO.

The committee reviewed the Procurement and Contracting Policy. There were no changes made to the Policy at this time.

The committee discussed the investment review related to the Central Deposit Program. There were no changes proposed to the current investment practice at this time.

5.2 Governance & Human Resources Committee Report

Eileen Stewart reported the committee's review of the Conflict of Interest Policy and the CLBC Code of Conduct and provided input to management.

The committee discussed the proposed review process for Committee agendas and minutes and suggested minor changes to the process presented. Minor adjustments included; adding (1) the timeframe for each item and (2) the sign-off process.

Motion:

It was **MOVED** and **SECONDED** that the G&HR committee recommends the Board approve the adoption of the committee agendas and minutes review process by all committees of the board as amended.

CARRIED

The committee reviewed the proposed process for Outstanding Items List Management for the board committees. The committee is comfortable with the administering and archiving process.

Motion:

It was **MOVED** and **SECONDED** that the G&HR committee recommends the Board approve the adoption of the Outstanding Items List Management and process by all committees of the board as is.

CARRIED

5.3 Quality & Service Committee Report

Jane Holland reported the committee's review of the homesharing review plan and the first draft CLBC 2016/17 – 2018/19 Service Plan. The committee discussed and provided suggestions to the first draft CLBC 2016/17 – 2018/19 Service Plan for management. The committee will review the second draft in January 2016.

Story Telling

Seonag Macrae presented a video titled "*Steven Payne - Strapping for Success*", on Youtube.com.

Volunteers for New Story

Eileen Stewart and Diane Friedman volunteered to present new stories in the next meeting on January 28, 2016. Mona Murray and David Everett volunteered to present the new stories in the March 2016 meeting.

Adjournment

There being no further business to discuss, the Chair asked for a motion to adjourn the meeting.

Motion:

It was **MOVED** and **SECONDED** that the Board meeting be adjourned.

CARRIED

The meeting adjourned at 1:55 p.m. The next Board meeting is scheduled for January 28th, 2016 in Vancouver BC.