



BOARD OF DIRECTORS MEETING

MINUTES

September 25, 2023

11:39 a.m. – 1:10 p.m.

Beatrice Kemp Boardroom

Attendees: Toni Kovach, Chair Giovanni Carranza Samidha Singhal
Jackie Bajus Phillip Jeffrey Gary Warner
Melissa Button Nora Melara-Lopez Father David Wilhelm

Recorder: Kristin Prince, Staff

Regrets: Anthony Frisina Konstantine Ketsetzis Michelle Rodney

Staff: Donna Zan, Executive Director
Scott MacPhee, Director of Finance
Krystal Buxo, Director of Permanency Services
Marlene Dei-Amoah, Director of Equity & Service
Renu Manocha, Director of Human Resources

Guests: Courtney Hall, Quality Assurance Supervisor

Item	Description
1.0	CALL TO ORDER
1.1	<u>Reflection</u> Jackie Bajus opened the meeting with a reflection.
1.2	<u>Land Acknowledgement</u> Phillip Jeffrey provided 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.
2.0	REVIEW AND APPROVAL OF THE AGENDA The agenda was approved as presented.
3.0	DECLARATION OF CONFLICT OF INTEREST No conflicts were declared.

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| 4.0 | REVIEW AND APPROVAL OF MINUTES |
| 4.1 | The minutes of the June 12, 2023, Board of Director Meeting were approved as presented. |
| 5.0 | CONSENT AGENDA |
| 5.1 | CCASH Monthly Financial Attestations Jun, Jul, Aug 2023 |
| 5.2 | Fundraising Ct. Sept 7, 2023 Minutes |
| 5.3 | Audit & Finance Ct. Sept 18, 2023 Minutes |
| 5.4 | Governance Ct. Sept 20, 2023 Minutes |
| 5.5 | Governance Ct. ToR DRAFT |
| 5.6 | 2023-24 BBF Addendum Prelim-CCASH EN |
| 5.7 | FLS Compliance Attestation Form for Designated Recipient CCASH signed |
| 5.8 | FLS Quality Improvement Plan for Societies CCASH signed |
| 5.9 | Glossary of Terms & Acronyms Updated Copy |
| 5.10 | Announcement - Nicole Bonnie |
| 5.11 | OACAS Update - Interim and Recruitment Strategy for OACAS CEO |
| 5.12 | Report of the Executive Director Sept 2023 |
| 5.13 | Identity Based Dashboard Sept 2023 |
| | On motion by Fr. Wilhelm and seconded by Gary Warner it was resolved THAT:
The Consent Items are approved as presented.
CARRIED. |
| 6.0 | FINANCE |
| 6.1 | <u>August OPS Statement</u>
The Director of Finance provided a summary of the August Operating Statement for the Agency. No concerns were highlighted. |
| 7.0 | COMMITTEE WORK REQUIRING INPUT OR DECISION |
| | <u>Audit & Finance Committee</u>
Audit & Finance Committee Chair, Fr. Wilhelm provided a summary to the Board of the financial documents that the Audit & Finance committee reviewed at their meeting on Sept 18, 2023. Residential costs remain the most concerning financial risk for the agency. The Board inquired how effective foster care is in offsetting residential costs. The Director of Permanency explained that despite an extensive recruitment campaign, response rates remain low for families interested in fostering. This work remains ongoing. |
| 7.1 | <u>2023-2024 Child Welfare Budget Allocation</u> |
| 7.1.1 | Memo Child Welfare Budget 2024F |
| 7.1.2 | 2023.08.03 MCCSS West Region RD Memo - 2023-24 ABA - HCCAS_English |
| 7.1.3 | 2023-24 CYFSA Approval Letter Hamilton Catholic EN |
| 7.1.4 | 2024 Child Welfare Budget |
| 7.1.5 | 2024 NCW Budget |
| 7.1.6 | 2023-24CWApproved Budget Allocation Details Hamilton Catholic |

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| | <p>On motion by Fr. Wilhelm and seconded by Jackie Bajus it was resolved THAT <i>The Audit and Finance Committee recommends that the Board approves the 2023-24 Child Welfare and Non-Child Welfare Budgets submission as presented and due September 28th, 2023 to the Ministry.</i>
CARRIED.</p> |
| 7.2 | <u>Governance Committee</u> |
| 7.2.1 | <u>Board Retreat Discussion – Sat. Dec. 2 (8:30 a.m. – 12:00 p.m.)</u>
<p>The Board decided on the Board retreat topic: <i>Sexual Orientation Gender Identity Expression Training (SOGIE)</i>. This session will be facilitated by the staff SOGIE Lead at the agency.</p> |
| 7.2.2 | <u>2023-2024 Board Workplan</u>
<p>The Board reviewed the Board workplan with Governance committee members and had no suggested changes or additions.
On motion by Nora Melara-Lopez and seconded by Melissa Button it was resolved THAT <i>That the Board approves the 2023-2024 Board Work Plan as presented/amended dated September 25, 2023.</i>
CARRIED.</p> |
| 7.2.3 | <u>3.1.2 Strategic Plan & Renewal Policy</u>
<p>The Board reviewed the policy and had no suggested changes or additions.
On motion by Phillip Jeffrey and seconded by Gary Warner it was resolved THAT <i>That the Board approves the 3.1.2 Strategic Plan and Renewal policy to stand as presented.</i>
CARRIED.</p> |
| 8.0 | ACCOUNTABILITY ITEMS |
| 8.1 | <u>Q1 CCASH Service Plan Update</u>
<p>The Executive Director provided an update on Q1 of the agency's Service Plan. The new objectives for this years service plan are:</p> <ul style="list-style-type: none">• Quality Standards Framework (QSF) Implementation• Staff Wellness• Integrating Spiritual Care into Service Delivery• Equity <p>QSF is a significant change management process with major staffing implications. Staffing needed to be increased to support staff as they learn how to navigate the new framework. The Director of Permanency will present an update on the QSF Implementation progress at a subsequent Board Development session.</p> |

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| | <p>Funding was acquired through a grant for a wellness coordinator position. The wellness coordinator has been hired and is working on a wellness plan for staff.</p> |
| | <p>Operationalizing spiritual care is taking place through the Protection teams. Work is being done with both staff and families to improve competence and awareness of spiritual principles to be incorporated into care planning. The Executive Director asked the Board to consider a presentation on Spiritual Care for a future Board Presentation.</p> |
| | <p>Equity work remains ongoing and is very tied to the daily work at the agency. Members of the Senior Team are working with the Equity Audit Implementation Steering Committee (EAISC) and continue to remain focused on staff training and collecting identity-based data (IDBD) to help provide holistic service to families. There has been great progress to date in support of the workplan.</p> |
| 8.2 | <p><u>MEMO Executive Director Succession Plan Annual Approval 2023 2024</u>
The Executive Director named Director of Service & Equity, Marlene Dei-Amoah as Successor if required.</p> |
| 8.3 | <p><u>Equity Audit Workplan - June Update</u>
Supervisor of Quality Assurance, Courtney Hall, provided a live demonstration on how to navigate the Equity Audit Workplan Dashboard for the Board. The ED highlighted more major Q1 accomplishments and equity driven projects. More work is scheduled to be done RE: HR policies in the fall.</p> |
| 8.4 | <p><u>Quality Improvement Plan Dashboard – Provincial Comparison</u>
The Supervisor of Quality Assurance, Courtney Hall, reviewed the Quality Improvement Plan Dashboard with the Board, showcasing the agency’s performance in comparison to other agencies in the region. CCASH outperformed its provincial comparators.</p> |
| 8.5 | <p><u>MEMO: Overview of Accountability Agreement</u>
Currently, the agency has signed the most up to date Accountability Agreement and is in good standing with the ministry. The Ministry is working on an updated accountability agreement at this time and any updates will be provided through the ministry.</p> |
| 8.6 | <p><u>MEMO: Factual Certificate Attestation</u>
The Executive Director shared the Factual Certificate Memo with the Board. This memo confirms the agency follows the Broader Public Sector Ministry requirements. All annual document/reporting requirements are posted.</p> |

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| 9.0 | BOARD CHAIR REPORT
The Board Chair advised the Board that there have not been any Board President meetings since May. The Chair also reminded the Board to participate in the Strategic Plan Consultation Session on Tuesday October 17th. The Chair will attend the agency's staff recognition event on behalf of board. |
| 10.0 | IN CAMERA
On motion by Fr. Wilhelm and seconded by Melissa Button it was resolved THAT <i>The Board move in camera.</i>
CARRIED |
| 11.0 | ADJOURNMENT – 1:10PM |



Toni Kovach, Board Chair



Kristin Prince, Recording Secretary