

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

**April 19, 2007**

**5:00 p.m.**

**1100 Chemong Road, Peterborough, Ontario**

**In attendance**

Jack Watkins (President)

Wayne Thomson

Jonathan Bennett

Linda Gendron

Robert Messacar

Bill Buys

Mollie Cartmell

Lesley McRae

Jill Worden

Bill Wellman

Linda Gendron

**Regrets:**

Joan Ferguson, Robert Pierson, Jennifer Broderick

**Staff**

Hugh Nicholson, Executive Director

Linda Mitchelson, Director of Client Services

Leo Cook, Manager of Finance

Joan Conrad, Director of Quality Assurance and Management Services

Recorded by Laura Ross

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**1. Call to Order**

**2. Correspondence**

Included in the board package.

**3. Approval of previous minutes**

**Motion #1**

Motion to approve the minutes of March 2007

Moved by Leslie McRae      Seconded by Mollie Cartmell

**4. Approval of Agenda**

(a) Conflict of interest – none declared

**Motion #2**

Motion to approve the agenda

Moved by Jill Worden      Seconded by Mollie Cartmell

Add committee dates to agenda

## **5. Business arising**

### **Discussion of correspondence**

Letter from Central East Region, Frank Biasucci advising that the Ministry has granted \$400,000.00 to the agency. This money represents funds that will not have to be paid back to the Ministry in respect to renovations.

Correspondence will be filed in the Board binder.

- Joan Ferguson has been replaced by Donald Paudash.
- Hugh will meet with Mr. Paudash to provide orientation.
- The plan is for Mr. Paudash to take over Joan's duties on the board and on the committee
  
- The agency has officially been awarded full accreditation, by OACAS.
- This should be the subject of a news release.

## **6. Executive Director's Report**

In addition to the ED Report:

- During the final week of the fiscal year, we had some delayed expenditures, we purchased a number of things including some vouchers for clients to use, we also purchased items for the building, and for example security features such as cameras, lighting, and fencing. We purchased 7 new vehicles, provided 200 for every child in foster care, we set aside \$40,000.00 for RESps for children.
- We closed the year with a surplus of 180,000.00
- We had a week to find legitimate ways to spend, or we would have to give the money back to the agency. We made sure that we could give a lot of the money to the children. The agency had specific criteria to spending.
- Perhaps the resp news could be included in the media release. Jonathan advised that this could be a potential PR risk; there will be children who may not be eligible for resp.
- We will do one media release re accreditation and one for agm
- Clarification of Hugh's report (typos etc.) will be provided at the next Board meeting.
- Significant increase of children going into group care? Do we know why?
- At this point we still have 41 children in care, we want to get these numbered down. We are doing everything possible to place the children in different places. This is a trend that we have noticed. There is a drift toward group care and this may be due to a drop in foster care. Recruitment has slowed down, possibly because of the problems with implementation, and policy changes.

- Some of the changes have had to come fast and furious since we have been in a panic mode since October of last year trying to meet the criteria as set by the Ministry.
- The eastern zone meeting reported that only 38% of worker time is actually spent working on a child's file. We have our workers focus in the wrong place. This issue was raised in the auditor general's report. A good study has not been completed so that we can definitively say how much time it takes to complete various tasks that workers would be expected to perform. At this point, caseloads for workers is 17 per worker. If cases go above 22, our collective agreement with the union provides for the addition of workers to offset extra work.
- This is a critical area in our agency; we are not able to allow our staff to do the work that they need to do.
- Transformation agenda was developed to figure out how to focus our time and energies on more direct service to kids.
- Our agency was done a very good job at turning our focus to time spent on direct service to children. Some of the agencies in the region have not, unfortunately the region is funded as a whole.
- The board will be in a good position to take a responsible look at our spending and decide where the money from the budget is allocated.
- There has been a huge wave with the announcement of bill 210, to get people trained and get services in place. We must now have the staff in place to carry out the policies.
- How much staff do we need to facilitate this. Our workload benchmarks are as reasonable as any other agency in our region.
- Perhaps a workload study should be completed in order to establish information. Perhaps a Trent student or a Fleming student.
- The ministry of health publishes and measures quality results. The publication of this information creates a competition with counterparts.
- Numbers should be reviewed at upcoming board meetings.
- As a Board we are responsible to operate within budget.
- OACAS is acting as a PR facility and not focusing on the tasks that require.
- Measuring small items like returning phone calls would be a good place to begin to measure outcomes.
- The board must focus on the outcomes that the community will want to focus on.

### **Motion #3**

Motion to accept the Executive Director's Report

Moved by Linda Gendron

Seconded by Lesley McRae

Carried

## **7. Finance and Human Resources Committee**

### **HR Activity Report**

- Two civil cases still proceeding.
- There are three grievances that we are dealing with, some are going to non-binding mediation in April, none require any board involvement
- As of April 11, 2007, Short term disability has been switched to Morneau Sobeco; this is in response to some abuses in the current system. Morneau Sobeco will

work with employees to attempt to get them back to work. This move is not popular with the union and the agency is expecting grievances in this regard. Absenteeism must be brought under control.

- Succession planning program has been implemented.

### **Finance Report**

- Committee was presented a budget. The committee has sent back the budget to ask that a balanced budget be prepared. Investigation regarding how to balance the budget (i.e. what programs/services will need to be cut in order to attain a balanced budget).
- The finance committee will meet early in next month to discuss the budget.
- Our fiscal climate was \$180,000.00 at the end of last year. This does not indicate that we are in a profitable situation this year. Our funding levels will be cut due to the fact that we came in within our budget.
- Management will meet and discuss strategies to ensure that the agency can function within the budget.
- We may not agree to a balanced budget this year, however, we need to know why we don't have a balanced budget and we need to fully understand how many real dollars it will take to run the agency properly.
- We owe it to taxpayers to look at the dollars that we have and ensure that the dollars are used in the most fiscally responsible fashion.
- Spending more than what is justifiable, is ethical irresponsible.
- The Board has a mandate to provide services; it may not be fully possible to run the agency within the budget allotted to the agency.
- These discussions happen every year

#### Motion #4

Motion to accept the Finance and Human Resources Committee Report

Moved by Bill Wellman      Seconded by Lesley McRae      Carried

Lesley

#### 8. Strategic Positioning Committee

- No quorum today
- Joan Conrad attended and explained service graphs regarding comparative graphs of various service areas comparing our agency with other agencies in Ontario. Joan was asked to compare openings and reopening.
- Our numbers in 05-06 were quite high; our numbers as of this year are much lower.
- Reopening of cases does not necessarily mean poor first service.
- Information sessions will begin at the board beginning in September. Comparisons under the transformation agenda will be included
- A full youth conference on June 13 and 14<sup>th</sup> will take place

#### **Motion #5**

Motion to accept the report of the Strategic Positioning Committee

Moved by Rob Messacar      Seconded by Bill Buys      Carried

**Motion #6**

Motion to approve the minutes of the Strategic Positioning Committee from February 2007

Moved by Bill Wellman      Seconded by Jonathan Bennett      Carried

**9. Agency Governance and Public Relations Committee**

Quorum reached tonight

Received public relations update from Hugh.

Accreditation update – committee was pleased to receive the update.

There is a plan in place to continue accreditation.

Increase in the number of hours that are dedicated to home studies is an issue

OACAS advised that they are revising their website

Motion #7

Motion to accept the report of the Agency Governance and Public Relations Committee.

Moved by Linda Gendron      Seconded by Jonathan Bennett      Carried

Motion #8

Motion to accept the minutes of the committee from February 2007

Moved by Linda Gendron      Seconded by Robert Messacar      Carried

**10. Other Business**

- Meeting with Peterborough County Warden. It was a very positive meeting, a lot of the focus was on the Havelock project, the county council budgeted 90,000.00 to support the project.
- They are very please about the worker that is there
- Talked about communications with council. The Warden would like Hugh and Jack to attend a meeting on the 7<sup>th</sup> of May and do a presentation to the Council.
  
- Jack anticipated feedback re councilors taken off the board, it was not raised as an issue. The warden is satisfied that we are doing good things at the society
  
- Joint Board and eastern directors meeting
- The big issues was that the ed's should strike a committee to investigate paperwork. Barb MacKinnon in Ottawa is heading this focus group. June will bring a report. The remainder of the meeting was focused on workload issues.

## **11. AGM Planning**

- Talked last meeting - making this a more formal presentation.
- What kind of a guest speaker would be interesting for the annual general meeting?
- Staff will design in terms of venue and meal.
- Board should decide who the speaker should be: staff will give input; the staff suggested you would get greater staff attendance during the day than in the evening. More foster parents if you kept the meeting at lunch time. A noon meeting might more community participation.
- The former deputy minister of education was t the oacas consultation. Focus was on educational outcomes.
- His name is Ben Lavine. During the day a workshop. André cazabon.
- Idea of day time event? Type of speaker?
- Difficult to attend for people during the day.
- We need to consider who our target group is.
- Vote – who favors the daytime (7) Nighttime (2)
- Speaker from the Education field would be very good
- We will try to have the AGM on the 21<sup>st</sup>.
- Speaker from the needle program.
- Fetal alcohol speaker.
- Speakers on drugs
- Poll foster parents – email could be sent to foster parents. The new head of the provincial foster parents association.
- Brian Nichols, play therapist may be an option.
- Literacy speaker.
- Motivational speaker Pinball Clements.
- Education based speakers
  
- Venue - Lions Centre, Curing Club
  
- Canoe museum – electric city gardens catering
  
- Mollie will make the contact and report back

## **12. Foundation Board Report**

- Exciting news may 9 is McHappy day – Joan and Lesley – McDonalds at Lansdowne and the parkway.
- The foundation will take donations of printing costs
- The gala is next week. it is a great night out.

**Motion #9**

Motion to accept the Foundation Board report.

Moved by Lesley McRae      Seconded by Bill Wellman      Carried

**13. Nomination Committee Report**

- Jill provided a short report on Board recruitment
- Five candidates four were interviewed, one pulled out
- Corry McMillan is staff sergeant at Peterborough police, she has solid background in quality assurance, experience in budgeting and financial management, busy and outgoing personality, apparently she will be adequately available.
- Sharon McKeiver, background is a teacher been a teacher principle vice principle and is looking to continue to work with children and to fill her time with volunteer interests.

**Motion #10**

Motion to accept the Nomination Committee Report

Moved by Jill Worden      Seconded by Linda Gendron      Carried

(Robert Messacar abstained from the vote due to a conflict of interest)

**14. Board Member Resignation**

- Resignation of robin read for personal needs.
- Has been accepted. A letter will be sent

**Motion #11**

Motion to accept the resignation of Robin Read

Moved by Linda Gendron      Seconded by Wayne Thomson      Carried

**15. New Business**

- Discussion on committee meetings.
- Used to be one day for committee one day for board
- Governance moved to the same day as the Board meeting; however this presents management issues and admin support issues.
- Some Board members do not find the meeting time to be productive.
- Unapproved minutes should be prepared for Chair of the committee to do their report.
- The meeting times are up to the chair, of each committee.
- We will wait until the fall to make changes.
- Each committee can set their own quorum numbers to what ever is reasonable.  
The board does not have to approve

**Motion #12**

Motion to adjourn the meeting.

Moved by Wayne Thomson

Carried