

**THE KAWARTHA-HALIBURTON CHILDREN'S AID SOCIETY
BOARD OF DIRECTORS MEETING**

December 21, 2006

5:00 p.m.

1100 Chemong Road, Peterborough, Ontario

DRAFT

In attendance

Jack Watkins (President)	Robert Messacar	Bill Wellman
Jennifer Broderick	Wayne Thomson	Bill Buys
Jill Worden	Lesley McRae	Jonathan Bennett
Mollie Cartmell		

Regrets

Robin Read	Stuart McKenzie	Linda Gendron
Robert Pierson	Joan Ferguson	

Staff

Hugh Nicholson, Executive Director
Linda Mitchelson, Director of Client Services
Leo Cook, Manager of Finance
Leanne Mitcheson, Manager of Human Resources and Labour Relations
John Gerelus, Manager of IT

Recorded by Laura Ross

1. Call to Order

2. Correspondence

No new correspondence to add.

3. News

- Shelley Matthews has resigned from the Board; we will receive a formal email from her.

4. Approval of Previous Minutes (November 2006)

Motion #1

Motion to approve the minutes of the previous month's Board meeting.

Moved by Bill Buys Seconded by Bill Wellman Carried

5. Approval of Agenda

- (a) Conflict of Interest – none declared
- (b) Approval of agenda

Motion #2

Motion to approve the Agenda subject to date change.

Moved by Rob Messacar Seconded by Linda Gendron

6. Business Arising

None

7. Executive Director's Report

In addition to the ED report:

- Integrated adoptions program will now go ahead with three agencies effective January 15th.
- Wendy Gordon will be the project manager. Prince Edward County dropped out, Hastings, Northumberland and KHCAS.
- This is a 6 month secondment minimally.
- The three agencies have committee to be involved in the long term. Common systems and supervisions are necessary. This will also reduce Marion Duguid's span of supervision.
- The Ministry will provide \$15,000.00 to KHCAS and \$15,000.00 to Northumberland
- Board orientation took place on December 19th.
- A recommendation that the performance reports be restructured. Every area where there is an incentive and disincentive for volume changes will be amended.
- Analysis of funding, provincial average of spending and baselines will be provided.
- This will allow us to see how KHCAS compares to provincial averages, and makes the report much more succinct.
- Foster Parent Christmas Party was a great success this year. A number of managers and staff were in attendance.

- Santa's Sleigh was a great success this year. Gifts for teens are a problem every year, this year was no different.

- Walmart is an excellent location, it was suggested that the sleigh remain at Walmart and not be moved back to Portage Place.

Accreditation

- The calculation of our scores is being deferred to February.
- We need to address the areas where our scores were only substantial compliance.
- The Town Hall meeting in Omeme provided staff response to the Accreditation process.
- The staff would like to know that the standards are going to be maintained after accreditation has been completed.
- Staff feels that car seat training and health and safety issues are important and must be maintained.
- Staff also expressed the desire to provide input through regularly held meetings.
- Staff has the impression that issues are dropped that should not be dropped.

Auditor General's Report

- Has done a lot of damage to CAS as a field, but our local media coverage was positive.
- The Agency may be getting rid of the agency credit cards as a result of the attention placed on the agencies by the report.
- Some board members feel that this is not a workable solution.
- Staff will have to use their own credit cards and then expense the costs to the agency.
- Are there any areas of weakness at our agency that would attract the attention of the A.G.? Hugh advised that some finance issues such as travel expenses and recording of case notes.
- The agency is not currently using their agency cars to their full potential. If a team has an agency car, and a staff member still uses their vehicle, the mileage claim for that trip is cut to 12 cents per km.
- Our complaint procedure has now been revamped comply with Ministry directives.
- Complaint policy to be brought back to this board next month to review.
- The Internal Complaint Panel would have four members sitting on the committee; in addition two staff would sit on the committee. Hugh asked the board to consider who the board members should be to sit on the committee.

Motion #3

Motion to accept the Executive Directors' Report.

Moved by Linda Gendron Seconded by Bill Wellman

8. Agency Governance and Public Relations Committee

- Discussed parameters of having pr person working for the agency, perhaps someone that may be already working for the foundation.
- The Nomination Committee discussed advertising and obtaining a person with a designation in accounting.
- All other issues were deferred to January 2007.

Motion #4

Motion to accept the verbal report of the Committee.

Moved by Jill Worden Seconded by Bill Wellman

9. 12 Ways Canada – Program Update

- Dana Harvey and Autumn Kaufman provided a presentation to update Board members on the 12 Ways Program. (see attached)

10. Finance and Human Resources Committee Report

- Committee is down to four members.
- Discussed employee issues in camera
- Discussed accreditation
- Spoke about new insurance premium. Received quotation from Frank Cowan 267,347.00 9% increase from last year; liability increased 221,261.00 10% over last year. If we decreased our deductible, by \$15,000.00; (10,000.00 to 25,000.00) we could save essentially the same amount from our premium.
- The policy commences January 1st; Leo will need a decision to be made this evening, by the Board.

Motion #5

Motion to increase the deductible to \$25,000 and take advantage of the lower premium. The insurance would be purchased from Frank Cowan Insurance.

Moved by bill Wellman Seconded by Rob Messacar Carried

Motion #6

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Motion to accept the verbal report of the Finance and Human Resources Committee.

Moved by Bill Buys Seconded by Wayne Thomson Carried

Motion #7

Motion to approve the Finance minutes of October 19, 2006

Moved by Rob Messacar Seconded by Bill Wellman Carried

11. Strategic Positioning Committee

Meeting for December was postponed to January 2007.

12. Foundation Board Report

Leslie McRae is absent from the meeting. Report deferred to January meeting.

13. Screening of Wards of the Crown film

Deferred to a future meeting

14. Board of the Ontario Association of Children's Aid Societies

Need to respond to oacas call for a member to serve on the board of the Internal Association of the Children's Aid Society.

Motion #8

Motion to nominate Bill Wellman for the position.

Moved by Bill Buys Seconded by Wayne Thomson Carried

Members were reminded that their mileage costs to attend meetings are reimbursed by the agency. Hugh asked Board members to submit expense forms on a regular basis.

15. Adjournment

Motion #9

Motion to adjourn the meeting.

Moved by Rob Messacar