



BOARD OF DIRECTORS MEETING

MINUTES

September 26, 2022

11:33 a.m. – 1:22 p.m.

Hybrid Meeting – Beatrice Kemp Boardroom & Zoom

Attendees: Gary Warner, Chair Nora Melara-Lopez Samidha Singhal
Jackie Bajus Claudette Mikelsons Arthur Smith
Phillip Jeffrey Michelle Rodney Father David Wilhelm

Recorder: Kristin Prince, Staff

Regrets: Anthony Frisina (LOA) Toni Kovach (LOA) Konstantine Ketsetzis
David Hennick Melissa Button

Staff: Donna Zan, Executive Director
Trevor Allen, Director of Protection Services
Scott MacPhee, Director of Finance
Krystal Buxo, Director of Permanency Services
Renu Manocha, Director of Human Resources
Courtney Hall, Quality Assurance Supervisor

Guests: Cheryl Pinto, Ministry Program Supervisor

Item	Description
1.0	CALL TO ORDER The chair called the meeting to order at 11:33 a.m.
1.1	<u>Reflection</u> Father David Wilhelm shared a prayer reflection to open the meeting.
1.2	<u>Land Acknowledgement</u> Jackie Bajus read the Land Acknowledgement.
1.3	<u>Equity Placemat</u> The Chair spoke to the Equity Lens that the Board will use in its deliberations on agency business. The Chair asked the Board to keep in mind the Equity lens throughout the meeting.

Item	Description
2.0	REVIEW AND APPROVAL OF THE AGENDA Item 7.4 of the consent agenda was lifted and added under 8.0 Committee Reports. The agenda was approved as amended.
3.0	DECLARATION OF CONFLICT OF INTEREST There were no conflicts of interest declared.
4.0	REVIEW AND APPROVAL OF MINUTES
4.1	The Minutes of the May 30, 2022 and July 13, 2022 Board of Director's meetings were approved as presented.
5.0	PRESENTATIONS
5.1	<u>Trends and IDBD Report</u> The Quality Assurance Supervisor presented an overview of trends in Identity Based Data (IDBD) collection between May 2021 – September 2022. The data demonstrated an overrepresentation of Black, Indigenous and Latino families receiving service from the agency. Additionally, the Quality Assurance Supervisor highlighted the following: Cannot compare historically as IDBD is not complete and while little change in numbers, there is a change in practice. Some of the areas discussed included: Indigenous court cases have significantly decreased over the last year, service policies updated with Diversity, Equity & Inclusion (DEI) team involvement and DEI team are part of decision making before a child is brought into care. It was noted that in November, the Social Planning and Research Council (SPRC) will present the analysis and key findings of analysis they conducted regarding Black/African Canadian Children and Families receiving service. It was also noted that the agency will increase their outreach to the Latino community in Hamilton to address this overrepresentation in the data as well. The Board of Director's inquired about the schoolboard/CAS protocols requesting that the CAS's engage with the French School Board(s) prior to their next meeting. The Director of Protection Services advised that he will reach out to the FLS School Board. Additionally, The Ministry Program Supervisor spoke to the Joint Protocol for Student Achievement informing the Board and Agency staff that the Ministry of Children, Community and Social Services along with the Ministry of Education has developed a revised draft template of the protocol. This

Item	Description
	document has been circulated to Children’s Aid Societies with a request for feedback due by October 7.
6.0	MINISTRY UPDATES
6.1	The Board Chair introduced the new Ministry Program Supervisor. The Program Supervisor provided a brief introduction and background of her work with the Ministry of Children, Community and Social Services. The Program Supervisor also provided a brief commentary on the extension of the Moratorium on Youth Aging out of Care and advised the Board and agency staff that the Moratorium has been extended until March 31, 2023.
7.0	CONSENT AGENDA
7.1	CCASH Monthly Financial Attestation – ending Aug. 31, 2022
7.2	Fundraising Ct. Sept 7, 2022 Minutes
7.3	Executive Ct. August 12, 2022 Minutes
7.4	Governance Ct. Sept. 19, 2022 Minutes (lifted)
7.5	Governance Ct. Terms of Reference
7.6	NSC - Catholic Children’s Aid Society of Hamilton - Individual Annual Report- 2021-2022
7.7	OACAS Board-to-Board (May-June)
7.8	NSC- OACAS BPS Attestation Letters-fiscal 2021-2022 Signed
7.9	Memo: Catholic CAS of Hamilton Portfolio Change
7.10	Glossary of Terms & Acronyms Updated Copy
	On motion by Father Wilhelm and seconded by Jackie Bajus it was resolved THAT: The Consent items are approved as presented. CARRIED
8.0	COMMITTEE REPORTS
8.1	<u>Governance Committee</u> On motion by Michelle Rodney and seconded by Nora Melara-Lopez it was resolved THAT: The Board approves the following wording change to item 1b. of the board workplan: ‘1b. Continue to build understanding of the Impact of Colonialism, Residential Schools, Sixties Scoop. Understanding of Identity Based Data (IDBD) - Overrepresentation of Indigenous, Black/African Canadian & Latino families, as well as all equity deserving groups and children involved with the child welfare system.’ CARRIED
8.1.1	<u>Board Retreat Discussion</u> The agreed topic for the retreat will be Governance, with Brad Quinn of tng Consultants to facilitate the retreat.

Item	Description
	Nora Melara-Lopez also highlighted the importance of the Board's understanding of Trauma Informed Care. This topic will be considered for a Board presentation in the future.

8.1.2 2022-2023 Board Workplan

On motion by Michelle Rodney and seconded by Claudette Mikelsons it was resolved THAT:

The Board approves the 2022-2023 Board Work Plan dated September 26, 2022.

CARRIED

The Board discussed the format for Board meetings and determined that due to the precarity of Covid-19 leading into the fall, Board meetings will remain on Zoom with the option for hybrid meetings, only if it is safe to meet depending on Covid-19 conditions throughout the fall/winter months. The Board agreed to continue all Committee meetings via Zoom.

The Board Retreat and AGM will be in-person if it is safe to gather. All Covid Protocols will be followed during any in-person meeting.

9.0

FINANCE

9.1 August OPS Statement

The Finance Director reviewed the agency's Operating Statement ending August 31, 2022, noting there is a deficit as a result of increased costs associated with children and youth placed in Outside Paid Resources.

9.2 Financial Report to Board

The Finance Director explained that the agency is facing a significant deficit. This deficit is the result of:

- Having to utilize Outside Paid Resources (OPR's) to care for newly admitted youth due to lack of internal foster system capacity
- Increased costs of OPR's
- Individual Service Agreement (ISA) for one youth who requires 1:1 hours of care
- Moratorium on Youth Aging out of Care extension

To reduce the magnitude of the increased costs on the deficit there has been a significant reduction in the staffing line of the budget. This has been accomplished through elimination and gapping of positions.

The Ministry Program Supervisor recognizes the challenges outlined by the Finance Director and reiterated the Ministry's position is one that remains focused on early intervention and prevention, so children and families receive

Item	Description
	the supports they need to prevent them from entering care. The Program Supervisor also noted that high needs kids are being looked at more closely and a plan for complex special needs children and the children who are aging out of the system is in development.

The Program Supervisor advised the Board that the Budget allocation details will be released the week of October 13.

10.0 ACCOUNTABILITY ITEMS

10.1 Identity Based Dashboard

The Board reviewed the dashboard as part of its monthly accountability.

10.2 Q1 CCASH Service Plan Update

The Executive Director reviewed the 1st Quarter Service Plan updates with the Board.

10.3 Memo - Executive Director Succession Plan – Annual

The Board read and received the Executive Director Succession Plan Memo. This is an annual letter presented to the Board for Ministry Compliance.

10.4 Equity Audit Workplan - June Update

The Executive Director spoke to the updates to the Equity Audit Workplan and advised the Board that there will be a Presentation of the workplan at the October Board Meeting.

11.0 BOARD CHAIR REPORT

The Board Chair provided a summary of the meetings and work that has taken place over the summer in preparation for the first Board meeting. This includes:

- Preparing and administering the Board Orientation with the Executive Director for the new Board member.
- Meeting with tng Consultants to review Governance principles in preparation for the new board term.
- Confirmed the Chair will attend the next Board President’s Webinar hosted by the Ontario Association of Children’s Aid Societies (OACAS) on September 29, 2022.

12.0 REPORT OF THE EXECUTIVE DIRECTOR

The Executive Director explained the restructuring of Senior Leadership Team since her start as the new Executive Director. This restructuring has taken place due to budget constraints. The E.D. also highlighted the success of the Peder Larsen golf tournament that took place on September 13 and thanked

Item	Description
	<p>the Board members who attended, volunteered, and donated. The E.D. provided a reminder to the Board that September 30, 2022, is Truth and Reconciliation Day and that the Indigenous Employee Resource Group has organized an event for staff.</p> <p>On motion by Father Wilhelm and seconded by Arthur Smith it was resolved THAT: The Board receive the Executive Director's Report for September 2022. CARRIED</p>
13.0	<p>IN CAMERA On motion by Jackie Bajus and seconded by Nora Melara-Lopez it was resolved THAT: The Board move In Camera. CARRIED</p>
14.0	<p>ADJOURNMENT The Chair adjourned the meeting at 1:22 p.m.</p>



Gary Warner, Acting Board Chair



Kristin Prince, Recording Secretary