



## BOARD OF DIRECTORS MEETING

# MINUTES

**October 26, 2020**

**11:32 a.m. – 1:25 p.m.**

*Zoom virtual meeting due to COVID-19*

**Attendees:** David Hennick (Chair)      Konstantine Ketsetzis      Samidha Singhal  
Jacqueline (Jackie) Bajus      Antonietta (Toni) Kovach      Arthur Smith  
Melissa Button      Deborah Lancaster      Gary Warner  
Rosaline Dean      Claudette Mikelsons      Father David Wilhelm

**Recorder:** Gail Gray, Staff

**Regrets:** Ian Preyra  
John Spatazzo  
Elaine Pilgrim, Program Supervisor, Ministry of Children, Community and Social Services

**Staff:** Rocco Gizzarelli, Executive Director  
Karen Perry, Director of Finance  
Donna Zan, Director of Child Welfare Services  
Crystal McPhee, Acting Human Resources Manager  
Marlene Dei-Amoah, Service Director – Diversity, Inclusivity, Equity

**Guests:** Marie-France Lefort, Proforem Inc.  
Krystal Dorion-Buxo, CCASH Kinship Supervisor

Item	Description
1.0	<b>CALL TO ORDER</b> The Chair declared a quorum and called the meeting to order at 11:32 a.m.
1.1	<u>Prayer</u> Melissa Button read a reflection to open the meeting.
1.2	<u>Equity Placement</u> The Chair reviewed the Equity Lens that the Board of Directors will use in guiding its decisions as a board.
1.3	<u>Review and Approval of Agenda</u> The Agenda was approved as presented.

<b>Item</b>	<b>Description</b>
<b>2.0</b>	<b>DECLARATION OF CONFLICT OF INTEREST</b> There were no conflicts of interest declared.
<b>3.0</b>	<b>REVIEW AND APPROVAL OF MINUTES</b>
3.1	The Minutes of the Sept. 28, 2020 Board of Director Meeting were approved as amended. Amendment: Add last name of Konstantine Ketsetzis to motion under Item 6.2.2
<b>4.0</b>	<b>PRESENTATION</b>
4.1	<u>Annual French Language Services Update by Marie-France Lefort</u> The Executive Director, and the French Language Service Consultant provided an overview on agency French Language Services. The Executive Director's leadership in promoting equity within its service delivery of French language services was commended by the Board.
4.2	<u>Kinship Services by Krystal Dorion-Buxo</u> The Kinship Supervisor provided an overview of the agency's Kinship Services. It was highlighted that efforts are underway to address recruitment of African Canadian and Indigenous kinship resources for appropriate cultural placements.
<b>5.0</b>	<b>CONSENT AGENDA</b>
5.1	Audit and Finance Committee Oct. 14, 2020 Minutes
5.2	Audit and Finance Committee Terms of Reference
5.3	Child Welfare Data Service Transitioning to MCCSS Business Intelligence & Practice Division
5.4	OACAS Pre-Budget Submission 2020
5.5	Board-to-Board – Sept. 2020
	<p>At a request from the Board, the Executive Director will provide further details on the Ministry sector tool Signs of Safety for the Board's information.</p> <p>On motion by Father David Wilhelm and seconded by Jackie Bajus it was resolved THAT: <b>The Consent items are approved as presented.</b> CARRIED</p>
<b>6.0</b>	<b>MINISTRY UPDATES</b>
6.1	<u>Child Welfare Redesign Standing Item - Elaine Pilgrim</u> This item was deferred to the November Board meeting due to the regrets of the Program Supervisor.

Item	Description
<b>7.0</b>	<b>COMMITTEE REPORTS</b>
7.1	<u>Audit and Finance Committee Report</u>
7.1.1	<i>2020-21 Child Welfare Approved Budget Allocation</i>
	The Finance Director projected a balanced budget for F2021. The Audit and Finance Committee Chair reported the committee were satisfied that the agency is performing the management of the budget and expenditures in a professional and principled manner.
	On motion by Rosaline Dean and seconded by Konstantine Ketsetzis it was resolved THAT:
	<b>The Board approves the 2020-21 Child Welfare, and Non-child Welfare Budgets submissions as presented, and due October 31, 2020 to the Ministry.</b>
	CARRIED
7.1.2	<u>Request for Proposal (RFP) of Auditor Services</u>
	On motion by Arthur Smith and seconded by Deborah Lancaster it was resolved THAT:
	<b>The Board delays the request for proposal of Auditor Services for one year from its regular five-year requirement in Fiscal 2021, due to the upcoming retirement of the Finance Director at the end of Fiscal 2021.</b>
	CARRIED
<b>8.0</b>	<b>FINANCE</b>
8.1	<u>Statement of Operations</u>
	The Finance Director reviewed the agency's May 1 – September 30, 2020 statement of operations.
8.2	<u>Attestation</u>
	The Finance Director read the Attestation for September 2020.
<b>9.0</b>	<b>ACCOUNTABILITY ITEMS</b>
9.1	<u>CCASH Service Plan 2020-2021 – Q2 Report</u>
	The Executive Director reviewed the second quarter Catholic Children’s Aid Society of Hamilton’s Service Plan report with the Board.
9.2	<u>Memo re Accountability Agreement</u>
	The Executive Director provided the board a briefing note with respect to the Accountability Agreement, to which the Board has signed agreement to as Board of Directors of the Catholic Children's Aid Society of Hamilton.

Item	Description
10.0	<p><b>CHAIRMAN'S REPORT</b></p> <p>The Chair reported on the following:</p> <ul style="list-style-type: none"><li>• October 27 –Dress Purple Day. Every October, Children’s Aid Societies across Ontario raise awareness about the important role that individuals and communities play in supporting vulnerable children, youth, and families through the provincial Dress Purple Day campaign.</li><li>• Board President’s meeting was held on September 17, 2020. The Ontario 3-year Anti-racism Strategic Plan was discussed. This document will be posted on the Board portal. Boards were asked to share with OACAS board policy and procedures with respect to the diversity commitment of boards. This information will be collated and discussed at a future meeting.</li></ul>
11.0	<p><b>REPORT OF THE EXECUTIVE DIRECTOR</b></p> <p><u>Proposed Motion:</u> On motion by Gary Warner and seconded by Melissa Button it was resolved THAT: <b>That the Board receive the Executive Director’s Report for October 2020.</b> CARRIED</p>
11.1	<p><u>COVID-19 Update</u></p> <p>The Executive Director provided an update on how the agency is providing service through the pandemic period.</p>
12.0	<p><b>IN CAMERA</b></p> <p><u>Proposed Motion:</u> On motion by Father David Wilhelm and seconded by Jackie Bajus it was resolved THAT: <b>The Board move In Camera.</b> CARRIED</p>
13.0	<p><b>ADJOURNMENT</b></p> <p>The Chair adjourned the meeting at 1:25 p.m.</p>



David Hennick, Board Chair



Gail Gray, Recording Secretary

## Gail Gray

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**From:** David J. Hennick <DHennick@hamiltonpolice.on.ca>  
**Sent:** Tuesday, November 24, 2020 8:46 PM  
**To:** Gail Gray  
**Cc:** Rocco Gizzarelli  
**Subject:** Fwd: CCASH: Request to use eSignature re Oct 26 Board Minutes & In Camera Minutes  
**Attachments:** 2020.10.26 Board of Directors IN CAMERA Minutes APPROVED.docx; 2020.10.26 Board of Directors Minutes APPROVED.docx

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Gail

Approved.

Thank you,  
Dave Hennick

----- Original Message -----

**From:** Gail Gray <[gail.gray@hamiltonccas.on.ca](mailto:gail.gray@hamiltonccas.on.ca)> November 24, 2020 11:59:34 AM  
**Subject:** CCASH: Request to use eSignature re Oct 26 Board Minutes & In Camera Minutes  
**To:** David J. Hennick  
**Attachments:** Attach0.html Uploaded File 10K  
2020.10.26 Board of Directors IN CAMERA Minutes APPROVED.docx Uploaded File 306K  
2020.10.26 Board of Directors Minutes APPROVED.docx Uploaded File 318K

Hi David:

**RE: CCASH: Request to use eSignature re Oct 26 Board Minutes & In Camera Minutes**

Requesting for your approval to use your eSignature on:

17319. Oct 26 Board of Director Minutes

17319. Oct 26 Board of Director In Camera Minutes

Regards, Gail

Gail Gray  
Executive Assistant / Assistant exécutif

Catholic Children's Aid Society of Hamilton/  
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*Safe and Thriving Children and Youth. Empowered Families. Stronger Communities. / Des Enfants et des Jeunes en Sécurité et Épanouis. Des Familles Responsabilisées et Bien Outillées. De Fortes Communautés.*

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Catholic Children's Aid Society of Hamilton  Société d'aide à l'enfance catholique de Hamilton  
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**65 ANS D'AVENIRS MEILLEURS**

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