

MINUTES
Monday, January 8, 2024
5:30 p.m.

Board Room, Head Office, 366 Dalhousie St.

Core Gift Statement

"Our signature Core Gift is improving lives.

We do it through having integrity, being forward thinking, having fiscal responsibility and by being engaged and doing more!"

In attendance:

Daniel Custodio, President
Marylou Chatland, Director
Tim Papez, Director

Tricia Klunder, Treasurer
Stefennie Jagt, Director
Duncan Ross, Director

Cristin Ladner, Secretary/Executive Director
Lonnie Johnson, Director

Administration:

Wendy Matthews, Administrative Assistant, Recording

Regrets: Greg Hall, Director

Guests and Potential Board Members: Jim MacAlpine and Matthew Marriott

1.0 **Call To Order**

Following introductions, Daniel Custodio, President, called the meeting to order at 5:48 p.m.

2.0 **Approval of Agenda**

Moved by: Marylou Chatland and Seconded by Tricia Klunder 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 December 4, 2023**

Moved by: Stefennie Jagt and Seconded by: Tricia Klunder that the minutes of the meeting held on December 4, 2023 , be approved as circulated. Carried.

ITEM	DISCUSSION/CONCLUSION	ACTION/RECOMMENDATION
5.0 Executive Director's Report	<p>Cristin Ladner's report was circulated with the agenda, and she provided additional comments to accompany her report.</p> <ul style="list-style-type: none">• She read a very appreciative thank you card received from Kim Clarke-Dawdy, a long term staff who recently retired, and thanked the agency and the Board for her retirement gift and her amazing career.• She presented the highlights of the successful and enjoyable Holiday Open House held on December 9th.• She noted the 5% funding increase (amount of \$47,651) from the City for EarlyOn, which assists with the increased staffing costs in the negotiated Collective Agreement for their Support Workers, who were not eligible for the \$3/hr. wage enhancement.• She noted the ending of Belonging Brant and its Trillium funding in December. Their staff are still staying connected with the people supported who participated in groups or initiated new opportunities. We will be presenting on a panel discussion about Belonging Brant at the upcoming "From Presence To Citizenship" conference on March 19th. Cristin indicated that if there is any interest from the Board to attend they are welcome to do so. Following questions about this group, Cristin clarified that they will now be looking to expand their membership in the province with other like-minded agencies as opposed to continuing as a small group of select agencies.	Moved by Tim Papez and Seconded by: Lonnie Johnson that the Board accept the Executive Director's report as presented. Carried.

	<ul style="list-style-type: none"> The pleas to the provincial government continue for the 5% increase to base funding. Cristin produced a video on our social media with this message. This campaign was highlighted during negotiations with the Bargaining Unit over their increased compensation requests. Cristin encouraged the Board to personally go to #5tosurvive to add their name to the request – the goal is for 10,000 signatures to be received, but there are currently only 3,700. <i>The Legislative and Contractual Obligations and Compliance Report, Current Potential Risks to the agency, and Potential Future Risks to the Agency</i> were listed. No Monthly Governance Policy Updates were added this month. 	
6.0 Financial Report	<p>Daniel noted that Kathryn’s report was posted. Cristin noted the following:</p> <ul style="list-style-type: none"> The Financial Statements for the period ended November 30, 2023, were not presented tonight as they are still being finalized incorporating the costs related to the settlement of negotiations with the Union. The negotiated wage settlement, including the retro pay, will be processed in mid-January. Kathryn will send the Financial Statements following this meeting later this month when completed. Update on the EarlyOn budget enhancement from the City. 	Moved by: Marylou Chatland and Seconded by: Tricia Klunder that the Board accept the Financial Report as presented. Carried.
7.0 New Business		
7.1 Recommendation No. 2023/2024 – 16: Election of Vice-President	<p>Zile Ozol’s resignation and relocation out of province created a vacancy in the position of Vice-President. The Board was asked if anyone was interested in taking on this role. Lonnie agreed to put his name forward for this position for this year.</p>	Moved by: Marylou Chatland and seconded by Duncan Ross that the Board approves the appointment of Lonnie Johnson to the position of Vice-President of the Board of Directors effective immediately. Carried
7.2 Update on Executive Director’s Performance Appraisal	<p>Daniel noted that Cristin and all of the Board provided their input and he compiled summarized comments, which he forwarded to Tricia, as a member of the ED PA Committee. He will now forward them to the full Board to review and ask if anyone wishes to join the conversation with Cristin. Tricia and Tim indicated tonight they would be interested. Daniel plans to have this completed before the next Board Meeting.</p>	

<p>7.3 Quality Assurance Measures Directives</p>	<p>To be in compliance with the Ministry’s Compliance Review of the agency, the Board is required to conduct an annual refresher and review of the following four items. It is also required that it be recorded in the Minutes and that Board members who are not in attendance at the meeting where this is conducted complete a statement noting that they were not in attendance, confirm that they received and reviewed this information, and note whether they had any questions.</p>	<p>In his absence, Wendy will follow-up with Greg to obtain their confirmation statements.</p>
<p>7.3.1 Recommendation No. 2023/2024 – 17: Mission Statement/ Vision Statement/ Guiding Principles - Annual Refresher and Review</p>	<p>The Mission Statement, Vision Statement, and Guiding Principles were circulated. These were reviewed by the Senior Management Team in December, who determined that they were satisfied with the content at this time and suggested that it be reviewed during the upcoming stakeholders’ session at the Re-Accreditation Week this year.</p>	<p>Moved by: Marylou Chatland and Seconded by Stefennie Jagt that the Board completed and approved its annual refresher and review of the Mission Statement, Vision Statement, and Guiding Principles with no changes at this time, and agreed with the Senior Management’s suggestion. Carried.</p>
<p>7.3.2 Recommendation No. 2023/2024 – 18: Bill of Rights - Annual Refresher and Review</p>	<p>The Bill of Rights was circulated. It was also reviewed by the Senior Management Team in December.</p>	<p>Moved by: Lonnie Johnson and Seconded by: Tim Papez that the Board completed and approved its annual refresher and review of the Bill of Rights. Carried.</p>
<p>7.3.3 Recommendation No. 2023/2024 – 19: “Abuse” Policy 8.19 - Annual Refresher and Review for Potential Changes</p>	<p>The policy was circulated. It was also reviewed by the Senior Management Team with no recommended changes at this time.</p>	<p>Moved by: Tricia Klunder and Seconded by: Lonnie Johnson that the Board completed its annual refresher of the Abuse Policy as presented. Carried.</p>
<p>7.3.4 Recommendation No. 2023/2024 – 20: “Privacy of Information and</p>	<p>The policy was circulated. It was also reviewed by the Senior Management Team with no recommended changes at this time.</p>	<p>Moved by: Marylou Chatland and Seconded by: Tim Papez that the Board completed its annual refresher of the Privacy of Information and Confidentiality Policy as presented. Carried.</p>

<p>Confidentiality” Policy 6.1 - Annual Refresher</p> <p>7.4 Agency Policies and Procedures Index – Annual Review</p> <p>7.5 Governance Policies and Procedure Index – Annual Review</p> <p>7.6 Bylaws of the Corporation Index – Annual Review</p>	<p>The Index was circulated for information.</p> <p>The Index was circulated for information.</p> <p>The Index was circulated for information.</p>	
<p>7.7 Discussion re: Recruitment of new Board Members</p>	<p>The Board reviewed the current slate of Officers and Directors for the maximum of 12 positions. The Board questioned the formulation of the combined Secretary/Executive Director position. For voting purposes, it’s an Officer position without voting privileges. For the current membership, this means only 7 voting members. The Board may wish to have further discussion about this.</p>	
<p>7.8 Serious Occur- rences Update – December</p>	<p>Cristin reported that there was 1 Serious Occurrence reported to the Ministry in December.</p> <p>Before the Board moved in Camera, the Guests left the meeting.</p>	
<p>8.0 In Camera</p>		<p>Moved by: Marylou Chatland and Seconded by: Lonnie Johnson that the Board move In Camera at 6:30 p.m. Carried.</p> <p>Moved by: Tim Papez and Seconded by: Lonnie Johnson that the Board move Out of Camera at 7:30 p.m. Carried.</p>

Recommendation No. 2023/2024 – 21: Approval of Compensation effective April 1, 2023 and Ratification of Email Vote Approving Collective Agreement		Moved by: Lonnie Johnson and Seconded by: Duncan Ross that the Board rise and report to the Committee of the whole that the Board approved the compensation package as presented effective April 1, 2023, and ratified their email vote for their approval of the 2-year Collective Agreement for the period April 1, 2023 to March 31, 2025, as negotiated with CUPE Local 181 pending the approval by the Union, which was reached on December 15, 2023. Carried.
11.0 Monthly Board Meeting Evaluation	This meeting’s evaluation was completed by Lonnie: On Track – 4; Participation – 4; Listening - 4; Leadership – 4; Decision Quality – 4; Candour - 4 and Fun – 4.	
12.0 Next Meeting	Monday, February 5 at 5:30 p.m. – Conference Room #1 – Dunn Building, 440 Elgin Street	
13.0 Adjournment	There being no further business, it was Moved by: Marylou Chatland and Seconded by: Tricia Klunder that the meeting be adjourned at 7:35 p.m. Carried.	

Daniel Custodio, President

Cristin Ladner, Secretary/Executive Director