

2022/2023  
Board of Directors  
Meeting Minutes  
PACE Board Room, Hampton Inn  
20 Fen Ridge Court, Brantford  
Thursday, June 29, 2023 at 4:30 p.m.

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*“Our signature Core Gift is improving lives.  
We do it through having integrity, being forward thinking, having fiscal responsibility, by being engaged and doing more!”*

**In attendance:**

Daniel Custodio, President  
Becky Chapple, Director  
Stefennie Jagt, Director

Zile Ozols, Vice-President  
Darlene Manzer-Hall, Director  
Philip Scott, Director

Cristin Ladner, Secretary/Executive Director  
Duncan Ross, Director

**Regrets:**

Pam Papez, Treasurer

Tricia Klunder, Director

Nadwa Elbadri, Director

**Administration:**

Kathryn Dubicki, Senior Director

Wendy Matthews, Administrative Assistant, Recording

**Guest:**

Kevin Carr, Millards  
Marylou Chatland

Tim Papez

Greg Hall

1.0 **Call To Order**

President, Daniel Custodio, called the meeting to order at 4:31 p.m.

2.0 **Approval of Agenda**

**Moved by: Becky Chapple and Seconded by Darlene Manzer-Hall** that the Board approve the agenda as circulated. Carried.

3.0 **Declaration of Conflict of Interest**

Based on the agenda, there were no declarations of conflict of interest.

4.0 **Approval of Minutes of meeting held Monday, June 5, 2023**

The minutes were circulated with the agenda.

It was **Moved by: Zile Ozols and Seconded by: Becky Chapple** that the minutes of the meeting held on Monday, June 5, 2023, be approved as circulated. Carried.

ITEM	DISCUSSION/CONCLUSION	ACTION/RECOMMENDATION
<b>5.0 Financial Update</b>		
<b>5.1 Audit Committee Meeting Report</b>	<p>Kathryn Dubicki, Director, and Daniel Custodio, President, noted that the Committee met on June 21, 2023, in person and by telephone participation. The Minutes were circulated with the agenda and the following points were highlighted:</p> <ul style="list-style-type: none"><li>• The draft Audited Financial Statements for the period ended March 31, 2023, were fully reviewed by Millards, but are awaiting the final quality control review. Final report and audited statements are to be submitted to the Ministry by July 31st.</li><li>• Ministry operations finished the year in a balanced position.</li><li>• Noted the additional funding received from MCCSS.</li><li>• CLBrant met its Pay Equity targets, commitments under the collective bargaining settlement, and repairs and maintenance.</li><li>• Increases in many lines due to increased staffing costs and inflation.</li><li>• Association Operations finished the year with a surplus.</li><li>• Contract with FedCap ended January 31<sup>st</sup>.</li><li>• CAA was 8.2% of overall expenses, still below the Ministry's allowable max. of 10%.</li><li>• Passport/Individualized Funding increased by 31% over 21/22.</li><li>• Reviewed the Investment Portfolio and the annual financial review of the financial records for people receiving services.</li></ul>	<b>It was Moved by: Darlene Manzer-Hall and Seconded by: Stefennie Jagt that the Board accept the report from the Audit Committee from its meeting held June 21, 2023, as presented. Carried.</b>

	<p>Kathryn introduced Kevin Carr, representing Millards, who was involved in completing the audit and who also attended the Audit Committee meeting. He noted there was good conversation at the Audit Committee, and that it is always a pleasure to conduct an audit at CLBrant. They find our staff are very accommodating. He reported that Millards issued a clean audit.</p> <p>The Board did not have any questions for Kevin about the draft audited financial statements.</p>	
<b>5.2 Investment Portfolio Review</b>	<p>Kathryn reported that CLBrant’s investment portfolio was reviewed fully with RBC Dominion Securities and they recommended that we continue to hold the bonds until maturity.</p> <p>Kathryn also noted that last year the Committee requested that she approach RBC regarding investing more of the surplus cash that was available at last year’s year-end. She reported that a meeting was held with RCA and some suggestions were made, but since that time, our budget has become tighter and our cash flow will require monitoring.</p>	
<b>5.2.1 Recommendation No. 2022/2023 - 29: Audited Financial Statements</b>	<p>Kathryn and Daniel presented the submission for the recommendation from the Committee for approval by the Board on the draft Audited Financial Statements for the fiscal year ending March 31, 2023.</p>	<p><b>It was Moved by: Becky Chapple and Seconded by: Zile Ozols</b> that the Board approve the Audited Financial Statements for the period ended March 31, 2023, as presented. Carried.</p>
<b>5.2.2 Recommendation No. 2022/2023 – 30: Financial Review of Financial Records of People Receiving Services</b>	<ul style="list-style-type: none"> <li>Under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act—Quality Assurance Measures Regulation, Community Living Brant shall ensure that the financial records of people receiving assistance with the management of their finances are reviewed annually to ensure compliance with the Act and the Policies and Procedures of Community Living Brant. The review must be done by an independent person (someone not directly involved in the management of the finances) with a report presented to the Board of Directors. Kathryn presented the highlights of the report.</li> </ul>	<p><b>It was Moved by: Darlene Manzer-Hall and Seconded by: Becky Chapple</b> that the Board approve the report from the review of the financial records of people receiving services as presented. Carried.</p>

	<ul style="list-style-type: none"> <li>For 2022/2023, the financial files of people were reviewed by Supervisors not directly responsible for the files. As March 31, 2023 there were 245 unique individuals receiving services in Group Living and Community Support Services. 244 files were reviewed (one person is residing in long term care who does not receive financial support). A financial review was also completed in Respite Services (Bell Lane and Colborne). Additionally, thirteen files had a full review completed —7 Group Living, 2 Supported Living, 3 Enhanced Supported Living, and 1 Life Share. These files represent a cross section of level of support. The review of these files was completed by Danielle Woodcock, Interim Manager and Kathryn.</li> <li>Kathryn discussed the summary findings and the recommendations.</li> </ul>	
<b>5.2.3 Recommendation No. 2022/2023 – 33: Purchase of Van</b>	Kathryn reported that last month she provided an update on the state of the wheelchair van for the Broadway group home, and since then, it has ceased working. She reported that the 2 quotes she received to replace the van were for a new regular passenger Dodge Caravan, and not a wheelchair van, as was previously used by the group home. Quotes were: Brantford Chrysler for \$49,140 and Brantford Honda for \$10,000 more. Kathryn recommends the purchase of the van from Brantford Chrysler, with a trade-in of the current wheelchair van.	<b>It was Moved by: Zile Ozols and Seconded by: Duncan Ross that the Board approve the purchase of the new 2023 Dodge Caravan as per the quote received from Brantford Chrysler of \$49,140 with the trade-in of the current vehicle. Carried.</b>
<b>6.0 Next Meetings</b>	The Annual General Meeting immediately following this meeting, followed by the first Board meeting of 2023/2024 immediately following the AGM.	
<b>7.0 In Camera</b>	No items to discuss.	
<b>8.0 Adjournment</b>		There being no further business, it was <b>Moved by: Becky Chapple and Seconded by: Phil Scott</b> that the meeting be adjourned at 4:45 p.m. Carried.

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Daniel Custodio, President

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Cristin Ladner, Secretary