

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

November 16, 2006

5:00 p.m.

1100 Chemong Road, Peterborough, Ontario

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. KHCAS Website Presentation

- John Gerelus provided a presentation showcasing the newly renovated Agency website.
- Board asked for governance policies, bylaws, Board Orientation, strategic plan and annual plan to be added to the website.

- The Board would also like to see medical forms available for foster parents to download.

4. Approval of Previous Minutes (November 2006)

Motion #1

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

Moved by Jennifer Broderick Seconded by Lesley McRae

5. Approval of Agenda

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

Motion #2

Motion to approve the Agenda

Approved with the addition of a letter from OACAS

Moved by Bill Wellman Seconded by Jill Worden

6. Business Arising

None

7. Executive Director's Report

In addition to the report that was distributed...

- Hugh pointed out that our children in care number in May was 350, we are now in the 320 range.
- New regulations are being introduced from the Ministry.
- Bill 210 to be proclaimed on November 30th. This comes after many delays. The regulations that have to be approved at the legislative level are now in place on elaws. One that affects the board is the complaint and appeal process. Copies of these documents were included in the ED report. No longer a board panel, it has been moved to a staff panel, the board can sit on that panel. From there a complaint would go to an external review board. Certain items can jump directly to the external panel.
- Under section 68 complaints could go directly to the ministry. These deal with client complaints regarding the provision or denial of child care services.
- Hugh will go to governance committee with a recommendation regarding the new internal review committee.

- This staff panel will be a standing panel, barring a conflict of interest. Perhaps a three person panel with one board member sitting on the panel. Discussion followed, Bill Wellman felt that it would be prudent to have a board member as the one outside member that is allowed to sit on the staff panel.
- Board discussed if there is a bias for using staff members as a panel to review client complaints.
- Budget dropped by approximately \$800,000.00. Hugh and Leo attended a meeting at which the details were presented. The agency does not intend to change direction in terms of programs that have been planned for this year.
- Chair suggested the regional manager from The Child and Family Services Office in Newmarket to attend the board meeting in January.
- In December there is a provincial meeting.
- The ministry suggested that we don't cut staff and programs. Hugh is encouraging staff to stay within budget.
- Eastern zone focusing on building an infrastructure that supports best practices. They have formed a committee of four directors.

Motion #3

Motion to accept the Executive Directors' Report

Moved by Lesley McRae Seconded by Jonathan Bennett Carried

8. Accreditation Results and Directions

- Hugh distributed an email to staff and to the Board regarding the Accreditation results.
- The results by and large were very favorable in all of the service areas and in the governance areas, there were a couple of surprises, such as the human resources and health and safety committee, car seat training scored low and is a critical area.
- Some training has taken place, however this training has not been very well documented.
- The agency will await the response from OACAS prior to deciding if we would apply for our re-accreditation.
- The agency feels that the health and safety issues are of greater importance.
- The agency is about a year to two years away from re applying.

- The accreditation process is a group of policy based standards; the process ensures that the agency can provide evidence that each of the standards have been met.
- The process was a good audit that provided an opportunity to focus on various areas of the agency that require work.
- There is a move to have the accreditation process handled by an outside independent agency.
- Long term fallout of not meeting the criteria. 20 in Ontario have decided to attempt to be accredited.
- The only issue is a bit of embarrassment and the public relations issues that this might affect.
- Are we being responsible in spending the man hours to obtain accreditation when the ministry is asking us to cut down on spending?
- Discussion followed as to whether or not to proceed with accreditation– determine if OACAS are willing to review the areas that we failed in. If we require a full accreditation, are we prepared to subject the agency to the process again?
- The changes that are necessary will be made anyway as they are a good focus for work for the agency.

Discussion followed

There will be a lot of work involved in order to meet the accreditation standards

Suggestion was made that the process is too expensive

Suggestion made that we complete accreditation and make it clear that we would never look to getting accredited again

Motion #4

Motion to proceed with Accreditation provided that in order to comply, the Agency will only have to address the deficiencies that have been identified in the accreditation process, failing this, the issue will be brought back to the Board for further review.

Moved by Bill Wellman Seconded by Wayne Thomson

9. Finance and Human Resources Committee Report

Human Resources Activity update

- Since the board last met there was one grievance received.
- Succession planning – 5 front line staff that are going to be starting in the succession program beginning in January.
- 3 arbitration cases outstanding – all involving one individual.

- Work being done to meet the criteria that we did not meet during accreditation.
- A report was distributed to the Board, created by Leanne that showcases a plan to bring the agency into compliance according to the accreditation standards (see attachment)

Finance update

- The Agency lost \$800,000.00 of block 2 funding – 21.7 million is our funding. We had a balanced budget at the beginning of the year; we will now be in a deficit of approximately 624,000.00.
- Funding is also expected to drop for next year.
- Bill Wellman asked the Board to consider the implications of cutting the programs, his suggestion is to go ahead with the programs and spend what we must spend and not be too concerned about the agency's deficit position.
- Discussion followed regarding the downside of not being accredited.
- Chair asked that the finance committee looked at what can be cut in order to meeting the budget numbers

Motion #5

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

Moved by Bill Wellman Seconded by Lesley McRae Carried

Motion #6

Motion to approve the minutes from the June Finance Committee meeting.

Moved by Bill Wellman Seconded by Jill Worden

Motion #7

Motion to approve the minutes from the September 21 Finance Committee meeting.

Moved by Bill Wellman Seconded by Lesley McRae

10. Strategic Positioning Committee

Report by Jill Worden included and update on:

Client Group Follow Up

Transformation Update

Provincial Audit Update

Advocacy related to Justice System

Child Death Review - Internal Review

Motion #8

Motion to accept the verbal Strategic Positioning Committee report.

Moved by Lesley McRae Seconded by Wayne Thomson Carried

Motion #9

Those operational issues such as staff salaries save and accept the ED's Salary be dealt with at the Committee level.

Moved by Lesley McRae Seconded by Bill Wellman.

Motion #10

Motion to approve the Strategic Positioning Committee minutes from May 2006.

Moved by Jill Worden Seconded by Wayne Thomson

Motion #11

Motion to approve the Strategic Positioning Committee minutes from October 2006.

Moved by Jill Worden Seconded by Bill Wellman

11. Provincial Auditor's Report

Discussion regarding the agency's response to the report took place.

Jonathan's ideas of strategic plan to report were shared with the Board

12. New Business

- The President opened discussions regarding budgeting issues, and suggested that a representative from the Ministry in Newmarket be invited to Peterborough to attend and speak at one of our Board meetings.
- The Board voiced its support of continuing with all programs until the end of the year, despite budgeting constraints.
- The Board would like to inform Jeff Leal of the budgeting situation at the Agency, the Board feels that we should start the advocacy work gently.
- Board also decided to defer discussions on financial issues until OACAS information and ministry information are obtained

Motion #12

Motion to accept decisions made during New Business portion of meeting

Moved by bill Wellman Seconded by Wayne Thomson

13. Foundation Report

Lesley reported that the group is incredible

The annual gala is this weekend, Lesley will provide \$ amounts as soon as possible.

Santa's sleight is almost underway

Motion #13

Motion to approve the verbal report of the Foundation as presented by Lesley McRae.

Moved by Lesley McRae Seconded by Bill Wellman

14. Adjournment

Motion #14

Motion to adjourn the meeting.

Moved by Lesley McRae