

Community Living Transition Steering Committee Meeting Summary – May 16th

This document provides a summary of the second meeting of the Community Living Transition Steering Committee (CLTSC). The full minutes will be posted at a later date. The minutes will be considered the document of record and will replace this document.

The CLTSC met on May 16 and 17, 2002 in Vancouver. Information and discussions on the first day centred on budgets, communications and the CLTSC Work Groups.

The minutes of the April 24th meeting were reviewed and adopted. The full minutes of that meeting can now be viewed on this Web Site. [[minutes](#)]

Members of the CLTSC Strategic Planning Group were announced. The Strategic Planning Group will support the work of the CLTSC and will be responsible for providing information, advice and making recommendations to the CLTSC.

Members are:

- David Driscoll and Elaine Murray, Co-Chairs
- Frank van Zandwijk, Project Manager
- Laney Bryenton
- Al Etmanski
- Doug Woollard
- Tim Stainton
- Deanna Kratzenberg
- Roberta Scott
- Linda Derkach
- Allanna Hendren

The CLTSC recognized that no provision for alternates is included in the Terms of Reference. The CLTSC will make room for the participation of others in its Work Groups.

CLTSC members repeated their commitment to the mandate of the Committee, and to treating members with differing points of view in a respectful manner. The principles of mutual respect, collaboration, honesty, trust and openness between members is critical to the success of the CLTSC. The CLTSC will try reach a consensus whenever possible.

The CLTSC recognizes the importance of giving timely information to everyone. It was agreed that the Ministry of Children and Family Development Community Living Change Web Site will be the official site of records and documents produced by the CLTSC. This information will be posted as quickly as possible.

Elaine Murray provided an overview of the resources available to the CLTSC in carrying out their duties. \$1.32 million, annualized to March 31/03, has been given to the CLTSC to do its business. The CLTSC must make sure expenses meet the requirements of the *Financial Administration Act*. David Driscoll acknowledged that in addition to government's contribution, the Community Living sector is contributing their own funds through the participation of CLTSC members.

Further discussion took place around the CLTSC Work Groups that were identified at the previous meeting. It was agreed that the work of the Governance and Service Delivery Management Work Group and the Policy and Legislation Work Group are directly related, and that the two groups should become one for the time being. The following 6 groups were formed:

- Governance, Service Delivery Management, Policy and Legislation
- Individualized Funding and Planning Options
- Communications
- Accountability and Information Transfer
- Human Resources and Finance
- Children and Families (Joint Children and Youth with Special Needs Directorate)

The scope and mandate of the individual committees was agreed upon. Committee members were provided with planning documents to assist the work ahead.

The Deputy Minister of Children and Family Development, Chris Haynes, joined the meeting to share information about the ministry budget process. He said that the CLTSC is beginning a major power shift in the way Community Living services will be delivered and thanked members for taking on this task. He emphasized staff at the Ministry are committed to the new model, and encouraged the CLTSC to consider these staff as a resource to assist on the road to community governance. The Deputy recognized the CLTSC is the best way for the Community Living sector and government to meet and share advice and direction on current community living issues that are facing the Ministry and the sector.

Les Foster, Executive Financial Officer, Ministry of Children and Family Development, provided a high level overview of the Ministry budget and targets for Adult Community Living over the next three years. Les advised that Ministry financial staff are available to share information and provide clear answers and advice to the CLTSC, if they need it. He committed to making sure the CLTSC was comfortable with the financial information provided by the Ministry. **[Budget and Resources Presentation]**

Deputy Minister Chris Haynes stated that the budget targets in the three year Service Plan as established by Treasury Board are not debatable and will have to be met by the CLTSC and new Provincial Authority.

The budget issue generated much interest and discussion among the group, and led to many questions. Les Foster will meet with the CLTSC or Work Groups at their request.

In response to the letter from David Driscoll to Chris Haynes dated May 6, 2002, Elaine Murray confirmed that ministry staff have been asked not to take any actions regarding the current Community Living budget deficit and changes of services or reduction of contracts in preparation for meeting this fiscal year's budget targets.

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Discussion continued on the topics of the previous day.

Elaine Murray provided further explanations about the Adult Community Living budget breakdown. As a result, the CLTSC passed the following four motions with respect to these services.

Motion #1

The CLTSC accepts the Deputy Minister's offer to stop deficit reduction planning and implementation within Community Living services for fiscal year 02/03.

Motioned, seconded and carried - unanimous

Motion #2

The CLTSC accepts the Deputy Minister's request that the CLTSC work with the Ministry to eliminate barriers and set a framework of creativity and innovation. The CLTSC will reinforce the mandate to encourage creative cost savings of all Work Groups.

This work will be directed by the following principles:

- 1. No reduction in service quality;**
- 2. No changes in eligibility;**
- 3. Increased capacity to respond to new service pressures; and**
- 4. Elimination of infrastructure barriers.**

The Strategic Planning Group will coordinate the CLTSC response to this cooperative effort with the Ministry.

Motioned, seconded and carried - unanimous

Motion #3

That the CLTSC immediately hire external financial review expertise, guided by the Human Resources and Finance Committee, to assist in determining in full the financial resources and assets that will transfer to the Community Living Authority.

Motioned, seconded and carried - unanimous

The Human Resource and Finance Work Group will bring recommendations for the scope of the project and a short list of potential contractors to the next meeting.

Motion #4

The Strategic Planning Group will expedite the ability of the CLTSC to hire its own staff and consultants.

Motioned, seconded and carried - unanimous

Structure and next steps for the Work Groups was the focus of afternoon discussions. CLTSC membership on the Work Groups and Chairs were identified:

Governance, Service Delivery Management, Policy and Legislation

- Laney Bryenton, Chair
- Al Etmanski
- Muriel Hansen
- Graham McMynn
- Bryce Schaufelberger
- Ellen Tarshis

Individualized Funding and Planning Options

- Tim Stainton, Chair
- Jo Dickey
- Deanna Kratzenberg
- Jeff Moulins
- Roberta Scott
- Robin Syme

Communications

- Terry Robertson, Chair
- Cathy Anthony
- Cathy Grant
- Linda Derkach

Accountability and Information Transfer

- Jane Short, Chair
- Peter Cambridge
- Lynn Rolko

Human Resources and Finance

- Doug Woollard, Chair
- Alanna Hendren
- Garry Molitwenik

Children and Families (Joint Children & Youth with Special Needs Directorate)

- John Kehler, Identified Lead
- Cathy Anthony, Identified Lead
- Laney Bryenton (P/T)
- Jane Cowell
- Doug Woollard (P/T)

It was agreed that each Work Group should have a maximum of eight members. Work Groups may invite others from outside of the CLTSC to participate. Names of some individuals who have already expressed interested in joining Work Groups were shared. CLTSC members may be aware of others who are also interested. Ministry staff providing support to Work Groups will not be considered members.

The Work Groups were tasked with bringing the following information back to the next CLTSC meeting:

- A list of the Work Group members (including external participants);
- A resource plan (to include request for consultants and services);
- Terms of reference;
- Outstanding issues;
- A schedule of meetings; and
- A project plan.

The CLTSC discussed filling a number of staff positions to support the CLTSC. It was agreed that the Governance, Service Delivery Management, Policy and Legislation Work Group should proceed in identifying contractors for governance issues.

The positions of Transition Coordinator/Servant to the CLTSC and Assistant to the Community Co-Chair were proposed. It was agreed that David Driscoll and the Strategic Planning Group would review current tasks and identify the roles and responsibilities of these positions and share that information with CLTSC members prior to the next meeting.

Elaine Murray reminded the CLTSC that the Ministry has staff resources available to the CLTSC and encouraged them to take advantage of this.

The next meeting will be May 29th and 30th in Vancouver. This meeting will also mark the first meeting of the Work Groups. The meeting format will be as follows.

May 29th

A.M. CLTSC meeting

P.M. Work Groups meeting

May 30th

A.M. Work Groups meeting

P.M. CLTSC