

2023/2024
Board of Directors

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

Conference Room #1 - The Dunn Building
440 Elgin St., Brantford

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
Cristin Ladner, Secretary/Executive Director
Stefennie Jagt, Director
Matthew Marriott, Director

Lonnie Johnson, Vice-President
Marylou Chatland, Director
Tim Papez, Director

Tricia Klunder, Treasurer
Greg Hall, Director
Jim MacAlpine, Director

Regrets: Duncan Ross, Director

Administration:

Kathryn Dubicki, Senior Director
Wendy Matthews, Administrative Assistant, Recording

1.0 **Call To Order**

Daniel Custodio, President, called the meeting to order 5:34 p.m.

2.0 Recommendation No. 2023/2024 – 24: Approval of Jim MacAlpine for his Membership in the Corporation and his appointment to the Board of Directors of the Corporation effective immediately for a 2-year term

Jim attended the January and February Board meetings as a guest and had since indicated an interest in joining the Board. He has submitted all of the required paperwork with no concerns identified. Daniel presented Jim’s background. His name is being put forward for approval to join the Community Living Brant Board of Directors.

Moved by: Marylou Chatland and Seconded by: Tricia Klunder That the Board approves Jim MacAlpine for the Membership in the Corporation and his appointment to the Board of Directors of the Corporation effective immediately for a 2-year term. Carried.

3.0 Recommendation No. 2023/2024 – 25 : Approval of Matthew Marriott for his Membership in the Corporation and his appointment to the Board of Directors of the Corporation effective immediately for a 2-year term

Matthew attended the January and February Board meetings as a guest and had since indicated an interest in joining the Board. He has submitted all of the required paperwork with no concerns identified. Daniel presented Matthew’s background. His name is being put forward for approval to join the Community Living Brant Board of Directors.

Moved by: Tim Papez and Seconded by: Greg Hall That the Board approves Matthew Marriott for the Membership in the Corporation and his appointment to the Board of Directors of the Corporation effective immediately for a 2-year term. Carried.

4.0 Approval of Agenda

Moved by: Lonnie Johnson and Seconded by: Stefennie Jagt that the Board approve the agenda as circulated. Carried.

5.0 Declaration of Conflict of Interest

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

6.0 Approval of Minutes of Meeting held February 5, 2024

Moved by: Marylou Chatland and Seconded by: Tim Papez that the minutes of the meeting held on February 5, 2024 , be approved as circulated. Carried.

ITEM	DISCUSSION/CONCLUSION	ACTION/RECOMMENDATION
7.0 Financial Report	Daniel noted that Kathryn’s reports were posted and she was in attendance to present her reports.	Moved by: Greg Hall and Seconded by: Lonnie Johnson that the Board accept the Financial and

<p>7.1 (A) Financial Report with Financial Statements and Summary for the period ended February 29, 2024</p>	<ul style="list-style-type: none"> • The financial position at February 29, 2024, showed improvement in the deficit from the January Financial Statements of approximately 10%, with the current deficit position at \$266,255. • We are continuing to work towards reducing this deficit position at March 31st realizing that if we are unable to achieve this position we have reserves to help offset the balance. • A focus for March was to ensure we claimed all eligible revenue from Passports supports. • We will be starting the 2024/2025 budget process, which is due to the Ministry at the end of June. Salaries and Benefits represent approximately 80% of our expenses, so the largest focus will be on staffing, which includes monitoring staffing costs and schedules to ensure appropriate staffing levels. All vacancies are reviewed prior to replacing. • On a positive note, the Ministry has now annualized the Stabilization funding. • #5tosurvive Campaign Update: Kathryn and Cristin provided an update on the unsuccessful results of the recent Ontario Budget released on March 26th. It did not address the call from the DS sector for the government to provide an immediate 5% boost to the chronic underfunding of DS agencies' core funding, as well as Passport and Special Services at Home. It appears to be a 2% increase in base budgets over 3 fiscal years. There appears to be a lack of clarity in the interpretation of these results in the press releases from Community Living Ontario and OASIS. The budget breakdown has left hundreds of organizations across Ontario with uncertainty about the future of the sector, and how they are expected to proceed this fiscal year and ongoing. Cristin is attending a webinar on April 11th and will, hopefully, have a clearer update on the results for the May Board meeting. • Partner Facility Renewal: Submitted our requests for a total of \$248,068 for repairs and maintenance to the Ministry. • Payroll Year End Filings: All submitted as required for 2023. • Spot Audit March 20th by Millards: No issues identified. 	<p>Administrative Update Reports as presented. Carried.</p>
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**Recommendation No.
2024/2025 – 28: 2024
Lawncare Services**

**7.1 (B) Financial
Report with Financial
Statements and
Summary for the
period ended January
31, 2024**

Kathryn presented the submission for this recommendation.

Kathryn noted that the Financial Report and Statements for the period ended January 31, 2024, were included in her report.

- **Commercial Liability/Property Insurance Renewal:** We are waiting for the receipt of this renewal package for 2024/2025. Our current policy expired March 31st but remains in effect until renewal is received.
- **Group Insurance Renewal with Greenshield:** Kathryn shared the details of the 2024 renewal package from Greenshield. They negotiated our premiums down to an overall 5.5% increase for an annual increase of \$56,999. We are recommending continuing with Greenshield for this coverage.
- **Cash Flow:** Kathryn explained that the largest impact at month end is from Passport funding and the issues that have arisen with the growth of supporting people in this program, which now totals 216. She provided the Board with an explanation of the financial processes involved, including the timing issue which arises between the delay in accounts payable and receivable. The Board questioned the use of our Line of Credit to help cover the shortfall and Kathryn explained that the bank is working with us to ensure we have those resources. The Board questioned the cost of service fees on the use of the LOC. Kathryn explained that it is only for a short period of time that we use the LOC so there is no monthly fee. It is paid off and we are not holding this as a debt.

**Following discussion, it was
Moved by: Tim Papez and
Seconded by: Tricia Klunder that
the Board approve the renewal of
the contract with EnviroMasters
for the 2024 Lawncare Services as
submitted. Carried.**

<p>7.2 Human Resources and Health and Safety Report</p> <p>7.3 Property and Information Systems Report</p> <p>7.4 People Receiving Services Summary Report</p> <p>7.5 Transfer Payment Cycle</p> <p>7.6 Fiduciary Responsibilities</p>	<p>Kathryn covered her report which detailed: number of staff; average age; average years of service; number of employees; turnover statistics; sick time usage; on-line training; workplace incidents/injuries; group benefits; multi-sector pension plan; pay equity; collective agreement; and health and safety. She noted that at this time, we have paused hiring as there were very few locations to place the recent hires.</p> <p>Kathryn’s report noted a summary of our properties, vehicles, insurance, information systems - computers, hardware, software, service data base, computer services, and cyber security.</p> <p>Kathryn’s report noted a summary of the number of people supported in 2023 and 2024 and the Service Targets for 2023 and 2024.</p> <p>Presented for information – it outlined the 5-element business cycle utilized between CLBrant and the Ministry - our primary funding source, namely budgeting, service contracts, payments to agency, year-to-date reporting and monitoring, and year-end reporting.</p> <p>Presented for information - it outlined the Board’s 4 key responsibilities: legal and compliance; strategic planning; accountability and transparency; and performance measures – as the Board is ultimately accountable for the organization.</p> <p>The Board thanked Kathryn for her very informative reports and she left the meeting.</p>	
<p>8.0 Executive Director’s Report</p>	<p>Cristin Ladner’s report was circulated with the agenda, and she provided additional comments to accompany her report. As the March meeting was cancelled, she presented an amalgamated report for March and April. Cristin extended appreciation to the Board for approving the postponement of the March meeting as the result of a medical circumstance in her family.</p> <ul style="list-style-type: none"> • #5toSurvive Campaign – As of this morning, the campaign was at 11,333 signatures. As noted in Kathryn’s financial report, the requested increase 	<p>Moved by Lonnie Johnson and Seconded by: Matthew Marriott that the Board accept the Executive Director’s report as presented. Carried.</p>

in funding of 5% was not achieved in the Provincial Budget, but the fight is not over and a new campaign will be launched. The funding situation to our sector is too dire to remain stagnant. Cristin spoke with our Program Supervisor, Jonathan Haskins, on Friday about the state of our agency's funding and about some concessions that may have to be made – namely, possible closure and selling of one of our group homes. This was a home where 3 people lived and where one recently passed away. We will be exploring options for the support of the remaining two folks, or continue with filling the vacancy without more resources. Jonathan noted that he will be taking this forward. Cristin will keep the Board posted. She distributed an information package of media releases from other agencies in the province.

- **2 New Properties:** Cristin displayed pictures of the 2 new properties being built at the corner of Mt. Pleasant and the Veterans Memorial Parkway – a 2-storey home with a side unit and a semi-detached. This opportunity was presented to us in 2019 from a builder with whom we have had a good, long-standing relationship. They are not to be Ministry-owned group homes - the builder will be the landlord, and we will rent and provide staffing. They will be occupied with natural relationships. We committed to finding people to live there for the next 10 years.
 - The 2-storey is ready for occupancy now. We are looking for subsidies for 2 people we support with a friend as a third occupant. The side unit is a granny flat for a Lifeshare provider/friendly neighbor set-up who will assist the 3 gentlemen without our direct staffing.
 - The semi-detached will not be ready for occupancy until June 1st. One side of the semi will be the home for a young lady for whom we have received additional funding. Occupancy for the other side is yet to be determined. There will be staffing 24/7 and these staff can also be made available to the Lifeshare provider should it be required.

	<ul style="list-style-type: none"> • Cristin provided an update on the agency’s participation by our Supervisor, Tara Buchanan, at the Inclusion Symposium March 20th in Toronto. • Another Supervisor, Donna Blackmore, our certified Facilitator for Mental Health First Aid, will begin offering training to organizations outside of CLBrant. • Ministry’s Annual Compliance Review Update – conducted March 11th to 15th . The resulting 3 areas of non-compliance were corrected before the reviewer left the agency resulting in our full compliance. One of the areas of concern was our PRN Protocol format. Cristin circulated the form used for the Board’s information and noted the areas that required updating. • Cristin commented on the slowing of our hiring practices and our switch to focus on retention. We will re-evaluate as necessary. • The Legislative and Contractual Obligations and Compliance Report, Current Potential Risks to the agency, and Potential Future Risks to the Agency were listed. • Monthly Governance Policy Update provided on: <ul style="list-style-type: none"> • G9.2 – Individuals and Families Serves • G9.3 – Staff Treatment • G9.8 – Communication and Support to the Board of Directors 	
<p>9.0 New Business</p>		
<p>9.1 Ratification of email vote for Recommendation No 2023/2024 – 27: Approval of the renewal of the General Insurance Program for Community Living</p>	<p>As this renewal was becoming effective April 1st, but the Board wasn’t meeting until April 8th , on March 25th the Board received this recommendation to be voted on by email. The Commercial Liability Insurance Renewal Package for 2024/2025 from Cowans was included. Responses were due and received by the deadline of March 27th from all Directors as required for an email vote. The Board was advised that all responses were received and that the recommendation was approved.</p>	<p>Moved by: Marylou Chatland and Seconded by: Lonnie Johnson that for the purpose of keeping this recommendation formally noted in the minutes that the Board approve their email vote approving the renewal of the General Insurance Program for</p>

Brant with Intact Public Entities and CFC (Cyber) for 2024/2025		Community Living Brant with Intact Public Entities and CFC (Cyber) for 2024/2025 as presented. Carried.
9.2 Recommendation No. 2023/2024 – 26: Renewal of Membership in the Corporation for April 1, 2024 to March 31, 2025	As the Board of Directors are the Directors of the Corporation and are also the “Members of the Corporation”, according to our Bylaws, we are required to submit an annual membership renewal. The membership year of the Corporation coincides with our fiscal year of April 1 to March 31. The list of memberships was reviewed.	Following the review of the list, it was Moved by: Tim Papez and Seconded by: Greg Hall that the Board approves the applications for Membership in the Corporation for April 1, 2024, to March 31, 2025, as presented. Carried.
9.3 Preference to receive Monthly Board Agendas	The result of the survey about the Board’s preference to receive the monthly Board agendas is to continue to use the Board Portal.	
9.4 Serious Occurrences reported to the Ministry in February and March	Cristin reported that there were 4 serious occurrences reported to the Ministry: 1 in February and 3 in March.	
10.0 In Camera		Moved by: Lonnie Johnson and Seconded by: Stefennie Jagt that the Board move In Camera at 6:37 p.m. Carried. Moved by: Tricia Klunder and Seconded by: Marylou Chatland that the Board move Out of Camera at 6:41 p.m. Carried.
11.0 Monthly Board Meeting Evaluation	This meeting’s evaluation was completed by Tim : On Track – 4 ; Participation – 3; Listening - 4 ; Leadership – 3 ; Decision Quality – 4 ; Candour - 4 and Fun – 4	
12.0 Next Meeting	<ul style="list-style-type: none"> • Business Meeting - For the May Board meeting, all members agreed to reschedule the meeting to Monday, May 13th - 5:30 p.m. Conference Room #1 at The Dunn Building • Business Meeting - Monday, June 3, 2024 - 5:30 p.m. – Conference Room #1 at The Dunn Building • Annual General Meeting - Thursday, June 27, 2024 – 5:30 p.m. - Conference Room #1 at The Dunn Building 	

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 6:43 p.m. Carried.

Daniel Custodio, President

Cristin Ladner, Secretary/Executive Director