



BOARD OF DIRECTORS MEETING

March 5, 2018
9:30 am – 4:00 pm
Legal Aid Alberta
Edmonton, Alberta

MINUTES OF THE 308th MEETING

Members in Attendance

Deanna Steblyk, Chair
Ryan Callioux, Vice-Chair
Robert Calvert, Q.C.
Peter Carter
Jim Donihee
Graham Johnson
Christine Hutchinson
Nancy Peck
Hilary Rose
Daryl Royer

Regrets

Owen Edmondson

Management in Attendance

John Panusa, President & CEO
Steve Burford
Tyler Tollefson
Tracy Zander
Brian Mulawka
Dale Burgess
Pat Bard

Call to Order

Notice having been given, a quorum was present and the meeting was duly constituted for the transaction of business. Deanna Steblyk called the meeting to order and Pat Bard acted as the Recording Secretary for the meeting.

Consent Items

1. Approval of Agenda

Upon motion moved and seconded, it was resolved that:

The Agenda be approved.

The motion was carried unanimously.

2. Approval of Minutes of the 307th General Meeting

Upon motion moved and seconded, it was resolved that:

The Minutes of the 307th General Meeting be approved as amended.

The motion was carried unanimously.

Declaration of Conflict of Interest

No conflicts were declared.

Business Items

3. CEO and Operations Report

John Panusa provided an overview of, and responded to questions related to, the CEO Report, noting in particular that: (1) a meeting was held with Chief Judge Matchett and Assistant Chief Judge Anderson on January 5, 2018. The meeting was very productive and resulted in clarifying LAA processes and procedures as well as a number of undertakings by both LAA and the judiciary as set out in the CEO report. It was agreed to continue to meet on a regular basis; (2) Provincial Court is considering implementing a docket court centered around Mental Health with an expected start date of April 1, 2017. It is anticipated that LAA will provide one duty counsel lawyer and one support worker would be in attendance; (3) all orders of the Alberta Occupational Health and Safety have been complied with; (4) to assist in building productive relationships with all levels of government, Brian Mulawka is now the Director of Communications and Government Relations and is a member of the Executive Team, and Joanne Hugo is a Government Relations and Communications Coordinator; (5) Andrea Menard has been retained as the Manager, Metis Youth Advocacy Program, which is funded by the federal government; (6) succession planning is underway and vacancies are being filled within the organization; and (7) focus has been placed on collecting from clients when possible and appropriate, and since November 2017 there have been 1600 new payment plans created.

Tyler Tollefson presented the Legal Representation reports, and responded to questions noting in particular that: (1) CRO Management and administrative staff obtained access to CRM to enable better management of CRO and to respond to questions from the judiciary on the status of an application; (2) since the closing of the LSC in Lethbridge and Red Deer offices, CRO and FLO staff are assisting walk-in clients; (3) a staff lawyer has been retained to oversee the compliance of ethics and conflicts; (4) an in-house staff lawyer will be reviewing contracts for LAA; and (5) Roster training has taken place and was well received. Further training will be developed.

Tracy Zander, Senior HR Manager, attended on behalf of Lyle Toop and presented the HR report, and responded the questions, noting in particular that: (1) a number of facilitated sessions on Strategic Planning have been held with the Executive, Leadership Council and Employee Focus Group. A draft Strategic Plan resulting from the facilitated meetings is exhibited on the Agenda for Board review; (2) the employee engagement project remains a focus of the executive

and leadership teams. An Employee Focus Group has been established composed of 9 non-management staff personnel; (3) collective bargaining with AUPE has reached an impasse and the Alberta Labour Relations Board has approved a strike vote application. Contingency plans are being developed in order to ensure Albertans can still access services in the event of a strike; (4) organizational structure of HR department is evolving; (5) a meeting was held with the HRCC and an HR Strategic Framework is being developed; and (6) LAA policies will be reviewed and updated as necessary.

Steve Burford presented the Corporate Services Report noting in particular that: (1) Finance, Purchasing and IT are undergoing structural changes and a Facilities Manager has been hired; (2) The ECLC is now off of LAA's CRM program and CLG should be off by the end of March; and (3) The Data Centre move is on schedule.

Business Plan Report

John Panusa reported that the Q3 2017/18 progress report on the 3-Year Business Plan Measures is self-explanatory and for information only.

4. Strategic Planning

John Panusa reported that a series of Strategic Planning sessions have been held with the leaders at the LAA offices resulting in the draft before the Board for consideration. The Board discussed the Strategic Plan at length noting that many issues such as mandate, access to service, eligibility and scope of services form part of the Governance Agreement negotiations.

By consensus it was agreed that a motion to approve in principle be tabled.

5. 2018/19 Budget

Deanna Steblyk reported on her meeting with the Assistant Deputy Minister advising that he had mentioned the much improved relationship between LA and GOA. Discussion was held with respect to budget and she had advised that the items such as current scope of services and eligibility were not within the control of LAA and that it was up to GoA to make those hard decisions, but a realistic budget would be submitted.

Hilary Rose reported that the Finance and Audit Committee met On February 23, 2018 to review the 2018/19 Budget Submission and recommended it be presented to the Board.

Dale Burgess provided an overview of, and responded to questions related to, the 2018/19 Budget Submission. The Board held an in-depth discussion on the letter to the Minister and the Budget.

Upon motion moved and seconded, it was resolved that:

The Board of Directors approve the 2018/19 Budget Submission subject to the agreed upon amendments.

The motion was carried unanimously.

Upon motion moved and seconded, it was resolved that:

The Board of Directors approve the Business Plan as amended.

The motion was carried unanimously.

6. Board Committee Reports

a) Finance & Audit Committee

Hilary Rose reported that Owen Edmondson has agreed to serve on the Finance & Audit Committee. She extended her thanks to all who assisted in preparing for the KPMG presentation held January 25, 2018 as well as all those who attended. The Finance & Audit Committee discussed the issue of overdraft in the amount of \$2.5 M to be used if necessary at fiscal year-end.

It was duly Moved and Seconded that the Board approve the Bank Overdraft in the amount of \$2.5 M for the period of March 26 - April 6, 2018 to be used only if necessary.

The motion was carried unanimously.

b) HR Committee

Jim Donihee reported on the meetings of the HRCC who held two meetings, February 1 and March 1, 2018 as well as one meeting with John Panusa. The Committee has been working on the HRCC Terms of Reference, which is before the Board for consideration. A draft HR Strategic Framework which ties back to the Organization Strategic Plan is provided as information only. Jim further reported that the HRCC Committee is lending support and guidance to LAA with respect to a review of all LAA policies, culture, Organizational Scorecard, compensation, and performance management.

It was duly Moved and Seconded that the Board approve the HRCC Terms of Reference to be reviewed on annual basis.

The motion was carried unanimously.

c) Governance Committee

Robert Calvert reported of the Governance Committee will be involved in further negotiations on Tuesday, March 6, 2018 and additional dates are being scheduled. It is anticipated that the completion date for negotiations will be June 30, 2018.

d) Nominating Committee

Graham Johnson advised that there is no report at this time. He noted that there will be one vacancy as Robert Calvert's term will expire at the Annual General Meeting.

7. Reports to the Finance & Audit Committee on Statutory Obligations

Dale Burgess reported that all statutory obligations have been met for the period in question.

ACTIONS ARISING

8. Directives to Management and results

John Panusa reported that the directives report is self-explanatory and invited any questions. No questions were raised.

Next Meeting

The next General Meeting of the Board of Directors is scheduled for April 17, 2018 commencing at 9:30 a.m.

In Camera

Upon motion moved and seconded, it was resolved that:

The Board move in Camera.

The motion was carried unanimously.

Upon motion moved and seconded, it was resolved that:

The Board move out of Camera.

The motion was carried unanimously.

Adjournment

There being no further business, the meeting was adjourned at approximately 3:30 pm.