

**MINUTES OF THE DURHAM CAS COMMUNITY ADVISORY COUNCIL**  
**19 January 2017**

---

**Attendance**

**Community:** Akilah Haneef  
Larry Johanson  
Raphael Francis  
Sandra Forsythe (Co-Chair)  
Shaida Asseli  
Veralyn Alleyne

**Board:** Bryan Buttigieg (participated via telephone)  
Michelle Davis

**Staff:** Dawn Walcott-Parris  
Tahmena Bokhari  
Wanda Secord (Chair)

**Administrative Support:** Terri Hedley

**Regrets:** Leroy Clarke  
Naveen Balakrishnan

The meeting was called to order at 6:40pm.

**I. APPROVAL OF AGENDA**

Co-chairs Sandra Forsythe and Wanda Secord meet in advance of meetings to set the agenda. It was determined that they will alternate chairing meetings with the co-chair managing the speakers list. It was also clarified that 2 administrative assistants support this council and will share responsibilities on an alternating basis.

**MOTION by Larry Johanson, seconded by Veralyn Alleyne to approve the agenda dated January 19, 2017. All in favour.**  
**CARRIED**

**II. APPROVAL OF PAST MINUTES**

The following editions to the minutes dated November 29, 2016 were noted:

- Page 1 – change “Vera Lynn” to “Veralyn Alleyne”
- Page 2 – change point 4 to read “DCAS is implementing the SOS model...”

**MOTION by Larry Johanson, seconded by Veralyn Alleyne, to approve the minutes dated November 29, 2016 with the above noted editions.**  
**CARRIED**

**III. DECLARATION OF CONFLICTS OF INTERST**

Tahmena Bokhari declared conflict of interest regarding item #5 “Reporting of AOPIL”.

#### **IV. REQUEST FOR CHANGE IN MEETING DATES (3<sup>rd</sup> TUESDAY/MONTH) AND CONFIRMATION OF MEETING DATES**

The Council requested changing the meeting dates for February to May 2017 from the 3<sup>rd</sup> Thursday of the month. Alternatively the 3<sup>rd</sup> Tuesday of the month was suggested, and Monday's were discussed. The Council discussed other obligations to which members are committed on these evenings.

**ACTION: Terri Hedley to send another poll to the Council to determine February to May 2017 meeting dates of the Community Advisory Council.**

#### **V. AOPIL REPORTING RELATIONSHIP TO EXECUTIVE DIRECTOR**

Tahmena Bokhari, AOPIL, previously declared a conflict of interest and excused herself from the meeting for this discussion item.

A background document prepared by Wanda Secord titled Background on Anti Oppressive Practice Integration Leader (AOPIL) Role and Reporting Relationship was included in the distribution of meeting documents. This outlines the history and decision making to provide a common understanding as to why the AOPIL reports to the Director of Human Resources.

The rationale behind the request that the AOPIL report to the Executive Director was requested from community members. That rationale, along with questions and concerns, were discussed:

- Community members want to see Dr. Leeno Karumanchery's full Organizational Needs Assessment for a fuller understanding of the recommendations he put forward, particularly what was recommended in regards to whom the AOPIL should report

*Wanda Secord noted that in the original report, Dr. Karumanchery recommended at the time that the AOPIL report to the Executive Director; the rationale is laid out in the Executive Summary previously distributed to the Council. While the AOPIL does report to the Director of Human Resources, the position works directly with the Executive Director, Board of Directors, Leadership Team and all others within the agency.*

- Sandra Forsythe researched the reporting relationship of the other 5 or 6 AO leaders – 3 of them report to Executive Directors, with others reporting to other positions
- AOPIL reporting to the Executive Director was a community directive/suggestion coming out of both Building Bridges events (November 2015, April 2016)
- With the change in staff in the position of Director of Human Resources, it was questioned whether this person has the same knowledge to justify the reporting relationship.

*Wanda Secord noted that AOP was one of the hiring criteria for this position and that the new Director does have knowledge in the area of AOP, diversity and inclusion.*

- Reporting to the previous Director of Human Resources – she was a key member of the Executive Team, she contracted Dr. Leeno Karumanchery; she was a champion of AOP, diversity and inclusion and was instrumental in hiring AOPIL. However with the person no longer here, community members of the Council suggested that DCAS can set a

precedent of showing the importance of the position by reconsidering the current reporting relationship

- Currently 1 person is assigned to the AOPIL role. What happens when this person is away/off? Can 1 AOPIL effectively carry the workload in an organization of this size? This is a separate question to the reporting relationship question.
- AOPIL as Director position – in order to eradicate the pushback from staff/negative voices who may respect, elevate the AOPIL position to be seen as an esteemed and to be respected

It is being heard that the community is expressing that the AOPIL reporting relationship is a perception of how important DCAS treats AOP. It is not being said that the current reporting relationship is not working, but perceived to be better and stronger by changing the reporting. Another good point is that now may be a good time to consider change, with the change of staff in the position of Director of Human Resources.

**MOTION by Akilah Haneef, seconded by Larry Johanson, that the Community Advisory Council recommend that Durham CAS reconsider the reporting relationship of the AOPIL with a consideration to changing from reporting to Director of Human Resources to the Executive Director.**

**CARRIED**

Akilah Haneef questioned the time frame for this request. Wanda Secord advised that she would report back to the Council at the March meeting.

## **VI. REQUEST FOR DR. LEENO KARUMANCHERY'S DURHAM CAS ORGANIZATIONAL NEEDS ASSESSMENT**

Council community members requested the distribution of the full Organizational Needs Assessment to the Council. This was discussed at the November 29, 2016 Council meeting in relation to the DCAS work plan, which is not yet ready for distribution.

Discussion:

- Distribution of the report requested so that conversation can occur at the February meeting
- When reading the full report, remember that it is several years old (finalized in 2012, based on information from 2011)
- Considerable change has occurred since the report was written; many of the recommendations have been actioned/implemented
- Community members suggested a summary of what has been achieved to date would be helpful
- Releasing this document will be helpful for the community to see where DCAS is; lays out the work done to date, and includes recommendations (some of which may no longer be relevant)
- The review and usage of the report will be discussed at the February meeting

**MOTION by Sandra Forsythe, seconded by Raphael Francis, to recommend that the Community Advisory Council receive a copy of Dr. Leeno Karumanchery's full**

**Organizational Needs Assessment with the understanding that it is not to be shared publicly. All in favour.  
CARRIED**

## **VII. COUNCIL MEETINGS – ROBERT’S RULES OF ORDER, MEETING GUIDELINES AND SETTING THE STAGE FOR WORKING TOGETHER**

The Council reviewed 2 attachments:

### 1. Information Regarding Meeting Process/Procedure

- Council co-chairs will alternate chairing meetings; the co-chair will manage the speakers list
- Council discussed how long to wait for quorum to be achieved at meetings

**DECISION: Community Advisory Council agreed to wait 20 minutes to achieve quorum at meetings**

### 2. Meeting Guidelines.

Council members reviewed the document and expressed that it is a well written document that sets the right tone.

Suggestions:

- #9 – last line to read “We would continue to uphold professionalism as well as maintain a healthy environment”
- Change the title to “Communication Contract”
- Review the document at the 6 month mark

## **VIII. PLANNING FOR ANNUAL BUILDING BRIDGES COMMUNITY MEETING**

The Council discussed planning for the annual Building Bridges Community Meeting. Two previous events were held in November 2015 and April 2016. Community members would like this to become an annual event. Suggestions for the event:

### **DATE**

- Prefer an April date annually (as this would be a full 12 months since the last event)
- Larry Johanson is away April 8-16
- Friday April 14 is Good Friday, Sunday April 16 is Easter Sunday
- Suggest a later date in April

### **LOCATION**

- Discussed holding it at DCAS (building trust with the community) or in the community (acknowledging that some people are not comfortable attending the DCAS building)
- Ajax Community Centre suggested (it has an accordion room for rent)

### **EVENT AGENDA SUGGESTIONS**

- Reporting back to the community on progress to date
- Focus on work plan
- Discuss the interesting challenges that the community is facing and how to move forward

- Discussion of other things happening in Durham and how to become engaged; provide community engagement opportunities (i.e. invite Community Development Council of Durham to attend)

**DECISION:**

- Plan event for end of April or early May 2017 (possible dates: Thursday April 20, Tuesday May 2, Wednesday May 3)
- Hold event in a community setting (Sandra Forsythe to secure a location)
- Evening event, duration 2 hours

Further planning to occur at the February 2017 Community Advisory Council Meeting.

**VIII. DURHAM CAS SECOND ANNUAL BLACKHISTORY MONTH COMMUNITY EVENT AND CONSULTATION ON EVENT FLYER**

Tahmena Bokhari distributed 2 draft flyers for the upcoming Black History Month Community Event to occur on Tuesday February 28 from 6-8pm at DCAS. Feedback was solicited on the Council's preferred flyer. The Council preferred the flyer with the profile graphic.

**IX. FUTURE AGENDA TOPICS**

Suggestions of future agenda topics from the Council:

- Community Update as a standing agenda item (bringing forward items the community is grappling with)
- More fulsome discussion about what is needed for success of the AOPIL role within DCAS; development of a strategic plan around this; measures of success
- Review of Dr. Leeno Karumanchery's Organizational Needs Assessment
- Discussion of what One Vision, One Voice means for Community Advisory Council and DCAS? How to integrate?
- Regional pressure points, where should the Council focus our efforts
- Complaints procedure for community members with concerns – how to articulate them with DCAS and how to proceed

**X. MEETING EVALUATION**

Council members evaluated the meeting and offered feedback:

- Meeting went well
- Meeting Guidelines is a very good document
- Have more of an understanding of where the Council is going
- Looking forward to the April event
- Suggest reviewing agenda at end of meetings to ensure nothing was overlooked
- Asked what DCAS Council members their expectations and what do they want? Wanda Secord reiterated that the goal is to receive advice from the community as well as suggestions
- Community suggested DCAS obtain feedback from the Council prior to developing information and presenting it as a finished product; while there may be some opportunity to do so, sometimes it happens at a higher level so we seek to strike a balance; DCAS will seek the Council's advice on how to share information with the community.

Meeting evaluation feedback may also be provided in writing to the Chairs Sandra Forsythe and Wanda Secord.

## **XI. ADJOURNMENT**

**MOTION by Tahmena Bokhari, seconded by Raphael Francis, to adjourn. All in favour. CARRIED.**

Meeting adjourned at 8:36pm.

DRAFT

**DURHAM CAS COMMUNITY ADVISORY COUNCIL  
ACTION REGISTRY**

**Period: November 2016 – December 2017**

---

<b>Number</b>	<b>Item</b>	<b>Date of Meeting</b>	<b>Who</b>	<b>Target Date</b>	<b>Completed</b>
1.	Add "AOPIL Direct Report" to the next meeting agenda of the Community Advisory Council	November 29, 2016	Sandra Forsythe Wanda Secord	January 19, 2017	January 19, 2017
2.	Send another poll to the Council to determine meeting dates for February to May 2017 Community Advisory Council Meetings.	January 19, 2017	Terri Hedley	January 23, 2017	January 23, 2017
3.	Dr. Leeno Karumanchery's full Organizational Needs Report to be provided to the Council	January 19, 2017	Wanda Secord	March 13, 2017	
4.	Decision regarding the AOPIL reporting relationship	January 19, 2017	Wanda Secord	March 13, 2017	
5.					
6.					
7.					
8.					
9.					
10.					