



## BOARD OF DIRECTORS MEETING

# MINUTES

September 27, 2021

11:33 a.m. – 1:32 p.m.

*Virtual meeting via Zoom due to Pandemic*

**Attendees:** David Hennick, Chair      Konstantine Ketsetzis      Samidha Singhal  
Jackie Bajus      **Toni Kovach, Vice Chair**      Arthur Smith  
Melissa Button      Nora Melara-Lopez      Gary Warner  
Rosaline Dean      Claudette Mikelsons      Father David Wilhelm  
Anthony Frisina      Michelle Rodney

**Recorder:** Gail Gray, Staff

**Regrets:** Ian Preyra      John Spatazzo (LOA)

**Staff:** Rocco Gizzarelli, Executive Director  
Donna Zan, Director of Child Welfare Services  
Scott MacPhee, Director of Finance  
Krystal Buxo, Service Director, Permanency  
Marlene Dei-Amoah, Service Director, Equity, Diversity, Inclusivity

Item	Description
1.0	<b>CALL TO ORDER</b> The Chair welcomed new board members Mr. Anthony Frisina, Ms. Nora Melara-Lopez, and Ms. Michelle Rodney.  The Chair declared a quorum and called the meeting to order at 11:33 a.m.
1.1	<u>Reflection</u> Father David Wilhelm read a reflection to open the meeting.
1.2	<u>Land Acknowledgement</u> The Land Acknowledgement was read by Jackie Bajus.
1.3	<u>Equity Placemat</u> The Chair spoke to the Equity Lens that the Board will use in its deliberations on agency business.
2.0	<b>REVIEW AND APPROVAL OF THE AGENDA</b> The agenda was approved as presented.

- | <b>Item</b> | <b>Description</b>  |
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| <b>3.0</b>  | <b>DECLARATION OF CONFLICT OF INTEREST</b><br>There were no conflicts of interest declared.   |
| <b>4.0</b>  | <b>REVIEW AND APPROVAL OF MINUTES</b>   |
| 4.1         | The Minutes of the June 14, 2021, Board of Director's meeting were approved as presented.   |
| <b>5.0</b>  | <b>CONSENT AGENDA</b>   |
| 5.1         | CCASH Monthly Financial Attestation – ending Aug. 31, 2021  |
| 5.2         | Youth Advisory Ct. June 16, 2021 Minutes  |
| 5.3         | QA&RM Ct. Sept. 9, 2021 Minutes   |
| 5.4         | QA&RM Ct. Terms of Reference  |
| 5.5         | Governance Ct. Sept. 16, 2021 Minutes   |
| 5.6         | Governance Ct. Terms of Reference   |
| 5.6         | Audit & Finance Ct. Sept. 17, 2021 Minutes  |
| 5.7         | CCASH Policy: <i>Foster, Adoption, Kinship ad Customary Care Applications from CCASH Employees, Family Members, and Board Members Policy</i>  |
| 5.8         | MCCSS 2021-22 Child Welfare Approved Budget Allocation Letter   |
| 5.9         | The Catholic Register Article: <i>Concerned Catholics Seek Healing Path from Sexual Abuse</i>   |
| 5.10        | OACAS Board-to-Board  |
| 5.11        | 50-30 Challenge Prospectus  |
| 5.12        | CW Redesign Joint ADM Steering Committee Memo   |
| 5.13        | CCASH Vaccine Statement   |
| 5.14        | CCASH Vaccine Policy  |
|             | <br>On motion by Konstantine Ketsetzis and seconded by Toni Kovach it was resolved THAT:<br><b>The Consent items are approved as presented.</b><br>CARRIED  |
| <b>6.0</b>  | <b>PRESENTATION</b>   |
| 6.1         | <u>Child Welfare Redesign</u><br>The Executive Director presented the updates to the Ministry of Children, Community and Social Services' <i>Child Welfare Redesign Roadmap</i> .   |
| <b>7.0</b>  | <b>COMMITTEE REPORTS</b>  |
| 7.1         | <u>Youth Advisory Committee</u><br>The Committee Chair reported the committee continues its work on three key areas of accountability to youth in-care, enhanced training for foster parents, and mentorship for youth in-care. |

- | <b>Item</b> | <b>Description</b>  |
|-------------|---|
| 7.2         | <p><b><u>Quality Assurance &amp; Risk Management Committee Report</u></b><br/>The Committee Chair reported the Ministry of Children, Community and Social Services has reinstated the <i>Standard Quality Improvement Plan</i>, with changes to the process that result in an increased administrative burden on agency staff; of which senior management continue to advocate to the Ministry for a less burdensome reporting mechanism.</p> |
| 7.3         | <p><b><u>Governance Committee</u></b></p>   |
| 7.3.1       | <p><b><u>Board Work Plan</u></b><br/>On motion by Toni Kovach and seconded by Rosaline Dean it was resolved THAT:<br/><b>The Board approves the 2021-2022 Board Work Plan dated September 27, 2021.</b><br/>CARRIED</p>   |
| 7.3.2       | <p><b><u>Board Policies</u></b></p>   |
|             | <p><b><u>1.1.1 Board Composition Policy</u></b><br/>On motion by Toni Kovach and seconded by Gary Warner it was resolved THAT:<br/><b>The Board approves the 1.1.1 Board Composition Policy as amended.</b><br/>CARRIED</p>   |
|             | <p><b><u>Appendix B: Board Composition Matrix</u></b><br/>On motion by Toni Kovach and seconded by Melissa Button it was resolved THAT:<br/><b>The Board approves Appendix B: Board Composition Matrix as amended.</b><br/>CARRIED</p>  |
| 7.3.3       | <p><b><u>Board Retreat for Discussion</u></b><br/>The agreed topic for the retreat will be Indigenous Truth and Reconciliation however, the specific activity and facilitators are still to be determined.</p>  |
| 7.4         | <p><b><u>Audit Committee</u></b><br/>The Committee Chair reported an ad hoc meeting was held to receive information from the Society that an unplanned deficit will be reported for F2021 despite the Society presenting a balanced Expenditure Management Plan to the Board at the beginning of F2021; and stated the Finance Director will expand on this information under item 8.0 Finance.</p>   |
| 8.0         | <p><b>FINANCE</b></p>   |
| 8.1         | <p><b><u>CCASH Budget Discussion</u></b><br/>The Finance Director reported a deficit will be reported for F2021. The deficit has emerged because of costs on the agency boarding line and unanticipated</p>   |

Item	Description
	changes to the funding allocation. It was emphasized that the deficit in no way reflects the management of agency finances, but rather the financial constraints related to the budget, such as increased boarding costs, administrative efficiency constraint and reduction in funding related to the Ministry's moratorium policy directive. Senior management and the Board Chair are continuing discussions with the Ministry and the Society is reviewing all operations for cost savings.

**9.0 ACCOUNTABILITY ITEMS**

**9.1 Identity Based Dashboard**

The *Identity Based Dashboard* is presented monthly for review on the tracking of overrepresentation of Black and Indigenous service recipients within the Society's care.

**9.2 Q1 CCASH Service Plan**

Under the provincial Accountability Agreement, the Society must have an annual service plan emanating from the strategic plan. The first quarter results stemming from the plan were provided to the Board.

**9.3 Executive Director Succession Plan - Annual**

Annual memo provided to the Board on succession planning as per Ministry of Children, Community and Social Services requirement.

**9.4 Societies Funding Community Organizations:**

The Executive Director explained that although the Society had already approved funds last year in partnership with Shalem Mental Health Network for the *WrapAround* initiative (trauma informed care), the Ministry of Children, Community and Social Services has now directed that any Societies planning on funding community organisations first obtain Board approval.

On motion by Gary Warner and seconded by Konstantine Ketsetzis it was resolved THAT:

**That the Board approves the Catholic Children's Aid Society of Hamilton providing funding to Shalem Mental Health Network, specifically for the "WrapAround" community support initiative, in the amount of \$75,000.00 for the reporting period of April 1, 2021 to March 31, 2022.**

CARRIED

**10.0 BOARD CHAIR REPORT**

The Board Chair reported on the following:

- The Chair has arranged a meeting with the Executive Director, the Director of Child Welfare Services, and the Ministry of Children, Community and Social Services to advocate to the Ministry to discuss

Item	Description
	<p>the deficit and impact of costs associated to high-risk complex mental health youth in the Society's care.</p> <ul style="list-style-type: none"><li>• There is discussion at the provincial level on the <i>Enterprise Risk Management Framework</i> on historical lawsuits regarding lack of insurance and the problems facing Societies on obtaining appropriate insurance coverage.</li></ul>

The Chair left the meeting at 1:07 p.m. - the Vice Chair commenced chairing.

**11.0 REPORT OF THE EXECUTIVE DIRECTOR**

The Executive Director provided the following highlights from his report:

- Employee, volunteers, Board, and contractors have mandatory reporting of vaccine status for the safety of clients and staff.
- The Ministry of Children, Community and Social Services has initiated a new reporting directive on the submission of French Language Service Quality Improvement Plans.

On motion by Father David Wilhelm and seconded by Claudette Mikelsons it was resolved THAT:

**The Board receive the Executive Director's Report for September 2021.**

CARRIED

**12.0 ADJOURNMENT**

The Chair adjourned the meeting at 1:32 p.m.



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David Hennick, Board Chair



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Gail Gray, Recording Secretary