

Minutes - CAC Meeting June 16/2011

In attendance: Mike S., Doug N., Lavern S.,
Glenda C., John M., Melanie D., Terry C., Kelli H.

Booked next meeting at 385 Princess St. on **July 28/2011 3pm - 5pm**
The focus of the next meeting will be the Strategic Plan.

- confirmed the CAC 'objective and orientation' package was submitted to Human Resources Dept. for review and CAC is awaiting the response
- client Bill of Rights and the client Responsibilities had modifications made to it at the last meeting and once they're drafted will be sent to Mngt. via E-mail for approval
- it was suggested that The Bill of Rights and Responsibilities should be included in client info. pkgs. and also to include the client event calendar - Great idea!
- Lavern thought it would be good if we got more feed back from clients and the different department teams on their thoughts and opinions on the Client Bill of Rights, and client Responsibilities. Lavern will touch base with the teams in the fall to follow up on this. Mike will also talk to clients at the June 7/11 picnic
- Mike S. brought up unfairness and inequality issues regarding parking spots and designated smoking areas being permitted for staff but not for clients (working clients, someone coming for an appointment, having different smoking area than the staff area, etc.) He is going to draft a letter to address the parking
- Karen P. to update at next meeting about recruiting new clients
- Lavern would like the Financial statements to be added to the Agenda, from now on, for observation and discussion
- Client Safety Issues (*Glenda announced we have an Accreditation letter on the way!*)
 - What is a Client Safety Issue? (per team)
 - Unsafe work conditions noticed at one of the sites during renovations
 - Accessibility: always a need for improvement
 - Violence or volitile instances around clients and what safety measures can clients take to protect themselves?
 - * Safety training / info session was suggested as a useful addition to the Client Events Calendar
 - WHMIS training (workplace safety) could be offered also and added to the calendar for any client