

If you cannot attend, please inform Laura at 743-9751 EXT 298 or 1-800-661-2843
Or after hours 743-9742 EXT 298

THE KAWARTHA-HALIBURTON CHILDREN'S AID SOCIETY

BOARD OF DIRECTOR'S MEETING

Thursday, December 20, 2007

5:00 p.m.

1100 Chemong Road, Peterborough, Ontario

Jack Watkins (President)

Robert Messacar (Vice President) Bill Wellman

Sharon McKeiver Linda Gendron

Cory McMullan Jonathan Bennett Bill Buys

Lesley McRae Jill Worden

Regrets

Sandra Moore

Jennifer Broderick (on leave)

Mollie Cartmell

Robert Pierson

(Staff)

Hugh Nicholson, Executive Director

Linda Mitchelson, Director of Child Protection Services

Leo Cook, Director of Finance

Joan Conrad, Director of Accountability and Management Services

Recorder – Laura Ross

A G E N D A

1. CALL TO ORDER

Meeting Called to Order at 5:06 p.m.

Motion #1

Motion to grant to Lesley McRae a three month leave of absence from the Board.

Moved by Bill Wellman Seconded by Jill Worden Carried

Jack asked for a volunteer to join the Foundation Board. Anyone interested can contact Jack directly before the January meeting.

2. CORRESPONDENCE

Included in Board Package (if any)

3. APPROVAL OF PREVIOUS MINUTES (November 2007)

Motion #2

Motion to approve the minutes of November 2007.

Moved Sharon McKeiver Seconded by Jill Worden Carried

4. APPROVAL OF AGENDA

Motion #3

Motion to approve the agenda.

Moved by Rob Messacar Seconded by Lesley McRae Carried

5. BUSINESS ARISING

- Linda Gendron asked that we reconsider the use of laptops after a trial period.
- Hugh will investigate who would have received the laptops if the board did not use them.
- Electronic copies could be projected onto a screen on the board meetings.
- Jack explained that he was not aware that we would have more than one computer.

6. EXECUTIVE DIRECTOR'S REPORT

In addition to the report circulated prior to the meeting:

- Increase in family service cases - this is due to a quicker turn around time for cases.
- Quality assurance council has been formed at the agency. This will be an eight member council; this will be modeled by National Quality Institute model. Board members can apply to be on this council. The report generated by this council will be forwarded to different committees.
- Provisional foster care license was a result of an intentional decision. KHCAS will continue to monitor the situation and will deal with the Ministry.
- *Staff assault. November 21, staff member assault in the lobby. Illustrated problems with our security system. Security measures have been reviewed. Joint Health and Safety Committee had emergency meeting. Emergency task force was formed they also brought forward recommendations.*

Motion #4

Motion to go into camera to discuss a staff issue.

Moved by Bill Wellman Seconded by Linda Gendron Carried

Motion #5

Motion to accept the Executive Director's Report.

Moved by Jill Worden Seconded by Bill Wellman Carried

8. FINANCE AND RESOURCE COMMITTEE REPORT

Revisit the motion of the board to ask for a forensic audit. The finance committee asked that a motion be made to the board of directors to withdraw the motion. Auditor general could not produce any documentation that would require reconciliation of the funds in question, no direction to segregate the funds. If any need to segregate the funds, this information should have been delivered through the normal channels. There was never any kind of information from the ministry, until the fed government provides us with an agreement that we were to account for the money in a particular manner.

Our agency will not become engaged in this auditing, as we did not receive any funds from the government specifically for flood relief.

This situation predated Leo's employment with the agency.

Record retention was discussed. The ministry did not have a set schedule of retention periods for records. Leo has contacted the ministry for direction on this matter.

Motion#6

Motion that the board not require a forensic audit and that this matter of flood money is between the Ministry Office, the Provincial government and the Federal government.

Moved Jack Watkins Seconded by Linda Gendron Carried

Motion #7

Motion to approve the minutes of Finance minutes October 24 2007

Moved by Bill Wellman Seconded by Rob Messacar Carried

10. STRATEGIC POSITIONING COMMITTEE

Verbal report of Tuesday December 4:

- This committee is working on a year long report. Linda provided excellent material to help the committee understand and develop an environmental scan.

Work includes:

Technology both internal and external uses of technology
Legal issues Changes to acts
Costs of legal actions
Political issues
SWOT analysis is next on the plan.
Staff vacancy rate and patterns related to this issue.
Not meeting in January, next meeting in February.
Very grateful to Linda Mitchelson for all of her hard work
Use of psychotropic drug use to be reviewed.

Motion #8

Motion to accept verbal report of the Committee meeting
Moved by Jonathan Bennett Seconded by Lesley McRae Carried

**11. AGENCY GOVERNANCE COMMITTEE AND PUBLIC RELATIONS
COMMITTEE**

Motion #9

Motion to approve minutes of November 20, 2007
Moved by Linda Gendron Seconded by Jonathan Bennett Carried

Verbal report
Committee working on board assessment directed attention to the questionnaire.
Information to be collected and reported on

Individual board assessment – board member criteria
This assessment will be sent out by the February board meeting.

Motion #10

Motion to accept verbal report
Moved by Linda Gendron Seconded by Jill Worden Carried

12. FOUNDATION BOARD REPORT

No report
Board has requested that Donna Barry be asked to attend at the Board
meeting to provide an update to the Directors.

Havelock project
Norwood school – tons of donations cleaning supplies, boots, clothing etc.

Another project to happen in Havelock in February. Jaime Tattrie and Lesley McRae organized – community partners came out to speak.

13. **OTHER BUSINESS**

- At the January meeting to have a discussion about collapsing committees to have two committees instead of three. One would be finance and one would be spc.

Motion #11

Motion that Bill Wellman be granted a leave of absence from the Board for the months of January, February and March of 2008.

Moved by Jack Watkins Seconded by Rob Messacar Carried

Insurance policy with insurer.

Renewal must be done by the end of the month.

Motion #12

Motion to direct the Executive Director and the President to sign the renewal for insurance coverage with

Moved by Bill Wellman Seconded by Lesley McRae Carried

13. **ADJOURNMENT**

Motion #13

Motion to adjourn

Moved by Lesley McRae