



COMMUNITY LIVING
BRITISH COLUMBIA

Board of Directors Meeting Minutes
January 28, 2016
Marine Boardroom, CLBC Head Office,
7th Floor, 1200 West 73rd Avenue, Vancouver 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
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

Regret:

Joanne Curry – Board Member

CLBC Staff

Seonag Macrae – Chief Executive 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 – Manager, Special Project and Risk Management
Sharon Walker – Manager, Internal Audit
Marilyn Almocera – Executive Assistant to the CEO
Kanapa Pitakpong – Board Liaison (Recorder)

Guests:

Sheila Taylor, Deputy Minister, SDSI
Al Etmanski, “Social Innovation” presenter

Call to Order

The Chair called the Public Board Meeting of January 28, 2015 to order at 08:40 a.m. and welcomed guests.

Story Telling

Diane Friedman introduced a chosen video titled “Go Beyond” by Incommon.

1. Approval of Consent Agenda

Consent Agenda of the January 28, 2016 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 January 28, 2016 open meeting of the Board of Directors was reviewed. The Board Chair requested to add two items: (1) 2016-2017 CLBC Mandate Letter (as 4.2a); and (2) Directors' Conflict of Interest and Annual Declaration (as 4.2b).

Motion

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

CARRIED

3. Strategic Issues/ Board Education:

3.1 Presentation “Social Innovation”

Jack Styan introduced Al Etmanski to the Board. Al presented "The Impact-Ability" and the “The Ten Big Impact Disability Innovations & Six Patterns to Spread Your Social Innovation”.

The Board thanked Al for his presentation and the insightful discussion.

Al Etmanski left the meeting at 9:36 a.m.

3.2 Presentation “CLBC- Equity and Allocation of Funding and Resources”

Lynn Davies led a conversation on CLBC’s Equity & Allocation of Funding Resources. Lynn discussed CLBC’s commitment in promoting equitable access to community living support. She provided an overview regarding the Guide to Support Allocation, planning process, tools and mechanism used in achieving the resource allocation equitably. She responded to comments and questions from the Board.

3.3 Final Draft CLBC Service Plan 2016/17 and 2018/19:

3.3.1 Financial Outlook of the Service Plan

David Everett reported the Committee's review and discussion on the revised financial outlook for CLBC’s Service Plan 2016/17 and 2018/19. David reported that Management updated the financial section of the Service Plan draft to reflect the 2016/17 budget. In addition, the Committee reviewed the revised forecast for fiscal year ending March 31, 2016 and approved the Third Quarter Long Term

Projections for submission to Treasury Board. The Committee recommended Financial Outlook of the Service Plan as amended for approval by the Board.

Motion:

It was **MOVED** and **SECONDED** that, as recommended by the F&A Committee, the Board of Directors approves the revised draft of the Financial Outlook section of CLBC's Service Plan 2016/17 and 2018/19 as presented.

CARRIED

3.3.2 Q&S Committee's Review of the Final Draft of the Service Plan

Jane Holland reported that the Committee reviewed the final draft of the Service Plan and provided comments to Management. The Committee recommended the Final Draft of the Service Plan as amended for approval by the Board.

Motion:

It was **MOVED** and **SECONDED** that, as recommended by the Q&S Committee, the Board of Directors approves the final draft of the Service Plan as amended.

CARRIED

Further to the discussion of the approval of the Final Draft of the Service Plan, Management added that the final draft presented/ approved in this meeting will be submitted to the Minister. It was noted that Deputy Minister and CARO have reviewed and provided comments which were incorporated in this final draft. In the event that CLBC is asked to make minor changes following review by the Minister, Management requested that the Board delegate final approval of any changes to Tom Christensen, as Chair of the Board.

Motion:

It was **MOVED** and **SECONDED** that, the Board of Directors authorizes Tom Christensen to approve, on behalf of the Board, any final changes to the Board's approved final draft of the CLBC Service Plan 2016/17 and 2018/19.

CARRIED

The meeting was paused for a short break from 10:10-10:20 a.m.

4. Other Business:

4.1 CEO Report

Seonag Macrae provided a summary of her CEO Report as of January 31, 2016 and responded to comments and questions from the Board.

4.2a 2016-2017 CLBC Mandate Letter

Tom Christensen advised that the Board received the 2016-2017 CLBC Mandate Letter and the accompanied Taxpayer Accountability Principles 2014, in January 2016. The letter is to be acknowledged and signed by the Board. The Board Chair requested that each Board member reviews the letter and provides consent for the Board Liaison to apply electronic signatures on the letter. The Board Liaison will submit the signed letter to the SDSI office as required. The Board read and provided signature consents to the Board Liaison in the meeting.

4.2b Directors' Conflict of Interest and Annual Declaration

Tom Christensen advised that, in accordance with Board Governance Manual, Directors are required to submit the Annual Declaration and review the Board Code of Conduct and Business Ethics annually. Tom Christensen requested the Board members review the information and provide the signed Annual Declaration form for 2016 to the Board Liaison.

5. Board Committee Reports:

5.1 Finance and Audit Committee Report

No report.

5.2 Governance & Human Resources Committee Report

Eileen Stewart reported the Committee discussed the G&HR committee's terms of reference review process. The Committee agreed that, similar to the work of other Committees, the G&HR members will send in their review comments and suggestions to the Board Liaison, with a copy to the Committee Chair, by Friday Feb 19th, 2016. The full review of the terms of reference will be done in the March meeting.

5.2.1 Board Charter

Eileen Stewart reported that the Committee reviewed the current Board Charter dated March 31, 2015. Management proposed no changes to the Charter at this time. The Committee provided a minor change in relation to the section 2.5B on the Charter.

It was **MOVED** and **SECONDED** that, as recommended by the G&HR Committee, the Board of Directors approves the Board Charter as amended.

CARRIED

5.2.2 Board Development & Education Plan

Eileen Stewart reported the Committee's review of the 2016 Board education plan. The Committee reviewed the plan and discussed other potential topics that might be incorporated to Management. Eileen asked that further suggestions for the 2016 plan be submitted to Eileen prior to the Board meeting. There were no additional suggestions provided to Management at this time.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the G&HR Committee, the Board of Directors approves the Board Development & Education Plan for 2016 as presented.

CARRIED

5.3 Quality & Service Committee Report

Jane Holland reported that Management presented the reports on Employment Plan update and Reporting Data on Request for Service Lists (RFSL). The Committee discussed and provided comments to Management regarding the RFSL - initial publication data. Management will present the revised initial publication of RFSL for Committee's review in the next meeting for Board's approval prior to posting on the CLBC website.

The Committee met with Cheryl Fisher, the Provincial Advisory Chair, as part of the Annual Meeting with the Committee. Cheryl provided updates from the PAC to the Committee.

Story Telling

Eileen Stewart presented a video titled "*Artists Unlimited*", on Vimeo.com

Volunteers for New Story

Mona Murray and David Everett will be presenting new stories in the next meeting on March 31, 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 10:37 a.m. The next Board meeting is scheduled for March 31, 2016 in Vancouver BC.