

MINUTES OF THE DURHAM CAS COMMUNITY ADVISORY COUNCIL
9 APRIL 2018

Attendance*

Community:	Larry Johanson Sandra Forsythe Veralyn Alleyne (Co-Chair) Akilah Haneef Raphael Francis Leroy Clarke Blessing Morka
Board:	Bryan Buttigieg Natalie Perryman (Co-Chair)
Staff:	Dawn Walcott Parris Wanda Secord
Regrets:	Michelle Davis
Administrative Support:	Terri Hedley (Minutes)

Call to Order

The meeting was called to order at 6:52 pm.

I. APPROVAL OF AGENDA

MOTION by Wanda Secord, seconded by Bryan Buttigieg, to approve the agenda dated April 9, 2018. CARRIED.

II. APPROVAL OF PREVIOUS MINUTES

Council discussed the minutes dated January 29, 2018. Spelling corrections:

- Page 1 change “Morca” to “Morka”
- Throughout change “practice” to “practise”

Council then discussed the amended and deleted text as submitted prior to the March 12, 2018 meeting. 2 decisions were made regarding proposed changes:

- Page 3 of amended version – remove the added text stating that individual school have their own processes (inaccurate)
- Page 2 of amended version at bottom of page – *the agency has the opportunity to decide whether to treat the call as a consultation or a complaint* is not an accurate statement; Council agreed to reword this to read *“When someone calls CAS the agency may have the opportunity to treat the call as a consultation or a complaint”*

A discussion regarding how the minutes are to be captured on an ongoing basis occurred.

- Concern raised about items not being weighted evenly in the minutes
- Clarification regarding the purpose of minutes – not to record word for word narrative of the meeting nor weight items

**Minutes of the Durham CAS Community Advisory Council
April 9, 2018, Page 2**

- Transparency issue – is the document transparent if changed after the fact?
- Inaccuracies to be corrected in the minutes
- Concern raised about what people reading the minutes once posted will take from them
- Concern raised that by removing large sections of the minutes this removes a record of what was discussed and how decisions were made
- Caution when referencing specific family incidents – not include these in minutes

DECISIONS:

- I. Add statement to the minutes section of the website to read “Where discussions are recorded in the minutes, it does not necessarily reflect the view of the Council as a whole.”
- II. On a go forward basis, detailed minutes will be recorded by the Administrative Assistant for the Council’s use. A high level 1-page meeting summary (identified as a summary) will be prepared by the Administrative Assistant. Council to approve and the Administrative Assistant will post the meeting summary to the website

ACTION: Review and approve minutes dated January 29, 2018 and to receive the minutes dated March 12, 2018 at the May CAC meeting.

MOTION by Akilah Haneef, seconded by Sandra Forsythe, to record full minutes for distribution to the Council and to prepare a 1-page meeting summary to be posted to the website. CARRIED.

III. DECLARATIONS OF CONFLICT OF INTEREST

No conflicts of interest were declared.

IV. JUNE CAC MEETING DATES

Council will not meet quorum for the scheduled June 25, 2018 meeting.

ACTION: Terri Hedley to send out a doodle poll to determine an alternate June meeting date.

V. BUILDING BRIDGES FORUM 2018

Advertising

- Community members & DCAS to promote this event
- DCAS to upload the event poster on the social media sites
- Suggested that it be posted on the Rogers Community Event Page (DCAS might have access to this)
- Staff in attendance at this year’s event are asked to identify themselves as DCAS staff (e.g. wear DCAS ID card/lanyard)

Minutes of the Durham CAS Community Advisory Council
April 9, 2018, Page 3

Food

- Still to be arranged

Agenda

It was suggested that the following 4 items be allotted 1 hour on the agenda:

- Educational Piece – suggested a short presentation on complaints and reporting processes. These broad topics would need to be narrowed down for this presentation therefore DCAS asked what information is being requested specifically and what would be most helpful for the community. Veralyn Alleyne agreed to supply this information.
- Discussion on how DCAS has modified policies, processes and organizational structures to respond to the concerns of the community
- Update on the status of vetting the Community Partner List
- Trite reporting

In addressing these items with the community it was suggested:

- Advise that the Council is focused on 2 specific items identified by the consensus (dot) exercise
- Important to speak as a Council
- Be prepared for questions from the community on the above noted items
- Specific questions anticipated around the Manager of Anti Oppressive Practice, Diversity and Equity (formerly AOPIL) position and reporting

Vetting of Community Partners

- Concerns raised about the length of time it is taking to complete this piece of work
- Feel frustrated it is taking so long to complete
- DCAS began the process but has not had the staff capacity to complete this work
- List provided is not completely inclusive and exhaustive
- Fulsome process for vetting established coming through the procurement process
- Will need to begin the process again but DCAS does not currently have the manpower
- Asked whether any procurements have occurred by DCAS over this time period; yes, it has occurred on a case by case situation
- This list is very important for the community so that they have a list of resources to utilize
- Clarified that there is nothing stopping a family from getting service from whom they want; DCAS does not stop this
- One Vision, One Voice (OVOV) is in phase 2 with mandates 5 & 10 stating that CAS's establish collaborations and partnerships with black communities – asked how is this going to be met by DCAS? Much work has been done with the African Canadian Legal Clinic during 2017 and in January 2018 DCAS was advised that this would not be proceeding. It was a substantial and extensive program to which much work and many hours were allocated. Now must begin again. Also the 2018 Black History Month Community Event offered a trade show of service providers.
- Is DCAS able to use any organizations vetted by other CAS's? Unsure
- Dawn Walcott Parris and Wanda Secord were asked what work can be done on this item prior to the May 31 Building Bridges Event, and requested that they provide a copy of the vetting work done previously
- Longer-term plan, when manpower is available, is to put out a posting seeking application submissions from interested service providers to be vetted; transparent process
- Be mindful of potential conflict of interest with CAC members listed community partners list

VI. DEFINITION OF TRITE REPORTING & EXPLORATION AREAS (DISCUSSION)

This item was not discussed due to meeting time limitations. DCAS will attempt to provide statistics on referrals at the May 14, 2018 meeting.

VII. COMMUNITY & AGENCY UPDATES

- DCAS has agreed to post posters for the Community Town Hall on Saturday April 28 in Pickering. DCAS is being advised but not invited to the event in order to provide a safe and comfortable environment for attendees.
- In follow-up to a flyer sent to CAC members a few weeks ago, reminder that DCAS Board of Directors is recruiting for new Directors. Deadline is noon April 27, 2018.
- Follow-up to a question about public appointments to the Public Review Board – Natalie Perryman advised that the Public Secretariat website contains biographies of those on the Board.
- Recruitment process for Manager of AOPDE Update – have had 3 interviews and a 4th upcoming this week.

VIII. MEETING EVALUATION

No feedback from Council meetings.

IX. NEXT MEETING

Date: Monday May 14, 2018
Time: 6:30-8:30pm
Location: DCAS Boardroom

X. ADJOURNMENT

**MOTION by Blessing Morka, seconded by Larry Johanson, to adjourn the meeting.
CARRIED.**

Meeting was adjourned at 8:39 p.m.