



BOARD OF DIRECTORS MEETING

MINUTES

November 27, 2023
11:36 a.m. – 1:41 p.m.
Beatrice Kemp Boardroom

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

Recorder: Kristin Prince, Staff

Regrets: Konstantine Ketsetzis Phillip Jeffrey Father David Wilhelm
Anthony Frisina Michelle Rodney

Staff: Donna Zan, Executive Director
Trevor Allen, Director of Protection Services
Scott MacPhee, Director of Finance
Krystal Buxo, Director of Permanency Services
Marlene Dei-Amoah, Director of Equity & Service
Renu Manocha, Director of Human Resources
Courtney Hall, Quality Assurance Supervisor

Guests: None

Item	Description
1.0	CALL TO ORDER
1.1	<u>Reflection</u> Gary Warner opened the meeting with a reflection.
1.2	<u>Land Acknowledgement</u> Jackie Bajus 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.

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| 3.0 | DECLARATION OF CONFLICT OF INTEREST
There were no conflicts declared. |
| 4.0 | REVIEW AND APPROVAL OF MINUTES |
| 4.1 | The September 25 th , 2023, Board of Director Minutes were approved as presented. |
| 5.0 | CONSENT AGENDA |
| 5.1 | CCASH Monthly Financial Attestations Sept & Oct 2023 |
| 5.2 | Nominating Ct. Oct 12, 2023 Minutes |
| 5.3 | Nominating Committee ToR DRAFT Jan.31.2022 |
| 5.4 | Governance Ct. Nov 2, 2023 Minutes |
| 5.5 | Audit & Finance Ct. Nov 16 2023 Minutes |
| 5.6 | Audit & Finance ToR DRAFT |
| 5.7 | Board to Board - September 2023 |
| 5.8 | Report of the Executive Director Sept 2023 |
| 5.9 | Identity Based Dashboard Oct 2023 |
| 5.10 | Identity Based Dashboard Nov 2023 |
| 5.11 | Oct OPS Statement |
| 5.12 | Article: Children Living in Hotels
<u>Proposed Motion</u>
On motion by Gary Warner and seconded by Melissa Button it was resolved THAT:
The Consent Items are approved as presented.
CARRIED. |
| 6.0 | FINANCE |
| 6.1 | <u>MEMO: Residential Costs</u>
The Executive Director presented the memo on residential costs. There were more new admissions than expected for the month of November, which will impact the budget. The agency is currently forecasting a surplus for the yearend; however this is subject to change pending any increased boarding costs. The board will be informed as the situation evolves. Overall, CCASH is performing well compared to other agencies. |
| 7.0 | COMMITTEE WORK REQUIRING INPUT OR DECISION |
| 7.1 | <u>Governance Committee</u> |
| 7.1.1 | <u>3.2.1 Organizational Compliance Policy</u>
<u>Proposed Motion:</u>
<i>On motion by Samidha Singhal and seconded by Jackie Bajus it was resolved THAT:</i>
The Board approves board policy 3.2.1 Organizational Compliance Policy as amended. |

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| | CARRIED. |
| 7.1.2 | <u>3.2.2 Principal Risks Policy</u>
<u>Proposed Motion:</u>
<i>On motion by Samidha Singhal and seconded by Melissa Button it was resolved THAT:
The Board approves board policy 3.2.2 Principal Risks Policy as amended.</i>
CARRIED |
| 7.2 | <u>Youth Advisory Committee Update</u> |
| 7.2.1 | YAC members would like to have less formal role as committee, only reporting on an as needed basis. The Board feels it is important for the committee to maintain board member presence on committee that acts as a link to the Board if needed. Executive Director will consult with Brad Quinn from tng consultants about this matter and return with an update at the February Board meeting.
<u>Proposed Motion:</u>
On motion by Toni Kovach and seconded by Giovanni Carranza it was resolved THAT:
<i>The status and function of the Youth Advisory Committee be operational with updates being provided to the board on an as needed basis be deferred.</i>
CARRIED. |
| 8.0 | ACCOUNTABILITY ITEMS |
| 8.1 | <u>Q2 CCASH Service Plan Update</u>
The Executive Director provided an update on the progress of the agency's service plan for Q2. |
| 8.2 | <u>Equity Audit Workplan - September Update</u>
The Executive Director reviewed the September workplan updates. Much of the policy work is set to be completed by the end of March. Human Resource (HR) staff have has been busy rolling out new HR management system which has taken up most of the department's time, but with this now implemented, HR can focus more closely on policy work for equity workplan. |
| 8.3 | <u>Standard Quality Improvement Plan (SQIP)</u>
The Supervisor of Quality Assurance reviewed the results of the SQIP for the board. The agency achieved 99% compliance, which is an increase from the last reporting period. |
| 8.4 | <u>Bi-Annual Risk Assessment</u>
The Executive Director reviewed the risk assessment matrix and highlighted financial risk, cyber security and increased workload due to Quality Standards Framework implementation. |

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| 8.5 | <p><u>Balanced Scorecard</u>
The Supervisor of Quality Assurance reviewed the Balanced Scorecard results.</p> |
| 9.0 | <p>BOARD CHAIR REPORT
Board Chair Toni Kovach provided her report for the Board. Toni reported on attending the Foster Parent Dinner. This was the first dinner since 2019 and it was a success.</p> <p>Donna and Toni attended the Council of Catholic Service Organizations together. This is to identify what each organization accomplishes/contributes to the Catholic community.</p> <p>Toni provided a reminder that on Nov 30th there is another board consultation session scheduled with the Strategic Plan Consultants.</p> <p>Toni reminded the board that this Saturday Dec 2nd is the annual board retreat and this year the topic is Sexual Orientation Gender Identity and Expression (SOGIE) training.</p> |
| 10.0 | <p>IN CAMERA
<u>Proposed Motion</u>
On motion by Jackie Bajus and seconded by Gary Warner it was resolved THAT:
<i>The Board move in Camera.</i>
CARRIED.</p> |
| 11.0 | <p>ADJOURNMENT -
The meeting was adjourned at 1:41pm.</p> |



Toni Kovach, Board Chair



Kristin Prince, Recording Secretary