

GTA LEGAL CLINICS' TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

TUESDAY, DECEMBER 10, 2013

6:00 PM – 8:00 PM

NORTH YORK CIVIC CENTRE, COMMITTEE RM #4

PRESENT: Dennis Timbrell (Fleminson); Joel Levine (NPD); Dennis Robideau (Unison); Tony Boston (PI); Sean Meagher (PI); Leila Sarangi (PI); Steven McCahon (Rexdale); Jack de Klerk (NLS); Nicholas Francis (KBCLS); Stewart Cruikshank (ETCLS); Norma English (NPDCLS); Vinay Jain (Unison); Kevin Lee (KBCLS); Haris Blentic (NLS); Joe Myers (Willowdale); Brook Physick (FCLS); Sharon Majik (SECLS); Julie Northrup (SECLS); Carol Baker (WSCLS); Jack Fleming (NPDCLS); Vanessa (WCLS); Charinee De Silva (Downsview); Sean Rehaag (PCLS); Julius Mlynarski (SECLS); Noland Merrick (JFCLS); Isabella Meltz (KBCLS); Christie McQuarrie (WSCLS); Pamela Courtot (CLCYR); Dennis Bailey (CLCYR); Matt Benson (ETCLS); Yodit Edemariam (Rexdale); Nancy Henderson (PCLS)

REGRETS: Erin Metcalf (NLS); Daina Hodgson (ETCLS); Liz Klassen (SCLS)

SUMMARY OF TASKS

Agenda item	Task	Responsible
1. Welcome/introductions		
2. Review of meeting materials		
3. Review of minutes of November 12 and feedback from Clinics		
4. Working Group report		Jack De Klerk and Marjorie Hiley
5. Update/Discussion on the new LAO Agreement		Jack De Klerk and Marjorie Hiley
6. Final Discussion/Wrap Up of Quantitative Data		Sean Meagher
7. Presentation of the new time frame and schedule of meetings		Jack De Klerk and Marjorie Hiley
8. Revised Communications Plan		Jack De Klerk and Marjorie Hiley
9. Any other business		
10. Adjournment and next meeting		

MEETING MINUTES

1. Welcome/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 of November 12 Meeting and Feedback from Clinics

November 12, 2013 meeting minutes were reviewed and approved by members present.

4. Working Group report

Jack De Klerk reviewed the Working Group written report that was circulated in advance of the Steering Committee meeting. The Working Group report was received.

5. Update/Discussion on the new LAO Agreement

Jack De Klerk and Marjorie Hiley presented the new agreement with LAO. Highlights included:

- No clinic will have its budget cut while they are working on the Transformation process;
- Once the process is over, the budgets of GTA clinics will be the same as the consolidated budgets of the clinics prior to the process; and
- Cost savings realized through transformation will be identified and tallied, and then re-invested in the clinics' client services.

6. Final Discussion/Wrap Up of Quantitative Data

Sean Meagher presented the final mappings of the qualitative data, which showed that increasing concentration of poverty has resulted in clear grouping of census tracts representing the highest numbers of low-income populations. These groupings also represent needs in other areas such as immigration and government transfers. What separates these groupings are census tracts with much less low-income family representation. Services that the clinics provide do not match these needs. Map overlays showed that clinic intakes correlated strongly with proximity, not where concentrations of higher need, low-income families live. Overlays of transit maps highlighted transit as a barrier to accessing services.

The presentation highlighted that this was the first research phase. Still to come is the Qualitative Data reports and the Literature Review. No decisions as to catchment and service delivery could be made until all the research is taken into consideration.

7. Presentation of the new time frame and schedule of meetings

Jack DeKlerk and Marjorie Hiley presented the new project timeframes and meeting schedule, which are as follows:

Tuesday December 10, 2013	Regular meeting: Wrap up quantitative data discussion
Tuesday January 14, 2014	Regular meeting: Qualitative data report
Monday January 27, 2014	Extra meeting: Further discussion of qualitative data including some discussion of staffing models
Tuesday February 11, 2014	Regular meeting: Literature review and models
Monday February 24, 2014	Extra meeting: Exploration of possible conclusions
Tuesday March 11, 2014	Regular meeting: Possible recommendations
Saturday March 29, 2014	Full day retreat: Possible recommendations
Tuesday April 8, 2014	Regular meeting: Draft Report
Tuesday April 29, 2014	Extra meeting: Further discussion of draft report
Tuesday May 13, 2014	Final draft interim report to Steering Committee

The timeframe and schedule was approved by Steering Committee.

8. Revised Communications Plan

Jack De Klerk and Marjorie Hiley presented the revised communication plan, which includes:

- Using the websites more effectively by posting materials in a timely manner, and making design adjustments so they are more user-friendly;
- Sending out an alert when new materials are posted online;
- Working Group Co-Chairs visiting boards during January and February;
- Organizing inter-clinic meetings for staff; and
- Encouraging and supporting clinics to effectively engage their clients and communities through town hall meetings and discussions to ensure they are active participants in this process.

Steering Committee members will also have the opportunity to report back at committee meetings about the discussions they have at their respective clinics regarding the transformation project.

The communications strategy was approved by the Steering Committee.

9. Any other business

10. Adjournment and next meeting

The next Steering Committee is scheduled for Monday January 27, 6:00pm at Metro Hall.

Meeting Adjourned 9pm.