

GTA LEGAL CLINICS' TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

TUESDAY, SEPTEMBER 10, 2013

6:00 PM – 8:00 PM

METRO HALL, ROOM 309, 55 JOHN ST

PRESENT: Christie McQuarrie (WSCLS), Charinee DeSilva (DCLS), Wendy Atkinson (WTCLS), Jack Fleming (NPD-CLS), Joel Levine (NPD-CLS), Joe Myers (WCLS), Vinay Jain (Unison), Noland Merrick (JFCLS), Norma English (NPD-CLS), Sean Rehaag, Matt Benson (ETOR), Cole Webber (PCLS), Daina Hodgson (ETOR), Stewart Cruikshank (ETOR), Julius Mlynarski (SECLS), Vanessa Every (WSCLS), Liz Klassen (SCLS), Mervis White (SCLS), Jack DeKlerk (NLS), Marjorie Hiley (FCLS), Dennis Robideau (Unison), Brook Physick (FCLS), Erin Metcalf (NLS), Dennis Timbrell (FCLS), Haris Blentil (NLS), Isabella Meltz (KBCLS), Sharon Majik (SECLS), Yodit Edemariam (RCLC), Pamela Courtot (CLCYR), Dennis Bailey (CLCYR), Carol Baker (WSCLS), Sean Meagher (Public Interest), Effie Vlachoyannacos (Public Interest)

REGRETS: Steve McCahon (RCLS), Nancy Henderson (PCLS)

SUMMARY OF TASKS

Agenda item	Task	Responsible
5. Project work plan	The bibliography from the previous literature review will be circulated to Steering Committee members for feedback on potential gaps in the literature reviewed.	Public Interest
	Public Interest will add a focus group for students and alumni to the consultation workplan.	Public Interest
	Public Interest to explore the potential addition of a town hall meeting to the consultation process and report back to the Steering Committee	Public Interest
6. Report from Public Interest re: data	Request for information from the Refugee/Immigration Board to be submitted for relevant refugee data for project analysis	Sean Rehaag Public Interest
	Public Interest will explore what data is available to support the additional data requests and will revise the data plan.	Public Interest
8. Steering Committee sub-committee	Public Interest to coordinate the first data subcommittee meeting.	Public Interest

MEETING MINUTES

1. Introductions

Introductions were made of all attending Steering Committee members.

2. Review of Meeting Materials

Meeting materials were reviewed and approved by members present.

3. Review of Minutes from July 9th Meeting and Feedback from Clinics

July 9, 2013 meeting minutes were reviewed and approved by members present.

4. Working Group Report

Jack DeKlerk spoke to the Working Group written report that was circulated in advance of the Steering Committee meeting. Highlights of the report included:

- The first project newsletter has been created and circulated to Steering Committee members. Members are encouraged to circulate to all Clinic staff, board members, partners and clients.
- The project may want to engage MPP John Gerretsen (Attorney General) in future discussions concerning funding stability, after the project has progressed further.
- The Working Group report was received.

5. Project Work Plan

Sean Meagher presented the project workplan that was circulated in advance of the Steering Committee meeting. Highlights of the workplan discussion included:

- The workplan will explore data, then conduct interviews, then review literature all as inputs into a model development stage followed by an implementation planning phase
- The literature review will explore gaps in previous review conducted for east end Clinics. The previous bibliography will be circulated to Steering Committee members for feedback on potential gaps in the literature reviewed.
- Key informant interviews are designated in the workplan to reflect the number of Clinics that haven't been engaged in transformation discussions in advance of this project.
- Clinics will guide and recruit clients and potential clients for focus groups to ensure that there is representation in the information gathered for the project. Each Clinic will determine the interpretation needs for client focus groups.
- Clinics will determine how to engage board members in the consultation process (through staff focus groups or key informant interviews). A focus group for students and alumni will be added to the consultation workplan.
- The workplan is designed to support the internal communication of the project and it is assumed that each Clinic will have its own communication strategy to engage their own community that will keep them informed of the project.
- Public, town hall meetings (in-person or telephone town hall) were not included in the original workplan, but Steering Committee members felt that it could be a way to engage the broader community in the discussion. Public Interest to explore the ability to incorporate a town hall meeting into the consultation process.
- All Clinics can contribute ideas and discussion items on the KnowledgeNow website.
- Public Interest will give ample notice to clinics for organizing focus groups and staff sessions. The workplan was approved through consensus, with a potential amendment depending on possibility of the addition of a town hall meeting.

6. Data Report from Public Interest

Sean Meagher presented the data plan which outlined the data, along with its probable source, and its impact on the transformation project. Highlights of the data discussion included:

- 2006 Census data will be used for most of the analysis as it will provide a fairly strong picture about where new immigrants are settling.
- Data will explore the top 5th of data and will focus on high concentrations of multiple demands of poverty law services, high concentrations of specific data
- Data will be articulated through maps and will overlay social housing and transit. Additional overlays of community services, food banks, community health centres, social housing and shelters will be explored.
- Refugee data/information can be requested from the Refugee/Immigration Board. Sean Rehaag will provide information on requesting for information to obtain this data.
- Additional data to be explored for their potential inclusion in the analysis, including mental health (through LHINs), Ontario Works as an additional indicator of poverty, and the prevalence of homeless day programs, food banks, community health centre (and the number of rostered clients), supportive housing units.
- The lowest average income by tract will be explored for the data analysis. Public Interest will explore what data is available to support the additional data requests and will revise the data plan.

7. Discussion of LICO and other Income Measurements

Jack Fleming presented an introduction on low-income population data and the written report that was circulated in advance of the Steering Committee meeting. The report was received as information.

8. Steering Committee Sub-committees

Matt Benson presented the subcommittee written report that was circulated in advance of the Steering Committee meeting. Members discussed the need to strike a data subcommittee and defer the creation of additional subcommittees to future Steering Committee meetings.

After extensive discussion on the role of the data subcommittee, it was concluded that the data subcommittee would meet to determine what data would be included in the analysis for the project (using the updated data plan). The data subcommittee will meet in advance of the October Steering Committee meeting to inform the data gathering that will be brought forward for discussion. The October Steering Committee meeting will discuss what data has been gathered. An additional Steering Committee meeting will be needed to discuss the data analysis.

Volunteers for the data subcommittee were requested. Pamela Courtot, Stewart Cruikshank, Jack Fleming, Yodit Edemariam, Vanessa Emery and Jack DeKlerk volunteered to join the data subcommittee. Public Interest to coordinate the first meeting of the data subcommittee.

9. Decision-making Process

Matt Benson reviewed the different models of decision-making that were presented at the July 9 Steering Committee and the Working Group's recommendation of the double majority (simple majority of full membership and super majority of members present). The Working Group recommendation was passed

by consensus after the Community Legal Clinic of York Region expressed its objection to the recommendation but stood aside.

10. Other Business

11. Adjournment and Next Meeting

Upcoming Steering Committee meetings:

- Tuesday, October 8, 2013
- Tuesday, November 12, 2013