

**Director of Administration - Beth Ponka**  
**Report to Board of Directors – For the Board meeting on July 25, 2020**

**Administration**

- As the province moves to stage 3 of re-opening the economy, we are increasing the number of people working in the office. We have a rotation of legal workers and support staff so that everyone is slowly able to return to working safely in the office. Glass has been installed at the front counter in Thunder Bay and is in process of installation in Geraldton and Marathon. The branch offices will continue to have only one staff member in the office until at least September.
- Legal Aid Ontario was originally planning to start their return to the office process on July 6 but that has been delayed now until at least September 8. The ACLCO and LAO have formed a joint committee to develop guidelines to assist clinics with their planning and we will rely on those materials as we develop our plans.
- The management team evaluations project is continuing to move along. Ian has been great about incorporating the Board's feedback. The updating of the job descriptions is now complete and the staff and board feedback forms have also been finalized. He has now revised the evaluation template and the executive will be meeting to review and provide feedback to the Board. Ian is also willing to update the policy once everything is completed to the satisfaction of the Board. A lot of work has been completed and this project is nearing completion.
- The Area Community Meetings are scheduled for September. I am still gathering information to help the Board make a decision on whether or not to proceed with the ACMs. We have some additional considerations that most organizations don't have: our AGM is a two-step process, because we have ACMs where AGM delegates are elected. The legislation providing extensions to deadlines for AGMs does not apply to us because the date of our AGM is well outside of the state of emergency – therefore I believe we should still be proceeding with our original date (October 24). The corollary to that then is that the ACMs should proceed. The meetings can be electronic – and that presents its own unique set of challenges. Provided that we can secure meeting spaces that will accommodate up to 15 people, and that we can secure sufficient PPE to give to everyone, at this time I think we should go ahead with the ACMs.

<https://perlaw.ca/2020/04/08/ontario-provides-for-extension-of-deadlines-for-agm-and-electronic-meetings/>

**Personnel**

- We have re-posted the legal worker position to replace Claire and hope to have someone in place by the beginning of September.
- We have also posted for a community legal worker for the Sexual Harassment in the Workplace project.

**Financial**

- The audit for 2019-20 was completed and the draft reports have been forwarded to the Board including the audit findings. It's been another successful, clean audit.
- LAO is providing clinics with additional funding to deal with the costs of covid-19. Our clinic will be receiving approximately \$9,100.
- The June reports are being prepared and I will forward them as soon as possible.

**Community Development, CD, PLE & Partnerships**

- Sally was interviewed by CBC regarding the services that the clinic has been providing during the pandemic. Unfortunately I haven't been able to find a link to the interview and I didn't catch it on the date it aired. I'm sure it was great as always, Sally is a great public speaker.
- Another story published by CBC involved Angie Lynch, our ID Services Coordinator. Angie provided leadership to organize a provincial coalition that submitted a letter to the Prime Minister, based on access to digital services as a human right. Over 100 agencies signed the letter. I sent a link in a previous email and here it is again: <https://www.cbc.ca/news/canada/thunder-bay/tbay-coalition-digital-access-1.5651235>
- The Indigenous Legal Needs Assessment leadership panel met to discuss the project. Additional consultations are being considered once the economy opens further. The consultant, Michael Fox, may piggyback onto our ACMs in Geraldton and Marathon so that he can conduct further client interviews.
- LAO is encouraging all clinics to gather race-based data and they have released a training video to assist clinic staff and boards. We will continue to move forward with this initiative and will discuss the logistics at an upcoming staff meeting.

I was on holidays for two weeks visiting my two sons in BC. It was wonderful to see them! I returned to the home office on Monday, July 20. I look forward to chatting with you all at the Board meeting this weekend.

Respectfully submitted,



Beth Ponka