

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

January 25, 2007

5:00 p.m.

1100 Chemong Road, Peterborough, Ontario

In attendance

Jack Watkins (President)

Jennifer Broderick

Wayne Thomson

Bill Buys

Jill Worden

Lesley McRae

Linda Gendron

Robert Pierson

Regrets:

Jonathan Bennett, Mollie Cartmell, Robert Messacar, Bill Wellman, Robin Read,
Stuart McKenzie, Joan Ferguson

Staff

Hugh Nicholson, Executive Director

Linda Mitchelson, Director of Client Services

Leo Cook, Manager of Finance

Recorded by Lynda Bradt

1. Call to Order

Meeting called to order at 5:05 by Jack Watkins

2. Correspondence

No new correspondence to add.

3. Approval of Agenda

(a) Conflict of Interest – none declared

(b) Approval of agenda

Motion #1

Motion to approve the Agenda

Moved by Lesley McRae Seconded by Wayne Thomson Carried

4. Approval of Previous Minutes (December 21, 2006)

Motion #2

Motion to approve the minutes of the previous month's Board meeting with the following amendments that Linda Gendron was in attendance and Lesley McRae should have been listed under Regrets.

Moved by Linda Gendron Seconded by Lesley McRae Carried

5. Business Arising

- Wayne questioned who should have responded to letters to politicians
- Normally would be President's position to respond but Peterborough council wrote Hugh a letter, thus Hugh's response.
- No issues with that correspondence.
- Have 2 responses from City of Kawartha Lakes and new warden of Peterborough County about discussion of politicians from Board, may be just an update.
- To report at the February meeting.

6. Executive Director's Report (in addition to ED Report)

- **Shared services model**– someone to contact Hugh to come to do a presentation
- CAS's together would share community services to keep children out of group care and would give us more control over supply chain
- Addresses some of the items from Auditor General's report
- We would internally work on decreasing use of group care placements
- tighter control of OPR systems – we will set a criteria to be met before we place children
- Hugh to update the Board when he has more information

Meeting with Regional office

- February 5th – Jack, Leo, Hugh and Linda meeting with Ministry, Regional Director to look at AG report, how do we compare, how to address our shortfalls, to discuss next year's budget
- announcement for grandparents to care for children in care of \$900.00/month
- We have some concerns – have rec'd 3 calls to date, money should also be for grandparents out of care – costs are going to increase and will create pressure on #'s of children in care

- Looking at a business analysis position to report to Leo
- Analysis of IT, HR management, automation of time sheets, streamline the foster parent payment system and Contract Service Providers – should result in a money saving for all these areas

- Update to our website for training manual for Board members and all of the policies and procedures has been delayed due to difficulties with e-forms implementation
- Hugh wants to delay this one month to give IT dept. some time to get it uploaded
- Jack indicated this does not need approval from the Board – strictly a management issue

- Integrated adoption model is now operational
- Wendy Gordon has started in the position but we are not sure if 3 or 4 agencies will be participating as yet
- Adoption disclosure – Bill 183 – open adoptions – public does not have to go through CAS to obtain their information – can go through the Ministry
- However former Crown Wards are returning for disclosure on file information which is confidential and we have to honor these requests
- this has moved to Intake function – will have implications to have more staff to manage these.

- Society retaining \$399,000 – we have about \$594,000 more due to recoveries for a 10 year period for Lindsay renovations
- Regional direction is that we can retain these monies and put towards any deficit now.
- \$200,00 for building needs is now available.

Motion #3

Motion to accept the Executive Directors' Report.

Moved by Linda Gendron Seconded by Jill Worden

Carried

7. Finance and Human Resources Committee Report

No motion could be made as there were no members of Finance committee in attendance at January Board Meeting. To be passed at February meeting.

- Verbal report of Committee meeting held in January 2007

No verbal report as there was no meeting??

8. **Strategic Positioning Committee**

- Verbal report given by Wayne Thomson for the meeting held on January 25/07
- Update of coordination of services for the Youth Justice System
- Forum with City of Kawartha Lakes, not sure if there is one with Peterborough Bar Association yet
- Surveys/questionnaires for CIC/Client Group follow-up – not completed yet
- Youth in care conference scheduled for March break to be held at Rock Haven,
- Scheduled workshops
- to incorporate that questionnaire into this conference to involve children's feedback as to their feelings on being in care
- conference to include other CAS's children
- Update from Linda M. on Crystal methamphetamine and how it might affect our community in near future
- KHCAS to work with partners in our community
- Board might want to be involved with this problem and need to be aware
- Working out a protocol with some of the clinics in the area to deal with future problems
- \$900.00 for grandparents re children previously in CAS care now being cared for by grandparents

Motion #4

Motion to approve the verbal report of the Strategic Positioning Committee meeting of January 25, 2007

Moved by Wayne Thomson Seconded by Jill Worden Carried

Motion #5

Motion to approve the minutes of the Strategic Positioning Committee meeting of November 16, 2006

Moved by Wayne Thomson Seconded by Lesley McRae Carried

8. Agency Governance and Public Relations Committee

- Meeting was held on January 10th/07
- looked at Public Relations plan – setting out goals with certain time limits
- Objective – June governance meeting to get a report back as to how it is going
- To be completed by June 30/07
- To look at who our stakeholders are, reporting matrix.
- Secondly looking at a work plan – through OACAS, continue monitoring the public relations plan
- Looked at orientation for new Board members – moving to individual orientation
- Ads have been posted for new board members
- We are looking for 2 positions
- still need finance board members, not necessarily a CA but a designation

Motion #6

Motion to accept the verbal report of the Agency Governance Committee meeting of January 10, 2007

Moved by Linda Gendron Seconded by Bill Buys Carried

Motion #7

Motion to accept the resignation of Stuart McKenzie

Moved by Linda Gendron Seconded by Bill Buys Carried

Motion #8

Motion to approve the minutes of the meeting held December 13, 2006

Moved by Linda Gendron Seconded by Lesley McRae Carried

9. Foundation Board Report

- foundation has vests on sale for \$30.00 for men, \$20.00 for women plus taxes
- Dream Ball net amount \$43,177.35
- Santa's Sleigh did very well

- Now planning for Colors of Hope – tickets are \$90.00
- Ride for Care coming up on June 2nd
- 2 golf tournaments being planned – Jump Start – mayor's 3rd annual and Ptbo. Foundation
- Support by Board members and staff would be appreciated
- E-mail Lesley or Laura

Motion #9

Motion to receive for information the verbal Foundation Board report
 Moved by Lesley McRae Seconded by Linda Gendron Carried

10. **SENIOR MANAGEMENT CHANGES**

- Joan Conrad returning on February 2nd as Manager of Accountability and Quality Service
- Service delivery support functions will report to her, will also be responsible for Quality Assurance initiatives
- major project more of a total quality management approach under NQI model, process mapping to use this information to streamline our operations,
- Joan will do more of a process engineering role within the organization
- Auditing for compliance to our Child Protection standards will happen on a more regular basis
- Will take a look at how each role plays a part, looking at solutions to existing problems
- Joan to also look at accreditation, complaints process, overall policy development and monitoring – Finance, IT, Stats, administration
- Linda Mitchelson's duties to remain same – operational

11. **INTERNAL COMPLAINTS REVIEW PROCESS**

- Developed as a result of new regulation from November 30/06
- Included on KHCAS website as to how the process works
- need to meet regulations, shifting Appeals Section 68 to staff & community function within the organization
- deals with lodging of a complaint and appeal process
- Hugh circulated a Level 1, 2 and Level 3 process map outlining the steps involved. **get a copy of this from Hugh for attachment to minutes**
- Will consist of a 4 member panel – 2 staff, 2 community members, 1 can be a Board member

- If the complaint involves First Nations, they will have a representative on the panel
- members should be picked from a list of certified candidates because of timelines – 7 day, 14 day – notice to be given within 14 days.
- Should have at least 3 or 4 board members on the list
- Vice President, and 3 committee chairs from the Board
- Depending on what issue was coming forth would then determine who would be the 1st choice to sit on a particular panel.
- Hugh distributed the Internal Practices – looking for feedback from board members
- Rob Messacar has indicated interest in being Vice President – Jack Watkins recommending him as member on this panel
- Chairpersons of committees should be approached for their interest in sitting on panel, if not available, then open up to other board members
- For any issue coming up, Hugh will approach Jack Watkins to canvas board members for participation on the panel

Motion #10

Motion that the Chair of the Board will appoint the members of the board to serve on the panel (check this wording??)

Moved by Wayne Thomson Seconded by Bill Buys Carried

Further discussion – how do we determine who the community members will be? Need people with good knowledge of Children’s Services, issue would determine who we would search for, would want people not associated with the Agency.

12. UPDATE ON ACCREDITATION PROCESS

- Hugh indicated that everything will be updated by end of January
- all policies and procedures for the Volunteer sector will be in place
- volunteers will meet with Sonya Vellenga every 2 months with copies of those minutes going to Strategic Positioning committee
- Health and safety issues – fire extinguishers okay,
- WHMIS training underway, one staff received a bursary to cover the cost,
- car seat training to take place on February 5th and 6th, training 10 staff as certified trainers, couple of foster parents to take the training
- Form 1 has been submitted

- We need to show substantial movement and have a plan in place to address any other outstanding issues.

13. **MEETING WITH JOHN WILSON**

- meeting on February 5/07 – to review our financial performance
- want to discuss the need for funding for 12 Ways
- want to propose a pilot plan for our Agency to the Ministry to enter into a performance management contract to target the reduction of children in care, to enhance our front-end services, back-end services; to enable us to move children to more permanent placements – custody orders , guardianship with foster parents who have children with disabilities and have had children for long periods of time
- Ministry is silent on if they would pay these costs in the future
- would be for our current children in care
- would look at needs of child to assess types of support and build in costs and services
- would look at access to other community services
- allow the foster parents to make decisions, we would give financial support
- based on a 12-month contract
- support from Agency to foster parent would need to be looked at on an individual basis
- we need to have a long term commitment from Ministry if we are making the commitment to foster parents
- possibly 15 children who could benefit from this
- Bill 210 allows for a very quick court order to give someone a long term custody order for a child
- There are 180 Crown Wards with 80% with access orders, about 50% access orders never enacted
- would allow us to place these children in Permanent custody outside adoption.
- Jack and Hugh to report back in February as to outcome of this meeting

14. **NEW BUSINESS**

- 1) Robert Pierson – regarding Bill 210 – MOU between CAS and Curve Lake – 0 amendments involved – can we review this MOU again to discuss training issues

- Linda Mitchelson and Laura Quibell have requested a meeting with Carol to start these discussions and can include Hugh in this.
- 2) Fee for Service memo – request that Leo, Carol and Hugh review
- 3) February board meeting – Laura Ross to contact current board members for their interest in staying on board and for 2007

15. **ADJOURNMENT**

Motion #11

Motion to adjourn the meeting.

Moved by Robert Pierson.

Nominations for Board members to be put on Agency Governance agenda