



**Board of Directors Meeting Minutes**  
**November 30, 2010**  
**Airport Square – 7th Floor, 1200 West 73rd Avenue**

**Attendees:**

Denise Turner	Darryl Harand
Norah Flaherty	Arn van Iersel
Roberta Kjelson	Ernie Malone
Don Rowlatt	Jan Marston

Absent: Mark Duncan, Ken Crump

**Presentations:**

Brian Salisbury, Director, Strategic Planning  
Carol Goozh, VP Policy and Program Development  
Paula Grant, Director Quality Assurance  
Richard Hunter, VP, Corporate Services

**Staff:**

Rick Mowles (CEO)  
Penny Johnson (Recorder)

**Call to Order:**

The Chair called the meeting to order at 12:04 p.m.

**1. Agenda**

**Motion:**

It was **MOVED** and **SECONDED** that the Board approve the Agenda with the addition of 5f) BCACL Grant.

**CARRIED**

**2. Minutes of the September 28<sup>th</sup> Meeting of the Board of Directors**

**Motion:**

It was **MOVED** and **SECONDED** that the Board approve the Minutes of the September 28<sup>th</sup> meeting of the Board of Directors as presented.

**CARRIED**

### 3. Business Arising from the Minutes

There was no business arising from the minutes.

### 4. Strategic Issues/Board Education

#### a. Strategic Planning

Brian Salisbury presented a recommendation to proceed with a Request for Proposals to identify an external contractor to lead the development of the 2012/13 to 2014/15 Strategic Plan. The Board discussed the past strategic planning processes and expected outcomes and timing of the upcoming process. The Board recommended that a working group comprised of the Board Chair, the Chairs of each of the three standing board committees, the CEO, and the appropriate members of the CLBC senior management team be struck to oversee the execution of the strategic planning process and report back to the Board at each regular Board meeting, or sooner if required.

#### Motion:

It was **MOVED** and **SECONDED** that the Board approve the recommendation of management to use the Request for Proposals as presented by Brian Salisbury to identify an external contractor to lead the development of the 2012/13 to 2014/15 Strategic Plan, with the goal of having a contractor in place no later than February, 2011.

**CARRIED**

#### b. Safeguards

It was noted that many of the current Board members were not present at the June, 2010 meeting when the then Board received and discussed at length a report titled "An Independent Evaluation of the Safeguards Initiative of Community Living BC, 2010," prepared by Michael J. Kendrick, which provides an in-depth look at the efforts of CLBC toward informal and formal safeguards. The current Board acknowledged the importance of the Safeguards Initiative and Dr. Kendrick's report in relation to CLBC's work and undertook to read the full report. The Board requested that Dr. Kendrick present to the Board in January 2011.

Carol Goozh made a presentation to the Board on CLBC's Safeguards Initiative, outlining the various initiatives, legislation, and programs to protect the individuals served by CLBC. Current work is underway by the CLBC Safeguards Advisory Committee to map out a work plan for the next phase of the Initiative which incorporates the observations of Dr. Kendrick. The draft work plan will be presented to the Board at its next meeting.

The importance of accreditation as another key component of CLBC's suite of safety initiatives was discussed. Rick Mowles provided the Board with a fulsome explanation of the history and current context of accreditation and responded to questions of the Board. The Board requested that it be kept apprised on the status of the ongoing overall accreditation program for CLBC's contracted agencies as well as CLBC's readiness for being accredited in his CEO reports.

### **c. Privacy**

Paula Grant, Director, Quality Assurance summarized the report to the Board on the comprehensive plan which is being developed by CLBC to address various aspects of our organization's response to privacy issues, and responded to questions from the Board.

The Board noted that organizational risk management annual review will be discussed at the next meeting, and Paula Grant will review the risk report which was completed in May 2010 by OAG to see if there are any other issues identified which need addressing.

## **5. Other Business**

### **a. BCACL Conference**

Darryl Harand provided the Board with a report as a result of his attendance at the recent BCACL Conference. Denise Turner thanked Darryl for attending the conference and representing the Board.

### **b. Service Plan 2011/12**

Brian Salisbury presented an initial draft 2011/12 Service Plan to the Board and spoke to the proposed process for Board approval this year and in subsequent years. After discussion, the Board agreed to forward any comments on the draft Service Plan to Brian and delegate the review of the financial sections to a future meeting of the Finance & Audit Committee. The Service Plan will be presented again to the Board at their next meeting for final approval.

### **c. Board/Committee Meetings – Government Requirements**

The Board discussed and approved the Board/Committee Meetings Schedule presented by Richard Hunter. Management's recommendation was endorsed by the Board, except a suggestion was made to change the proposed dates for pre-review of financial elements of the annual report so that the full Board can receive a draft annual report (including pre-reviewed financials) at the May 25 Board meeting. Once dates have been set, Penny Johnson will organize the meetings.

### **d. Minutes of Advisory Committee to the CLBC Board**

Brian Salisbury presented the minutes of the Advisory Committee (PAC) meeting which was held on September 25<sup>th</sup>, and provided the Board with more information on the workings of the PAC and the Community Councils (CCs).

The Board reaffirmed the importance of the relationships between and among CLBC, the PAC and the CCs. Denise Turner advised that while the CLBC staff invests considerable time and energy supporting the work of the CCs, work is currently underway among herself, Ross Spina (Chair of the PAC), Norah Flaherty and Darryl Harrand (CLBC's representatives on the PAC), and CLBC senior staff to explore ways to ensure that the value potential of the PAC is fully realized. A meeting has been scheduled on December 6<sup>th</sup> with this group to move this agenda forward and Denise will report to the Board at future meetings.

#### e. Community Council Appointments

Rick Mowles presented the names of six new individuals for appointment and seven individuals for re-appointment to Community Councils.

##### Motion:

It was **MOVED** and **SECONDED** that the Board appoint the six individuals for appointment and seven individuals for re-appointment to the Community Council for a term of two years, as presented and recommended by Rick Mowles.

**CARRIED**

#### f. BCACL Grant

As per CLBC Board Policy, Rick Mowles presented and recommended that the Board approve a request from BCACL to sponsor a public forum on the UN Convention in the amount of \$2,000.

##### Motion:

As recommended by Rick Mowles, it was **MOVED** and **SECONDED** that the Board approve sponsorship of a public forum on the UN Convention in the amount of \$2,000 to BCACL.

**CARRIED**

The Board requested that Rick Mowles bring the current Board Policy with respect to Board approval of grants and sponsorship forward to the next Board meeting for review and recommendation.

### 6. Finance & Audit Issues

#### a. Report of the Finance & Audit Committee

In the absence of Ken Crump, Don Rowlatt presented a verbal report of the November 29<sup>th</sup> meeting of the Finance & Audit Committee and responded to questions and comments raised by the Board.

#### b. Financial Statements for the Period Ended September 30, 2010

Don Rowlatt presented a review of the Financial Statements for the period ended September 30, 2010.

##### Motion:

As recommended by the Finance and Audit Committee, it was **MOVED** and **SECONDED** that the Board approve the Financial Statements for the period ended September 30, 2010, in the form presented.

**CARRIED**

## **7. Governance & Human Resources Issues**

### **a. Report of the Governance & HR Committee**

Jan Marston gave a verbal report on the Governance & HR Committee and responded to questions and comments raised by the Board.

## **8. Quality & Service Issues**

### **a. Report of the Quality & Service Committee**

Norah Flaherty presented a verbal report of the Quality & Service Committee and responded to questions and comments raised by the Board.

## **9. CEO Report**

Rick Mowles presented his bi-monthly CEO Report and responded to questions and comments raised by the Board.

## **In Camera**

The Board moved the meeting In Camera to discuss human resource issues at 4:15 p.m.

There being no further business to discuss, the meeting was adjourned at 5:00 p.m. The next meeting of the Board is scheduled for January 27, 2011 at 11:00 a.m.