

**MINUTES OF THE DURHAM CAS COMMUNITY ADVISORY COUNCIL**  
**May 3, 2017**

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**Attendance:**

**Community:** Akilah Haneef  
Leroy Clarke  
Sandra Forsythe (Chair) (participated via phone)  
Shaida Asseli (participated via phone)  
Veralyn Alleyne  
Raphael Francis  
Larry Johanson

**Board:** Michelle Davis  
Naveen Balakrishnan

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

**Regrets:** Bryan Buttigieg  
Tahmena Bokhari

**Administrative Support:** Cheryl Morris (Minutes)

The meeting was called to order at 6:44pm.

The purpose of this informal meeting was to create the plan for our Building Bridges community meeting on May 15.17. It was indicated that a major decision was needed on the reporting of the AOPIL to the Executive Director as this would be the main issue that the community would be interested in hearing about. It was further indicated that if the AOPIL was going to be absent from the event, there would be numerous questions surrounding her absence. Staff advised that the AOPIL's leave has been extended and the situation remains the same.

It was reported that in trying to contact the AOPIL, a community member was re-directed to Terri Hedley who was on vacation; and wanted to know who is in charge in her absence. For clarification, it was explained that Terri Hedley does not provide services to children, youth and families. Terri is the contact person and makes the appropriate referrals. As Terri is on vacation, another contact name will be put in her stead until her return. Note: Since that time, Melissa Beckette-Batchellor, Human Resources Director is the contact person.

In the absence of the AOPIL, the Agency uses its internal resources/capacity around AO however in situations where additional support is needed, external consults are available.

The Council agreed that the Building Bridges event would go ahead as planned for May 15, 2017.

Planning Details:

Proposed agenda items to include:

- Reporting on the Terms of Reference
- AO Committees to attend and provide an update
- A culturally relevant item
- Initiatives, Vision, Progress

The draft revised flyers including the community member contact information (as requested) were reviewed.

A draft power point presentation (template) outlining the Council's work and future plans was drafted by Naveen Balakrishnan and reviewed at the meeting. The draft presentation highlighted the following:

- Introduction to the Community Advisory Council
- Channels of Access to DCAS
- AOP Strategy Update
- Progress Status of Key Community raised concerns
- Questions/Answers

**ACTION:** Naveen to work on this template and bring it back to the group for feedback. Please send suggestions/ideas regarding content to Naveen by the end of the day, Friday May 5.17.

- Larry Johanson agreed to facilitate/moderate the event
- Veralyn Alleyne agreed to be the time keeper of the event
- Food will be catered by Island Mix Pickering, Ontario (Sandra to pick up)
- Beverage: DCAS to provide
- Terms of Reference to be posted on the wall
- Evaluation forms to be on hand at the meeting
- Raphael to arrange for an individual to perform Libation

A decision was made to have a teleconference meeting on Friday, May 12, 2017 for a rehearsal of the program. Time to be determined and teleconference call instructions will be sent to the Council.

The meeting was adjourned at 8:41pm.