



Board of Directors Meeting Minutes
Wednesday, January 25, 2012
Magnolia Room, Garden Park Tower
2825 Clearbrook Road, Abbotsford, 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 of the Board prior to the beginning of every Board meeting.

The Board received the following question:

Q. Why do service providers have to pay for criminal record checks?

A. Under the Criminal Records Review Act, criminal record checks are required by everyone working with vulnerable adults and applies to every organization which supplies services to individuals. The fee is modest, and most employers ask their employees to pay for their own criminal record checks, which must be renewed every five years. All CLBC staff and Board Members are also required to complete criminal record checks.

Presentations

Dan Collins, Executive Director, Langley Association of Community Living (LACL), provided information about the employment services initiatives of the LACL.

Board Meeting

Attendees:

Denise Turner
Mark Duncan
Norah Flaherty
Darryl Harand

Elizabeth Hunt
Ernie Malone
Jan Marston
Arn Van Iersel

Absent: Roberta Kjelson, Don Rowlatt

Guests:

Kevin Lusignan, Social and Economic Development Manager, Burnaby Association for Community Inclusion

Dan Collins, Executive Director, Langley Association of Community Living

Staff:

Doug Woollard (Interim CEO)
Richard Hunter (VP Corporate Services)
Carol Goozh (VP Policy & Program Development)
Roz Ingram (Director of Communications)
Brian Salisbury (Director of Strategic Planning)
Carla Thiesen (Director of Regional Operations, Fraser Region)
Penny Johnson (Recorder)

Call to Order:

The Chair called the Board Meeting to order at 3:30 p.m.

1. Agenda

The Agenda was reviewed.

Motion:

It was **MOVED** and **SECONDED** that the Board approve the Agenda as presented.

CARRIED

2. Minutes of the November 23, 2011 Meeting of the Board of Directors

The Minutes of the November 23, 2011 Board meeting were reviewed.

Motion:

It was **MOVED** and **SECONDED** that the Board approve the Minutes of the November 23, 2011 Board meeting as presented.

CARRIED

3. Strategic Issues/Board Education

a. Employment Initiative

Carol Goozh introduced Dan Collins and Kevin Lusignan, both leaders in the community living movement, who presented employment initiatives they personally and through their associations have been involved in.

Kevin Lusignan came to the Burnaby Association for Community Inclusion (BACI) as a parent because he needed help with his developmentally disabled daughter who is now 30 years old. He has worked hard to make sure his children were happy, healthy and safe. He presented employment innovations he developed for his children, described what he had learned through the process and how that could be applied to others. He emphasized that employment is a big part of achieving community inclusion.

Dan Collins presented what has been done by organizations and stakeholders for the advancement of employment for developmentally disabled individuals. Much has been accomplished in the past few years working in partnership with service providers, CLBC, and employers. There is further work to be done in collaborating with schools and employers.

After Mr. Collins and Mr. Lusignan responded to questions and comments from the Board, the Chair thanked them for their significant efforts and for their presentations to the Board today.

b. CEO Report

Doug Woollard reviewed key points from his CEO report, and responded to questions and comments from the Board. He has met with all staff groups in the province except for the Upper Fraser Region and has been speaking to other groups as the opportunity is presented. The Client Support Team (CST) was introduced and has been a significant effort by Ministries of Social Development, Health, Children and Family Development, and CLBC. This successful collaboration between ministries and CLBC will be maintained going forward in order to provide improved service to CLBC clients. On January 19th CLBC received new direction from the Minister of Social Development through the Deputy Minister's Review of CLBC and the Internal Audit prepared by the Ministry of Finance. A project plan is being developed to augment CLBC's strategic plan to respond to the direction provided in the reports and CLBC will be looking for input from families and its community partners as we move forward to implement the recommendations from government. CLBC has recently completed the conversion from manual to automated service contracts, and all contracts should be updated and in the new system by March 31st. Dialogue is ongoing with the Representative for Children and Youth to develop a protocol for transitioning youth. The Quality of Life demonstration project was completed in the Fraser Region and will now be expanding to the Vancouver Coastal Region. Each person who receives services from CLBC will eventually be invited to participate in the survey.

The Chair reminded the Board that there are some great community events listed at the end of the CEO report which are coming up in March and encouraged the Board members to attend.

c. Emergency Preparedness and Business Continuity Plan

Richard Hunter presented CLBC's comprehensive emergency preparedness and business continuity plan. The plan ensures staff are prepared for emergencies and that the health and safety of individuals is maintained during an emergency. Mr. Hunter responded to questions and comments from the Board. The Board requested additional work be done for the next cycle of the plan to enhance CLBC's role in facilitating a high level of emergency preparedness of service providers vis-a-vis the safety and security of individuals in care (including scenario testing). It was also noted that the Plan should be added to the Board's list of policies and processes for approval; therefore, it will be brought back for approval at the next Board meeting, and annually thereafter. Adjustments will be made to the corresponding sections of the Board governance manual.

4. Other Business

a. Community Council Appointments

Brian Salisbury reported that CLBC has 12 community councils around the province, and individuals may serve for up to six years on a community council. Brian presented the biographical information and the names of individuals for appointment or reappointment to Community Councils. The Board and Chair reviewed and commented on the themes that emerged when reading the summaries of the council members who were up for appointment

and/or re-appointment and noted the consistency of desire to contribute to advancing the inclusion agenda; and contribute to enhancing communication within community for example. It was noted again that many Councils are struggling with membership sustainability and CLBC is working to assist where possible. This is a considerable concern for the entire organization due to the important role the Councils play.

Motion:

It was **MOVED** and **SECONDED** that the Board appoint or reappoint the individuals to the Community Council for the recommended terms of two or three years, as presented and recommended by Management.

CARRIED

b. Web-based Access to Board

Denise Turner reminded the Board of ongoing efforts to enhance its connection and accessibility to the community. One more way is through two web pages which have been developed to promote and describe additional ways to access the Board directly by attending Open Board Meetings, asking questions or making presentations prior to Board Meetings, or emailing the board directly. While there is another section of CLBC's website dedicated to Community Councils, these web pages also take the opportunity to promote getting involved in Councils as well. The Board agreed that web-based access to the Board would increase communication with the public, and directed Management to prepare and implement the new web pages. Once implemented, the Manager, Administration and Director Liaison will monitor the email account, and questions received will be reviewed and answered, if possible, by the Board Chair.

5. Board Committee Reports

a. Q&S Committee Report

Norah Flaherty gave a verbal report on the Quality & Service Committee and responded to questions and comments from the Board. The Committee's Terms of Reference (TOR) are being reviewed and will be brought forward for approval at the next Committee meeting. The Committee has been working to develop ideas to help the Community Councils improve the sustainability their membership base, and it is hoped that the new web pages may be of some assistance in that regard. The Board met yesterday with the Upper Fraser community council and had a very good discussion which resulted in greater shared understanding for the Board and Council alike.

b. G&HR Committee Report

Jan Marston gave a verbal report on the Governance & HR Committee and responded to questions and comments raised by the Board. The Committee's TOR are reviewed annually, and will be brought forward for approval at the next Committee meeting. The Committee endorsed the need for a Human Resources strategy with milestones so trends can be tracked.

The Board Charter was reviewed and amended by the Committee.

Motion:

It was **MOVED** and **SECONDED** that the Board approves the Board Charter as revised and recommended by the Governance & HR Committee.

CARRIED

The Board Education and Development Plan was reviewed and approved by the Committee.

Motion:

It was **MOVED** and **SECONDED** that the Board approves the Board Education and Development Plan as recommended by the Governance & HR Committee.

CARRIED

Finance & Audit Committee Report

Arn van Iersel gave a verbal report on the Finance & Audit Committee as follows:

The financial report for the period ending November 30, 2011 was reviewed and recommended for Board approval by the Committee.

Motion:

It was **MOVED** and **SECONDED** that the Board approve the financial statements for the eight months ended November 30, 2011, as recommended by the F&A Committee.

CARRIED

The Committee reviewed the Investments Policy and requested revisions. Approval of the policy is deferred to the next Committee meeting.

The Committee reviewed and approved the Auditor Independence Policy.

Motion:

It was **MOVED** and **SECONDED** that the Board approve the Auditor Independence Policy, as recommended by the F&A Committee.

CARRIED

CLBC is required to adopt Public Sector Accounting Standards (PSAS) for the fiscal year ending March 31, 2012. Management has developed pro forma financial statements including notes, and the Committee has approved the format to be used in the preparation of CLBC's March 31, 2012 financial statements according to PSAS standards.

The Committee reviewed the Financial Authority Policy which will be brought forward to the next Committee meeting with further updates.

The Committee reviewed the internal controls over financial reporting and found them to be sufficient.

After responding to questions and comments of his report, Mr. Van Iersel concluded the report of the Finance and Audit Committee.

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 5:52 p.m.