

**Ministry of Children and Family Development
Community Living Transition Steering Committee
July 12th, 2002
Plaza 500 Hotel, Vancouver BC**

MINUTES

Attendees:

Cathy Anthony

Linda Derkach

Jane Donegani-Short

Jo Dickey

David Driscoll (Co-Chair)

Cathy Grant

Alanna Hendren

John Kehler

Deanna Kratzenberg

Al Etmanski

Graham McMynn

Garry Molitwenik

Jeff Moulins

Elaine Murray (Co-Chair)

Terry Robertson

M. Lynn Rolko

Roberta Scott

Tim Stainton (a.m.)

Lynn Stevenson

Ellen Tarshis

Susan Whittaker

Regrets: Laney Bryenton, Peter Cambridge, Muriel Hansen, Bryce Schaufelberger, Robin Syme, Doug Woollard

Project Support Staff

Frank van Zandwijk (Project Management)

Petra Young (Communications)

Roberta Laughlin (Recorder)

Doug Walls (Community Project Director)

Richard Bridge

1. Review of Agenda

- The Agenda was adopted.

2. Review of Previous Minutes

Motion #1

That the minutes of June 26th and 27th meeting be adopted with one change: That Motion #2 be amended to reflect the involvement of the Governance Planning Work Group and not the Human Resources and Finance Work Group.

Motioned, seconded, carried. Unanimous.

It was noted that the budget presented by Stan Remple for the CLTSC was not passed at the last meeting. The following motion resulted:

Motion #2

That the budget of approximately \$420,000 for CLTSC expenditures to September 30, 2002, as presented on June 26th, be approved.

Motioned, seconded, carried. Unanimous.

3. Correspondence

- The Correspondence binder was circulated.

4. Report from Strategic Planning Group

- David Driscoll introduced and welcomed Richard Bridge, a lawyer with extensive experience in government and the community living sectors. Richard will be assisting the CLTSC as a consultant in a variety of areas.
- David provided an update on the Minister's response to the letter that was sent to him by the CLTSC after the June 27th CLTSC meeting. The letter requested that the Minister address the concerns of the CLTSC around the issue of legislative timelines for the drafting of enabling legislation for community living.

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- David was very pleased to report that the Minister has taken action to resolve the problem and has signed off on two community living-specific Requests for Legislation. The first request, submitted July 3, 2002, will create a transition authority for community living. It will be superseded in May 2003 by a second Request for Legislation that will establish a permanent community living authority within a year.
- David recognized the Minister for his continuing commitment to the community living sector and for his voice on behalf of the CLTSC at Cabinet. He noted that the solution the Minister has provided is even better than what was requested by the CLTSC. He also thanked Doug Walls for his excellent work in putting the Request for Legislation together in a very short time frame and Elaine Murray for liaising with other Ministries to expedite the process. Concerns were expressed that in the event of a Cabinet shuffle, the process committed to by the Minister may be jeopardized.
- The Strategic Planning Group noted the importance of maintaining contact and connection with the communities that they serve. The Communications Advisory Group plays an important role in sharing information with stakeholders and bringing feedback to the CLTSC. It is vital to confirm community support for the CLTSC recommendations before the report is brought forward. The CLTSC will share their draft recommendations with the broader community prior to presenting them to the Minister and will re-engage with communities both at a regional level and with various constituent groups.

5. Actions and Resolutions - Summary

- A document prepared by Frank van Zandwijk that lists the motions and actions of all previous meetings, and tracks any follow-up required, was circulated.

Motion #3

That the Actions and Resolutions document prepared by Frank be accepted by the CLTSC. Motioned, seconded, carried. Unanimous.

6. Work Group Reports

- The Work Groups provided brief updates of their activities:

Individualized Funding

- The Individualized Funding Work Group continues to develop infrastructure for IF programs. They have been reviewing the core children's programs delivered by the Ministry and are determining where they might fit in the new structure. It appears that there is good scope for consolidating programs to create a "one stop shopping" model. They are also exploring how to individualize the current block funding while safeguarding the integrity of current systems people rely upon.
- It is expected that Children's Services will be the first IF programs to be offered in the new authority. Block funded programs for adults will take the longest to transition to IF. The IF process will likely be phased in over the course of a year.
- The taxable income implications of individualized funding have not been completely resolved. The Work Group is hoping a national ruling from Revenue Canada with respect to this issue will be forthcoming shortly.

ACTION: David MacPherson to provide Tim Stainton with a copy of the CCRA letter which provides a legal opinion on this issue.

- The Work Group will begin a review of adult services shortly. In addition, they are exploring licensing requirements. Government is also pursuing this issue and hope to report back at the next meeting on their findings.

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The future of Willow Clinic was discussed. The following motion resulted:

Motion #4

Elaine Murray will clarify government's position on Willow Clinic and who has jurisdiction over it and report back to the CLTSC.

Children and Families

- The Children and Families Work Group has been updating their work plan to better reflect their principles and values. Sue Hill, a consultant has provided much assistance. Their principles fall under the following seven headings:
 - Family Choice
 - Relationships Based on Trust
 - Life-long Support
 - Accountability
 - Self Determination
 - Community Inclusion
 - Responsiveness
- Recommendations in this area are beginning to evolve. The Work Group will be considering the wealth of advice and input that has been provided by individuals, parents and caregivers over the years. There is a need to ensure existing knowledge is utilized.
- It is clear the Work Group needs to maintain close contact with all other Groups to ensure services for Children and Youth are kept in mind as recommendations develop. The Work Group asked the CLTSC to provide feedback in the following two areas:
 1. What is the position of the CLTSC with respect to means and income testing?
 2. The CLTSC requested definitions and details about the scope of means and income testing.

ACTION: The Work Group and the Ministry will bring further information back to the next CLTSC meeting on means and income testing. The CLTSC will determine its position on this issue at that time.

- What is the CLTSC position with respect to the new government policy on payment to family caregivers?

The CLTSC agreed the new policy should be considered as interim and may be altered when the new Provincial Authority is in place. However, Work Groups should not feel limited by the terms of this policy when developing their recommendations.
- A conference call between Doug Woollard and David Young, Assistant Deputy Minister, Child and Family Development, MCFD, took place in early July on the Joint Policy Directorate for Children and Youth with Special Needs.
- A need to explore existing cost sharing arrangements MCFD may have with other child-serving ministries was identified.

ACTION: David MacPherson will compile an inventory and provide it to the Children and Families and Human Resources and Finance Work Groups.

- The Work Group has begun looking at the transition from children's to adults' services. It was noted that many children will not meet eligibility requirements for adult community living services, and that transitions for these children must also be considered.

Accountability and Information Transfer

- Jane Donegani Short recognized the terrific group she has working with her. The Accountability and Information Transfer Work Group is developing policy and principles for accountability that will encompass the new Provincial Authority and government. These principles are based on a premise of trust and respect in all relationships. The Work Group will email their updated Guiding Principles document to other CLTSC members.

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- The Work Group is committed to ensuring the safety and security of individuals regardless of which model of service provision is chosen. They are also developing accountability mechanisms for within the new authority itself, ensuring quality control and assurance is maintained.
- The Work Group met with George Morfitt and the Governance Planning Work Group about governance models. The report of the MCFD Steering Committee on Corporate Accountability will soon be finalized. The Work Group will review the report and meet with Ministry staff to discuss findings.

Human Resources and Finance

- The Human Resources and Finance Work Group met last week with Ministry staff to discuss implementation of the joint cost savings initiative between the CLTSC, the Ministry and service providers.
- A draft methodology for tracking savings effective April 1, 2002, has been developed. Service providers that reduce their funding from existing contract levels will be credited for the actual net dollars saved. These savings will be measured by what can be annualized effective April 1, 2003.
- Provincial savings targets have been identified:
 - \$25 million in spending in regional services.
 - \$20 million in centrally held budget lines.
- The average regional savings targets will be 6%. Regions may make a case for not achieving 6% in some areas by demonstrating their per person costs are substantially lower than the provincial averages, e.g. comparing group homes to group homes in other regions etc.
- The process will be led by the Ministry and service providers. Conflict resolution and human resources/labour relations issues are being considered. The process will be approved next week at the next Work Group meeting.

Communications Advisory Group

- Carol Carman, Director of Communications, MCFD and Robert McConnell, Manager, Communications, MCFD, met with the Communications Advisory Group on July 11th to discuss opportunities for collaboration. They also provided information and advice on communications strategies for the web.
- The new CLTSC website is up and running. The site can be accessed at www.cltsc.bc.ca.
- A communications plan for the CLTSC developed by the Communications Advisory Group was shared.
- Three documents developed by the Communications Advisory Group to provide basic information to stakeholders about the community living transition process were shared. This information will be distributed by email, through service agencies and MCFD offices, and via targeted mail-outs and at presentations. The following motion resulted.

Motion #5

That the three bulletins developed by the Communications Advisory Group be approved for release to the public.

Motioned, seconded, carried. Unanimous.

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- Terry Robertson provided an update on video conferencing and shared a handout that outlines the planning process. Several conferences are proposed over August and September. The Co-Chairs of the CLTSC and Work Group Chairs will be expected to participate in some of the conferences. It is hoped that the Minister will join David Driscoll to launch the first conference in the series. Costs for the conferences will come out of the Communications Advisory Group budget. No additional funds are required.

Motion #6

The CLTSC approved proceeding with several video conferences over the next two months. Motioned, seconded, carried. Unanimous.

Governance Planning

- The Governance Planning Work Group met with the Vancouver Foundation on July 11th to solicit advice and input on a new governance model and board structure.
- Discussion ensued around the appointment of an Interim CEO for the Community Living Authority and the need for some interim structure between September 30, 2002, and the commencement of the new Authority on April 1, 2003.
- It is anticipated that an Interim Board of Directors will be established at that time. CLTSC members indicated they are concerned with continuity, and expect that some, if not all, of the CLTSC members would become Interim Directors of the Board.

ACTION: The Governance Planning Work Group will bring their recommendations on Board structure, size and make-up to the next CLTSC meeting.

ACTION: Gary Molitwenik to take back to the Human Resources and Finance Work Group the issue of determining the appropriate timing of the transfer of resources and assets to the new Authority.

The following motions were tabled:

Motion #7

The CLTSC approves proceeding with recruiting an Interim Chief Executive Officer for the new Community Living Provincial Authority. The CEO will report to the Community Co-Chair of the CLTSC until September 30, 2002. Motioned, seconded, carried. Unanimous.

Motion #8

The selection of the CEO will be the responsibility of the Strategic Planning Group, with the appointment to be approved by the CLTSC. Motioned, seconded, carried. Unanimous.

Motion #9

The CLTSC recommends to the Minister that the CEO appointment be continued after the establishment of the new community living authority. Motioned, seconded, carried. Unanimous.

End of Work Group reports. The following motion was passed.

Motion #10

That the CLTSC accept the reports of the Work Groups. Motioned, seconded, carried. Unanimous.

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7. Gantt Charts

- Frank van Zandwijk handed out a report that summarizes the Work Group activities and tasks to September 30, 2002.

Motion #11

That the summary report on Work Group activity be accepted by the CLTSC.

Motioned, seconded, carried. Unanimous.

8. New Business

- Carol Goozh, Community Living Manager for the Vancouver Coastal Region, MCFD, has sent a letter to the CLTSC offering to make a presentation to the CLTSC on the Home Equity option. It was agreed that the Co-Chairs would write back indicating they have referred the letter to the Human Resources and Finance and Individualized Funding Work Groups for their consideration.

9. Future Meeting Schedule

- The next CLTSC meeting will be July 25th. July 24th will be set aside for Work Group activity.
- There are no changes to the meeting dates for August.

There being no further business, the meeting was adjourned.