

GTA LEGAL CLINICS' TRANSFORMATION PROJECT

STEERING COMMITTEE MEETING

TUESDAY, JANUARY 14, 2014

6:00 PM – 8:00 PM

METRO HALL

PRESENT: Isabelle Khan (SECLS); Christie McQuarrie (WSCLS); Vanessa Emery (WSCLS); Isabella Meltz (KBCLS); Erin Metcalf (NLS); Haris Blentic (Dixon Hall); Vinay Jain (Unison); Sharon Majik (SECLS); Julius Mlynarski (SECLS); Liz Klassen (SCLS); Joe Myers (Willowdale); Dennis Robideau (Unison); Yodit Edemariam (RCLS); Cole Webber (PCLS); Jack Fleming (NPD-CLS); Sean Rehaag (PCLS); Stewart Cruikshank (ETCLS); Charinee De Silva (DCLS); Norma Conglish (NPD-CLS); Pamela Courtot (York Region); Joel Levine (NPD-CLS); Brooke Physick (FCLS); Dennis Bailey (York Region); Noland Merrick (JFCLS); Zachara Tucker-Abramson (KBCLS); Areej Hasso (SCCC); Kevin Lee (KBCLS)

REGRETS: Nancy Henderson (PCLS); Daina Hodgson (ETCLS);

SUMMARY OF TASKS

Agenda item	Task	Responsible
1. Welcome/introductions		
2. Review of meeting materials		
3. Review of minutes of December 10 and feedback from Clinics		
4. Working Group report		Jack De Klerk and Marjorie Hiley
5. Update/Discussion on the new funding application		Jack De Klerk and Marjorie Hiley
6. Presentation/ Discussion of report on Qualitative Data		Sean Meagher
7. Strike Qualitative Data Sub-Committee		Jack De Klerk and Marjorie Hiley
8. Review Meeting Schedule		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 December 10 and Feedback from Clinics

December 10th meeting minutes were reviewed and approved by members present, with a change to the meeting date which is January 14.

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 Funding Application

Jack De Klerk and Marjorie discussed the new funding application to LAO, which seeks to extend their part-time secondment to the transformation project. The deadline for the application is January 15th, for a three-year funding cycle. This application is projecting the funds needed for implementation of transformation.

6. Presentation/Discussion of report on Qualitative Data

Sean Meagher presented the summaries of the Qualitative Data, which consisted of focus groups with clinic clients and clinic staff, as well as key informant interviews with clinic directors, clinic external partners and board members. Full summaries are attached, some highlights include:

- Complexity drives broader scope of service demand
- Service needs in more areas seen by all – immigration, employment law, family law, some criminal & civil law
- Access is an issue
- Walk in is a key service but all gateways are needed
- Proximity and physical access are important
- Well planned satellites are good tools for geographic access
- Value proximity to other services
- Formal partnerships are important, meaningful referrals critical
- Outreach/CD/CLE are seen as valuable, but time/resource constraints does not allow for enough focus in this area
- Income guidelines leaves out many in need, including working poor
- Staffing is an issue, high volume of work, increasingly complex cases, not enough staff
- Better infrastructure required, especially office space and IT

There was discussion regarding methodology and questions as where the student experiential learning program at Parkdale will be reflected in the data collection and analysis.

Discussions clarified that this is the first stage of a larger process, and that the funding applications discussed prior seek to fund future phases of the process. Working group co-chairs stressed the importance of communication, that it is the job of the steering committee to maintain communications with clients, board, and staff regarding the process. Working group co-chairs are beginning their visits to clinic boards to discuss the project.

7. Strike Qualitative Data Sub-Committee

The Qualitative Data Sub-Committee was struck, volunteers were: Yodit (RCLS), Cole (PCLS), Marjorie (FCLS), and Vinay (Unison). Stewart will ask Daina if he will also like to join. The sub-committee will teleconference on Wed. Jan. 22 @9am. Leila will send a confirmation email with the conference call details.

8. Review Meeting Schedule

The meeting schedule proposed last month was reviewed and is 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

The March 11th meeting falls over March Break, but most of the steering committee members will still be attending meeting. It was decided to go ahead with that meeting date unless otherwise notified.

9. Any other business

There was no other business to discuss.

10. Adjournment and Next Meeting

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

Meeting Adjourned 7:48pm.