



## BOARD OF DIRECTORS MEETING

# MINUTES

October 31, 2022

11:33 a.m. – 1:32 p.m.

### Zoom

**Attendees:** Toni Kovach, Chair  
Jackie Bajus  
Melissa Button  
David Hennick (left at 12:55)

Phillip Jeffrey  
Michelle Rodney  
Nora Melara-Lopez  
Father David Wilhelm

Samidha Singhal  
Arthur Smith  
Gary Warner

**Recorder:** Kristin Prince, Staff

**Regrets:** Anthony Frisina (LOA)      Konstantine Ketsetzis      Claudette Mikelsons

**Staff:** Donna Zan, Executive Director  
Marlene Dei-Amoah, Director of Equity & Service  
Trevor Allen, Director of Protection Services  
Scott MacPhee, Director of Finance  
Krystal Buxo, Director of Permanency Services  
Renu Manocha, Director, Human Resources  
Roger Ali, Director, Fund Development & Communications  
Manjit Kaur, Equity Audit Steering Committee Co-Chair  
Andrey Tsrulnikov, Information Systems Manager

**Guests:** Cheryl Pinto, Ministry Program Supervisor

Item	Description
1.0	<b>CALL TO ORDER 11:33</b>
1.1	<u>Reflection</u> Arthur Smith Opened the meeting with a reflection.
1.2	<u>Land Acknowledgement</u> David Hennick 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 that all committee members take a moment to reflect on the Equity Placemat questions to remind ourselves of the importance to consider these questions in our deliberations at this meeting
2.0	<b>REVIEW AND APPROVAL OF THE AGENDA</b> The agenda was approved as presented.

<b>Item</b>	<b>Description</b>
<b>3.0</b>	<b>DECLARATION OF CONFLICT OF INTEREST</b> There were no conflicts of interest declared.
<b>4.0</b>	<b>REVIEW AND APPROVAL OF MINUTES</b>
4.1	The Minutes of the September 26, 2022 Board of Director's meeting were approved as presented.
<b>5.0</b>	<b>PRESENTATIONS</b>
5.1	<u>Equity Audit Workplan Update as of September 30, 2022</u> The Executive Director, Director of Equity & Services and Director of Human Resources presented on the progress that has been achieved on the Equity Audit Workplan across the priority areas which encompasses 88 recommendations.
5.2	<u>Equity Audit Implementation Steering Committee Update</u> The co-chairs of the Equity Audit Implementation Steering Committee provided an overview of the work of the steering committee which included development of a terms of reference.
5.3	<u>Foster Parent Recruitment</u> The Director of Service for Permanency presented the Society's Resource Recruitment strategy. The Society has designated a fulltime Resource Recruitment/ PRIDE Coordinator to recruit skilled caregivers to join the CCASH caregiving team. A Resource Recruitment Strategy Team was also implemented including several staff members within the Permanency area. To assist with our vision and community awareness, CCASH partnered with Red Breast Digital to launch a public marketing campaign. The campaign has been live in the market since May 2022. Eight digital ads were created, each featuring a different campaign tagline depicting diverse children and youth. Social Ads show a combination of in-stream and sponsored posts and ads on Facebook, Messenger, Instagram, and WhatsApp to targeted users from our local Hamilton region. Posters were submitted for approval to the City of Hamilton and are now on display in Recreation & Community Centres and libraries.  The Society is also working closely with the Diocese and other community churches to recruit foster families. There has been an increase in inquiries and the number of individuals wishing to continue the process of becoming a resource caregiver. The goal is to recruit a more diverse group of resource caregivers. The Board members provided potential recruitment opportunities within the diverse community. The Youth Advisory Committee will be invited to participate in the recruitment strategy.

Item	Description
6.0	<b>MINISTRY UPDATES</b>
6.1	<p>The Program Supervisor commented on the agency's great work on the equity audit and foster care recruitment strategy. The Program Supervisor provided the following Ministry updates:</p> <ul style="list-style-type: none"><li>• The funding allocation should be released shortly and possibly within the next two weeks.</li><li>• The Moratorium on youth leaving care has been extended to March 2023. A new framework is being developed for providing youth with the necessary readiness skills as they transition to adulthood.</li><li>• A new process for ordering Personal Protective Equipment (PPE).</li><li>• In 2020, the Auditor General of Ontario recommended that the government consolidate societies into the Provinces Public Accounts beginning in 2022-23. To help to alleviate the additional costs of these changes to societies, transitional grant funding has been made available for the first two years.</li><li>• Child Welfare Redesign: There has been extensive engagement with community partners and the feedback received will be used to develop the policy framework.</li><li>• The funding model is based on the number of children in care. The Ministry is developing a funding model that focuses on early intervention, prevention, and wraparound supports.</li></ul>
7.0	<b>CONSENT AGENDA</b>
7.1	CCASH Monthly Financial Attestation – ending Sept 30, 2022
7.2	Quality Assurance & Risk Management Ct. October 5, 2022 Minutes
7.3	Quality Assurance & Risk Management Ct. Terms of Reference
7.4	OACAS Board-to-Board
	<p>On motion by Father Wilhelm and seconded by Gary Warner it was resolved THAT: <b>The Consent items are approved as presented.</b> CARRIED</p>
8.0	<b>COMMITTEE REPORTS</b>
8.1	<p><u>Youth Advisory Committee (YAC) Update</u> YAC is temporarily put on hold due to the need to recruit youth for the committee. There have been struggles with youth attendance and having diverse perspectives on YAC. There will be an information session and training and development for YAC members. The goal is to have a meeting in January or February. There will be a co-chair and rotating chairs so everyone can be exposed to the leadership role.</p>

<b>Item</b>	<b>Description</b>
8.2	<b><u>Board Retreat Date Discussion</u></b> The Chair advised that Brad Quinn is unavailable on the original retreat date of December 3, 2022. December 10, 2022 was confirmed as the new date of the Board Retreat.
9.0	<b>FINANCE</b>
9.1	<b><u>Statement of Operations</u></b> The Director of Finance presented the September Operating Statement and noted the Society is in a deficit position. The Moratorium and the cost of Outside Paid Resources (OPR) has resulted in a 237,714 deficit after utilizing the entire Balanced Budget Fund. The Society has not received the budget allocation from the Ministry.
10.0	<b>ACCOUNTABILITY ITEMS</b>
10.1	<b><u>Identity Based Dashboard</u></b> The Board reviewed the dashboard as part of its monthly accountability.
10.2	<b><u>Memo: Cyber Security Semi-Annual Briefing</u></b> The Manager of Information Services reviewed the above memo and reported there is no immediate threat to the agency's cyber security. The importance of staff training was stressed as the user is the most vulnerable aspect. The Society has undertaken significant training for staff to reduce risk.
10.3	<b><u>Memo: Overview of Accountability Agreement</u></b> The Executive Director reviewed the Accountability Agreement as it is an annual briefing of the items the Board is responsible for under the Broader Public Sector Accountability.
10.4	<b><u>Memo: Factual Certificate Attestation</u></b> The Executive Director reviewed that the Factual Certificate is an annual attestation that the agency is following all requirements under the Broader Public Sector Accountability.
10.5	<b><u>Memo: French Language Services (FLS)</u></b> The Executive Director reviewed the French Language Service team composition and that there has been an increase in French language service capacity in the areas of kinship, children's services and legal.
10.6	<b><u>FLS Compliance Attestation Form for Designated Recipient</u></b> Attestation has been completed and submitted.
10.7	<b><u>FLS Quality Improvement Plan for Societies CCASH</u></b> The Executive Director shared that the FLS QIP was submitted to the Ministry to confirm that the agency is meeting the requirements of partial French Language Service designation. The Society is trying to increase capacity in delivering French Language Services in the residential area.
10.8	<b>Q2 CCASH Service Plan</b>
10.9	<b><u>Equity Audit Work Plan – September Updates</u></b> – discussed in Item 5.1

Item	Description
11.0	<p><b>BOARD CHAIR REPORT</b></p> <p>The Chair thanked Gary Warner for assuming the Chair role during their leave. The Chair reviewed that she would be meeting with Brad Quinn from tng as she undertakes the new role as Chair.</p> <p>The highlights from the Board Presidents webinar on September 29, 2022 was shared which included:</p> <ul style="list-style-type: none"><li>• The current year's budget is scheduled to be released in mid-October and would be close to the planning allocation.</li><li>• Child Welfare Redesign is framed as a 10-year timeframe, not short term.</li><li>• The moratorium on leaving care extended to March 31, 2023. It is to be the last extension, will be replaced by a leaving care readiness program.</li></ul> <p>On October 27, 2022, the Chair attended the Board President's webinar. The discussion focused on the Societies not receiving the Child Welfare budget allocation; however, it will be released shortly. The funding formula is still being reviewed.</p>
12.0	<p><b>REPORT OF THE EXECUTIVE DIRECTOR</b></p> <p>Due to time constraints the Executive Director did not provide an overview of her report and was available for any questions.</p> <p>On motion by Melissa Button and seconded by Phillip Jeffrey it was resolved THAT: <b>The Board receive the Executive Director's Report for September 2022.</b></p> <p>CARRIED</p>
13.0	<p><b>IN CAMERA</b></p> <p>On motion by Father Wilhelm and seconded by Jackie Bajus it was resolved THAT: <b>The Board move In Camera.</b></p> <p>CARRIED</p>
14.0	<p><b>ADJOURNMENT</b></p> <p>The Chair adjourned the meeting at 1:32 p.m.</p>



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Toni Kovach, Board Chair



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Kristin Prince, Recording Secretary