



**2023/2024
Board of Directors**

**MINUTES
Monday, June 3, 2024
5:30 p.m.
Conference Room #1 - The Dunn Building
440 Elgin St., Brantford**

366 Dalhousie Street
Brantford, Ontario N3S 3W2
Tel: (519) 756-2662
Fax: (519) 756-7668
E-Mail: communitylivingbrant.com
Website: www.clbrant.com

In attendance:

Lonnie Johnson, Vice-President, Acting Chair
Greg Hall, Director
Jim MacAlpine, Director

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

Marylou Chatland, Director
Tim Papez, Director
Duncan Ross, Director

Administration:

Wendy Matthews, Administrative Assistant, Recording

Regrets:

Daniel Custodio, President

Tricia Klunder, Treasurer

1.0 **Call To Order**

Lonnie Johnson, Vice-President and Acting Chair, called the meeting to order at 5:31 p.m.

2.0 **Approval of Agenda**

Moved by: Tim Papez and Seconded by: Jim MacAlpine that the Board approve the agenda as circulated. Carried.

3.0 **Recommendation No. 2023/2024 – 29: Approval of Person-Centred Excellence Strategic Plan Update
Presentation by Cristin Ladner**

- The agency's Strategic Plans are developed during our Accreditation process with The Council on Quality and Leadership. This plan is for the period 2020 to 2024.

- This plan was developed through a collaborative effort with all of our stakeholders at our last accreditation where they chose the following 3 Person-Centred Factors to form our plan: ***Person-Centred Planning, Community Connections, and Workforce***. We have been working diligently on these factors.

Factor 2: Person-Centred Planning: Achievements:

- Five staff members and Supervisors are trained to work with people supported, their natural support networks and their support teams in order to create Person-Centred Plans.
- Over the past year, nine people supported have worked with our team to complete their own Person-Centred Plan.
- An Individualized Funding Open House and training sessions for staff were held this past spring. These sessions focused on “Journey to Belonging” and the importance of planning ahead to ensure funding is sustainable and centered around individual goals.
- We attended the Helen Sanderson and Associates Gathering in Ottawa. This organization uses person-centred approaches to support people to live lives that matter to them. This training assisted us with our work on this factor.
- With Journey To Belonging, we know that in the next few years we will be supporting people to control their own individualized budgets as opposed to now when they are funded through MCCSS. So, we are working diligently with our staff to be keep them educated on individualized funding. With the current funding, those with a diagnosed developmental disability qualify for the minimum of \$5,500 – which can range up to \$40,000, and they can get their support with it from their CLB support staff. As we go forward, we need to educate people on how to best use those funds for community involvement, items that will be sustainable and ensure they will be able to fund the supports they receive now under their funded services.

Factor 4: Community Connections: Achievements

- These achievements were mainly through Belonging Brant.
- Sixty people attended the “Housing Summit” in September learning about community bonds and social finance for housing and organizations. This is now linked to family and caregivers.
- Belonging Brant presented at the “Inclusion Symposium” in March, 2024, about the twenty-five Community Groups that have been developed over the past three years. Thirteen groups are still up and running and are self-sustained with no support from CLB.
- Community Living Brant held its “7th Annual Jane’s Walk” from May 3rd -6th. These walks spanned Brantford and Brant County and provided community members with the opportunity to learn more about the exciting things happening in their neighbourhoods. There were twelve walks held this year.
- Joe Erpenbeck has completed his year-long engagement with each team. As an Asset-Based Community Developer, Joe’s work with the agency centered around strategies to combat isolation, reduce loneliness, find people’s gifts and where these gifts can be put to good use, and how to better develop community connections. .

- On April 3rd, through a grant approved by Community Living Ontario, Community Living Brant hosted the “Family and Caregiver Retreat” at Five Oaks in Paris. This retreat provided families with the opportunity to connect with one another, to discuss successes and challenges, and to share ideas about future planning.

Factor 5: Workforce – Achievements

- As Cristin previously informed the Board, we put a hold on hiring so we could focus more on our hiring processes. In 2023, we scheduled 228 interviews, interviewed 173 people, offered 68 people employment and of those 68, 53 accepted and 44 started employment. There were several who didn’t pass probation – the total probation time to pass is 720 hours.
- A Staff Engagement event was held in December and was a great success with over 80 staff in attendance. We have another event planned for June 19th – “A Country Fair” at BenMar.
- DEI - Three focus groups held in the fall, along with third party recruitment for DEI committee commencing this summer. Mending The Chasm will be overseeing the recruitment and applications received, so CLB will not have any influential involvement. Also through DEI, we will be evaluating and updating our Safer Spaces training. We have an in-house Trainer.
- Organization Trauma Training was provided through this sector’s Cultivating Community Wellness. Mental Health First Aid Training has now fully trained 72 staff and we are opening up this training to other agencies in the province to join virtually for this training. Today, we began to offer sessions to our probationary staff through our Employee Assistance Program (EAP) through Guthries and Associates. They used to have to wait to pass probation before being eligible. Employees who have passed probation are able to access up to 10 sessions per year (July 1st to June 30th). The feedback we have received is that the EAP has been a very good resource in support of people’s wellness. In recognition of this, Community Living Brant is providing an update to the Program. Effective June 1st, probationary employees will be able to access up to 2 sessions for themselves. Once the employee has passed probation, the balance of up to 10 sessions for that year will be available.

We will be conducting a re-accreditation in fall through CQL so will be developing our next plan for the next 4 years

4.0 Recommendation No. 2023/2024 – 29: Approval of Person-Centred Excellence Strategic Plan Update.

Following the presentation of the Strategic Plan update, it **was Moved by: Duncan Ross and Seconded by: Matthew Marriott** that the Board approve the Person-Centred Excellence Strategic Pan Update as presented. 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 May 13 2024

Moved by: Marylou Chatland and Seconded by: Greg Hall that the minutes of the meeting held on May 13, 2024, be approved as circulated. Carried.

ITEM	DISCUSSION/CONCLUSION	ACTION/RECOMMENDATION
<p>7.0 Executive Director’s Report</p>	<p>Cristin Ladner’s report was circulated with the agenda, and she provided additional comments to accompany her report:</p> <ul style="list-style-type: none"> • Jane’s Walk - Cristin provided a further update on this year’s successful event. • Helen Sanderson and Associates Gathering in Ottawa – We hope to book them to present their valuable person-centred planning training to our staff. • Chris Beesley, CEO of CLO – Cristin provided a further update on Chris’s session hosted by the Family and Caregivers’ Group. Chris and Cristin updated the families on our preparations and responded to their questions about how things might unfold. • 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 Policy 9.10. – Planning and Evaluation 	<p>Moved by: Matthew Marriott and Seconded by: Stefennie Jagt that the Board accept the Executive Director’s report as presented. Carried.</p>
<p>8.0 Financial Report</p>	<p>Lonnie noted that Kathryn’s report was posted and invited Cristin to present the highlights as follows:</p> <ul style="list-style-type: none"> • Millards is conducting the Audit for the period ended March 31, 2024. • Draft audited financial statements will be reviewed by the Audit Committee this month. • The statements for the period ended April 30, 2024, are being prepared and we are starting to see some of the benefits of the cost savings initiatives. • Received approval of \$234,861 from the Ministry for the funding for a person identified in the MYSLP funding and who will be moving into the new Mt. Pleasant property. This will be annualized. • Also looking at other community pressures involving Ministry funding. • We received a credit from Greenshield following their strike. 	<p>Moved by: Jim MacAlpine and Seconded by: Greg Hall that the Board accept the Financial Report as presented. Carried.</p>

	<ul style="list-style-type: none"> 2024/2025 Budget is in preparation. It will also be presented to the Audit Committee this month before it's submission to the Ministry by June 30th. 	
9.0 New Business		
9.1 Recommendation No. 2023/2024 – 30: CLB Voting Delegate	Both Board members, Tim Papez and Tricia Klunder, have put their names forward as being interested. As Tricia was not in attendance at this meeting, Tim agreed to contact her to discuss and bring forward their decision at the next meeting.	Decision deferred to the next meeting after Tim talks with Tricia
9.2 Board Self-Evaluation	These self-evaluation forms are to be completed and returned to Cristin by Friday, July 5. They are used to assist with the planning for next year's meeting and presentations. Cristin will present the results at the September meeting.	
9.3 Summary of Board Recommendations for 2023/2024	Presented for information.	
9.4 ED's Annual Performance Appraisal	The Board questioned what measurable outcomes/key performance indicators could they use to help assess Cristin's performance with the aim to eliminate performance deficiencies and to continue to assist her performance. The Board feels that a good start would be to survey other organizations to see what they have in place.	The Board agreed that Cristin should gather information and bring forward templates and examples of measurable outcomes and should discuss this with Daniel for his thoughts.
9.5 Serious Occurrences reported to the Ministry in April	Cristin reported that there were 3 serious occurrences reported to the Ministry in May.	
10.0 In Camera		<p>Moved by: Marylou Chatland and Seconded by: Greg Hall that the Board move In Camera at 6:56 p.m. Carried.</p> <p>Moved by: Matthew Marriott and Seconded by: Tim Papez that the Board move Out of Camera at 7:10 p.m. Carried.</p>
11.0 Monthly Board Meeting Evaluation	This meeting's evaluation was completed by Duncan: On Track – 3; Participation – 4; Listening - 4 ; Leadership – 3 ; Decision Quality – 3 ; Candour - 3 and Fun – 3	

12.0 Next Meetings	<ul style="list-style-type: none"> • Thursday, June 27, 2024 – 5:30 p.m. Conference Room #1 at The Dunn Building <ul style="list-style-type: none"> • Business Meeting to approve the Audited Financial Statements and the 2024/2025 Budget • Followed immediately by the Annual General Meeting • Followed immediately by the Business Meeting for the first Board meeting of 2024/2025 	
13.0 Adjournment	There being no further business, it was Moved by: Marylou Chatland and Seconded by: Jim MacAlpine that the meeting be adjourned at 7:12 p.m. Carried.	

Lonnie Johnson, Vice-President

Cristin Ladner, Secretary/Executive Director