



COMMUNITY LIVING
BRITISH COLUMBIA

Board of Directors Meeting Minutes

July 27, 2016

**Marine Boardroom, CLBC Head Office,
7th Floor, 1200 West 73rd Avenue, Vancouver BC**

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

Board Meeting

Attendees

Tom Christensen – Board Chair
Eileen Stewart – Board Member
Diane Friedman – Board Member
David Everett – Board Member

Jane Holland – Board Member
Onkar Biring – Board Member
David Babych – Board Member
Joanne Curry – Board Member

Regrets

Mona Murray – Board Member

CLBC Staff

Seonag Macrae – Chief Executive Officer
Richard Hunter – Vice President, Finance and Chief Financial Officer
Jack Styan – Vice President, Strategic Initiatives
Lynn Davies – Vice President, Regional Operations
Sara Miller – Vice President, Corporate Services
Megan Tardif – Director, Quality Assurance
Randy Schmidt – Director, Communications
Stacey Lee – Director, Human Resources
David Toone – Director, Contract and Risk Management
Andrea Baker – Manager, Quality Service Initiatives
Patricia Hall – External Relations Advisor, Communications
Marilyn Almocera – Executive Assistant to the CEO (Recorder)

Call to Order

The Chair called the Public Board Meeting of July 27, 2016 to order at 11:02 a.m.

Story Telling

David Babych introduced his chosen video titled “Mt. Kili” from uncommon.tv.

1. Approval of Agenda

Agenda of the July 27, 2016 meeting of the Board of Directors was reviewed and approved as presented.

Motion

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

CARRIED

2. Approval of Minutes of June 3, 2016 Meeting

The minutes of the June 3, 2016 meeting of the Board of Directors was reviewed.

Motion

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

CARRIED

3. Business Arising from the Previous Meeting

There was no business arising from the previous minutes.

4. Strategic Issues/Board Education

4.1 Include me!

Andrea Baker provided an overview of the Quality of Life framework adopted by CLBC including the outcome measurement tool that is used, include me!.

Meeting went into lunch break at 12:29 pm and resumed at 01:06 pm.

4.2 Quality of Life: Four-Year-Implementation Plan

Jack Styan presented the four year implementation plan for the quality of life project.

In 2015-16, CLBC scaled back the initiative to review progress, clarify objectives and future direction, and developed a detailed implementation plan. Based on this work, CLBC’s executive recommended continued support of an efficient but robust survey administration process including required analysis of survey data, reporting on results, and use of the information to assess progress towards improved quality of life and to promote continuous quality improvement across the organization and within the sector.

The Board raised questions and agreed to the proposal. Board further consented and noted that , with the joint approval of the Board Chair and the Chair of the Finance and Audit Committee, the CEO will execute a contract for *include me!* survey administration and data analysis.

The contract is up to an aggregate of \$1.75 million over three fiscal years (2016-17 through 2018-19) and to a maximum per year of:

- \$350,000 for 2016-17
- \$700,000 for 2017-18
- \$700,000 for 2018-19

5. Other Business

5.1 CEO Report

Seonag Macrae discussed highlights of her CEO Report as of July 31, 2016, and responded to comments and questions from the Board.

5.2 Appointment of Provincial Advisory Committee Chair

Megan Tardif, Director, Quality Assurance, presented for Board's approval the appointment of Ross Spina as Chair of the Provincial Advisory Committee (PAC).

Motion

It was **MOVED** and **SECONDED** that the Board approves the appointment of a new PAC Chair, Mr. Ross Spina, as recommended by Management.

CARRIED

6. Board Committee Reports

6.1 Finance and Audit Committee Report

David Everett reported on the Committee's discussion of the financial update on contracted services as of May 31, 2016, request for proposal (RFP) and selection for external auditor, risk mitigation strategies for CLBC's insurable risks, and list of grants awarded by CLBC for FY 2015/2016. The committee further discussed proposed changes to the Auditor Independence Policy to increase the time period allowed for lead partner rotation from five to seven years and to introduce a requirement that two years elapse before a lead partner who has rotated out can be reinstated on the audit.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee, the Board approves the revisions to the Auditor Independence policy as presented.

CARRIED

Directors' Reports on Community Interactions/ External Events

Each member of the Board shared their insights regarding the recent Board tours in Kamloops, Surrey and Vancouver.

The Board agreed to continue these tours.

Story Telling

David Babych introduced his 2nd chosen video on the classic McDonald's commercial featuring "Mike".

Volunteer for New Stories

Eileen Stewart and Diane Friedman will be presenting new stories in the next meeting on September 21, 2016.

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 01:47 p.m. The next Board meeting is scheduled for September 21, 2016 in Vancouver, BC.