



MAY BOARD OF DIRECTORS' MEETING

Minutes

May 13, 2019

Present: Hélène Morin-Chain President Jo-Anne Welton
Robyn Grigg Jeannie Boissonneault
Robert Fetterly Ranjan Rupal
Bonnie Roynon Stella Curtis

Sherry Carnevale, Executive Director

Guest: Kelly Huntington, Program Supervisor, Ministry of Community and Social Services

Regrets: Glen Osborne

1.	<p>CALL TO ORDER</p> <p>The President called the meeting to order at 6:00 p.m. The vision statements were read by all in French & English.</p>	
2.	<p>APPROVAL OF AGENDA</p> <p>0027-19 It was moved by Stella Curtis and seconded by Robert Fetterly</p> <p>"that the board approve the agenda presented with the possible changes that might occur before or during the meeting"</p> <ul style="list-style-type: none"> • Add bylaw review, AGM discussion & time in Executive Director's News for the strategic plan review. 	CARRIED
3.	<p>DECLARATION OF CONFLICT OF INTEREST</p> <p>No conflict.</p>	
4.	<p>BOARD EDUCATION</p> <p>4.1 Kelly Huntington – MCSS</p> <p>Kelly Huntington hosted a question and answer period. Highlights include:</p> <ul style="list-style-type: none"> • Kelly informed the board members that she does not have the information related to the budget announcement for developmental services sectors. The most recent information is that the budget information is coming soon. • Kelly described the Program supervisor position which includes being responsible for oversight of the ministry transfer payment contracts. Kelly works with 8 other agencies across the province. There are currently 8 program supervisors in this catchment area. • Kelly's interactions with the Executive Director is that agency submits the budget; the service contract is developed and funding flows through the programs. Annualized funding continues regardless of whether the service contract has been finalized. • All programs come with a description. Funding levels don't typically change significantly. The Program Supervisor is responsible for monitoring the oversight of the contract. The Executive Director will keep the program supervisor apprised of any anomalies, crisis etc within the programs. • Kelly described how the government's goal in providing funding to support 	

	<p>individuals is to be the least intrusive and close to home. The government is not moving towards larger group homes or institutions. Principles of transformations demonstrate the commitment of the government to individuals. Respecting peoples wants needs and choices and balancing those with the fiscal requirements.</p> <ul style="list-style-type: none"> • If an organization requires capital funding, they must present a business case and a needs assessment is completed. <p>4.2 Discussion following Board Education</p> <ul style="list-style-type: none"> • The board discussed that they appreciate the relationship the organization and the Ministry have maintained. The board discussed that it was disappointing that the budget has not been announced yet, however they are pleased that it appears that they Ministry is putting the individuals supported first. There was discussion that follow up questions could include, successes in other Community Living agencies, trends, respite (perhaps more overnight). The Board is proud that Community Living North Bay is a champion and role model for other agencies across the region. Discussed having the ministry supervisor come back and booking in advance on a yearly basis. The relationship between the Executive Director and the Program Supervisor are what provide the organization with the many opportunities. The Education piece was not directly Ends related, however if the board has a better understanding of how the ministry works and how it impacts them, especially when creating ENDS policies it is beneficial. 	
<p>5.</p>	<p>MINUTES OF APRIL 8, 2019 BOARD OF DIRECTORS' MEETING 0028-19 It was moved by Stella Curtis and seconded by Bonnie Roynon “that the minutes of April 8, 2019 Board of Directors’ Meeting be approved as presented”.</p>	<p>CARRIED</p>
<p>6.</p>	<p>CONSENT AGENDA Accepted as Presented</p> <p>6.1 Executive Directors Report</p> <p>6.2 Advocacy Council Report</p>	
<p>7.</p>	<p>BUSINESS ARISING/GENERATIVE DISCUSSION FROM PREVIOUS MINUTES</p> <p>7.1 Chairperson for AGM</p> <ul style="list-style-type: none"> • It was discussed that Robyn will be the chairperson and nominating chair for the Annual General Meeting. <p>7.2 Nominations</p> <ul style="list-style-type: none"> • Robyn will replace Jo-Anne Welton as the nominating chair for this year. Jeannie will not be letting her name stand for this election. There was a discussion that the board could draft a letter that would provide the individuals interested in becoming a board member that would provide them with information on the board. The board discussed how to identify French speaking members in order to maintain our requirements for the French Languages Services Act. <p>7.3 Bylaws</p> <ul style="list-style-type: none"> • The board members discussed changes to the by-laws. For Definitions: the in-camera definition will be changed to “part of a meeting and 	

	<p>privity to the board only". 3.1.3 Ineligibility discussion which included that family members was added to the section of ineligible to sit on the board. After discussion, the board agreed that it should remain "spouse" however "partner" will also be added to this section of the bylaws. The updated bylaw document will be available for the membership at the AGM.</p>	
8.	<p>BOARD ANNUAL AGENDA</p> <p>8.1 Draft Annual Agenda The annual agenda was reviewed and changes include: Bylaw review update to 2022. Governance Process will be completed in the fall of 2019.</p> <p>8.2 Annual Evaluation Board members are asked to complete their annual evaluation and send completed forms to Marianne by the June meeting. Marianne will send the electronic version by email.</p> <p>8.3 Third Party Review The Third-Party Review was discussed and accepted as presented. Sherry informed the board that the penny and round up and round down has created a lot of issues. There are also some administrative issues when managers are signing off, at some times they miss signing a package, however the trend for errors is down.</p>	
9.	<p>MONITORING REPORTS</p> <p>9.1 Discussion of Monitoring Reports It was discussed that when looking at a changed interpretation a board member must ask "is this interpretation a reasonable interpretation?". As long as a reasonable interpretation has been presented, board members are compelled to accept it. If it's not what the board meant, the board must look at the policy and review what it meant. Discussed that providing the types of complaints for future EL-9 monitoring reports would be of interest to the board. Discussed the benchmarks in many of the statements and the achievement has been increasing over the last several years. Is the board satisfied with the benchmark or should they move the standard up? Discussed that the administrative benchmarks will be 85% moving forward.</p> <p>9.2 Monitoring Report EL-9 Treatment of Individuals</p> <p>0029-19 It was moved by Bonnie Roynon and seconded by Robert Fetterly "to certify that the board has read the monitoring report EL-9 Treatment of Individuals and assessed it as providing evidence of compliance with a reasonable interpretation of the policy".</p>	CARRIED
10.	<p>OTHER BUSINESS</p> <p>10.1 Discussion on the viability and future of the restaurant</p> <ul style="list-style-type: none"> Board members received the income statement for the Home Style Cafe as of April 30 2019. The board discussed the viability and future of the restaurant. Discussion points include that the consensus was that in one year, the restaurant should be profitable as there were lots of efficiencies in the last year. The restaurant was closed for nearly two months and that a fair year would be the end of November 2019. Sales have increased by 3%, and the organization is now looking at sustaining salaries and benefits without the subsidy. The organization is now able to look at the restaurant as a business and that it is an opportunity. The board receives a simplified version of the 	

	<p>income statement, but they would prefer a spreadsheet with more information. There was also discussion that if the restaurant becomes viable, they would look at employing individuals with disabilities to become an example in the community. The board has agreed to review this subject again in December 2019.</p>	
11.	<p>EXECUTIVE DIRECTOR'S NEWS</p> <ul style="list-style-type: none"> • Sherry presented her Strategic Plan to the board. Board members received handouts with the Executive Summary. • Sherry provided highlights from Spring Fling (\$17,500 raised for the Outcomes Fund) and the Fun Run Walk n' Roll (\$2,750 raised for the Outcomes Fund) • Sherry provided updates on Month of May events. 	
12.	<p>BOARD EVALUATION</p> <p>a) Ends: Ends related via the restaurant, more time for visionary discussion</p> <p>b) Board Governance: No, decisions were not only related, but it was helpful, relevant and knowledgeable.</p> <p>c) Order & Decorum: By and large, yes</p> <p>d) Education: Our funding directs what programs can be provided, in a roundabout way yes and an annual presentation from the Ministry is a good idea.</p> <p>e) Participation: Yes, active participation with respect and turn taking.</p>	
12.	<p>IN-CAMERA</p> <ul style="list-style-type: none"> • No items 	
13.	<p>CONFIRMATION OF NEXT MEETING</p> <ul style="list-style-type: none"> • June 10th 2019 741 Wallace Road • June 17th AGM 741 Wallace Road at 4:30 PM 	
13.	<p>ADJOURNMENT</p> <p>0030-19 It was moved by Robert Fetterly (9:04PM) "that the meeting be adjourned".</p>	CARRIED

 Helene Morin-Chain, President

 Sherry Carnevale, Executive Director