

Sandi  
Oshrat  
Joanne  
Dixie

Beth  
Marika

On Leave: Nikki

- The Rick Hansen Foundation has awarded us \$20,000 for upgrades to our existing ramp on the outside of the main building
  - Update: We have received the funding (\$20,000), now it is a matter of determining what improvements can be made to the existing ramp structure, including the slope of the ramp
  - Joanne has contacted, but not heard back from the Rick Hansen Foundation, regarding whether their contribution would be able to go towards a new lift or if they are adamant that the funds be used for a new ramp
  - Sandi obtained a quote from Trus-T-Lift, a Vancouver company, for a lift. Joanne will bring the quotation to the Board of Directors for a discussion and possible approval. The quotation was for approximately \$25,000 with additional costs to be incurred for removal of cement flower bed, preparation of the site, construction of the enclosure for the lift, removal of railings, installation of gates, and inspection; perhaps another \$10,000.
  - Sandi contacted Motion Specialities for a quotation, but they declined saying that the work was outside of their scope. Joanne will contact LaCasse Construction to see if they have any suggestions/recommendations
- Sandi will send out the current 'request for special accommodation' policy and the CARF description of what they expect to see.
  - Joanne brought her updated Request for Reasonable Accommodation policy forward to September 2019 Accessibility Committee meeting
  - Request that the 'request for special accommodation' be added to both the Intake form and the website
  - Accessibility Committee members liked the new wording of the policy. Joanne will now take it to the Board for approval or comments – Brought forward to the November 27 Board of Directors meeting
- Breast Feeding Accepted signs for all three buildings have been installed.
  - Beth checked with the HSA Union regarding the signage that they use on their washrooms. She reports that it looks like a graphic design of a toilet, with no lettering or words.
  - Discussion involved looking at signage on the Internet to come up with an acceptable idea. Joanne to spearhead the search. Accessibility Committee determined that "Public Washroom" (as is now the case in our buildings) is inclusive signage
- Accessible Parking signage
  - We should arrange to have some lines painted on the parking lot indicating how these spots are intended to be oriented
  - We need to put up signage. Sandi will check with Matt to see if he knows where the signs went. If he doesn't know, we will purchase new ones and get them installed
  - Matt will be asked to speak with the Project Inclusion people to find out what works and doesn't work for them, and to come up with a plan to discuss with Joanne
  - Joanne will relocate the bike rack to a more useable location

- Statement of Truth and Reconciliation – Joanne has taken her recommendation to the BOD. We will bring forward to advise next steps
  - Update: The Cultural Competency Plan will be brought to the November 27 2019 BOD for discussion, (this includes the Cultural Safety protocol, and the statement of truth and reconciliation)
  - Joanne will look at and compile sample statements used by similar agencies to ours. School Board 71 has adopted a statement with actionable items
  - Joanne will bring the actionable ideas put forward from the Staff Planning day discussion to the Board of Directors to the September BOD meeting
  - Update: Bring forward to November 2019 Accessibility Committee Meeting (after BOD has a chance to discuss/approve)
  
- Demographics of Persons Served
  - We are able to pull ‘languages’ from Nucleus Labs, but not ethnicity.
  - Beth will connect with the Immigrant Welcome Centre to obtain a listing of the various languages that they know are spoken in the Comox Valley
  
- Book/Movie Club
  - As a follow-up to the Blanket Exercise, it was suggested that perhaps the staff would like to participate in a book or movie club with recommendations from each other on books or movies that inform or illuminate ethnic realities, either historically or current events. The book that was recommended by Dr. Brokenleg was chosen as the first of the books to read for the Book Club: Indigenous Healing: Exploring Traditional Paths by Rupert Ross
  
- Racism
  - Joanne to contact Sue Eagle regarding doing a presentation for staff on racism currently in Canada and the Comox Valley. Brought forward to the November 27 meeting
  
- Physical Accessibility during winter weather
  - Joanne is arranging to have the snow cleared from the parking lot during the winter
  - Joanne is arranging to have a new gutter installed over the back door to stop the rain
  - Sandi will check the City By-laws to see if there is a requirement for the agency to keep the sidewalks clear from snow and will forward to Joanne if there is any information
  
- LGBTQ2S+ Inclusive Training
  - Kathy brought forward a suggestion for training, but it was deemed too expensive to pursue at this time
  - Sandi suggested that perhaps there were funding sources that we could apply for that would cover the cost of some/most of the training expenses. She agreed to try to locate some and forward to Joanne
  - Beth will contact Ann Davis from HAS Regional to see if they can provide some of this type of training to us
  - Sandi to request that Nucleus Labs remove the gender identifier from all clients; doing this will remove the ‘incomplete information’ flag that currently remains if this field is intentionally left blank.

Next meetings:

Nov 27

January 22