



BOARD OF DIRECTORS MEETING

MINUTES

April 29, 2024

11:38 a.m. – 1:20 p.m.

Zoom

Attendees: **Toni Kovach, Chair** Giovanni Carranza (Left at 12:22) Father David Wilhelm
Jackie Bajus Nora Melara-Lopez Gary Warner
Melissa Button Samidha Singhal

Recorder: Kristin Prince, Staff

Regrets: Phillip Jeffrey Konstantine Ketsetzis Michelle Rodney

Staff: Donna Zan, Executive Director
Scott MacPhee, Director of Finance
Marlene Dei-Amoah, Service Director, Equity, Diversity, Inclusivity

Guests: None

Item	Description
1.0	CALL TO ORDER – 11:38 AM
1.1	<u>Reflection</u> Giovanni Carranza-Hernandez opened the meeting with a reflection.
1.2	<u>Land Acknowledgement</u> Fr. Wilhelm provided the Land Acknowledgment.
1.3	<u>Equity Placement</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 There were no conflicts to declare.
4.0	REVIEW AND APPROVAL OF MINUTES
4.1	The minutes of February 26, 2024 Board of Director Meeting were approved as presented.

Item	Description
5.0	CONSENT AGENDA
5.1	CCASH Monthly Financial Attestation – Feb 2024 & Mar 2024
5.2	Fundraising Ct. Feb 28, 2024 Minutes
5.3	Governance Ct. Mar 7, 2023 Minutes
5.4	Audit & Finance Ct. Apr 11, 2024 Minutes
5.5	Nominating Ct. Apr 10, 2024 Minutes
5.6	QA & RM Ct. Apr 18, 2024 Minutes
5.7	Report of the Executive Director
5.8	Identity Based Dashboard March 2024
5.9	Identity Based Dashboard April 2024
5.10	Board to Board February 2024
5.11	Board to Board March 2024
5.12	CCAS Engagement Letter 2023
5.13	Audit Planning Letter HGK 2023
5.14	Board Composition and Skills Matrix Survey Results
5.15	Planning for the Next Term Survey Results
	On motion Melissa Button and seconded by Nora Melara-Lopez it was resolved THAT: <i>The Consent Items are approved as presented.</i> CARRIED.
6.0	MINISTRY UPDATES
6.1	<u>Ministry Licensing Investigation</u> The Executive Director and Director of Permanency provided an update on the unlicensed placement matter with the Ministry. CCASH has one youth in an unlicensed placement after an exhaustive search to locate a licensed option. The youth is doing well in their current placement, so it is important to not destabilize this youth. Banyan Community Services has just opened a two-bed residential program that will be operational in May and the agency is trying to see if the youth can be placed in this residence. The unlicensed program considered applying for a license, but the licensing process takes approximately 18 months and at this time, the agency is not pursuing licensing. Agencies must exercise due diligence and be able to defend their reasoning for placements at unlicensed facilities. The board suggested asking unlicensed program to start the process for licensing, so it is a sign of good faith with the Ministry. Regular updates are being provided to the Ministry. The ED will provide the Board with an update when it is available.
6.3	<u>Visit from Assistant Deputy Minister</u> On April 11 th Assistant Deputy Minister Linda Chihab visited the agency and met with the Executive Director and members of the Senior Leadership Team. This was an opportunity to discuss successes and also highlight concerns. Areas

Item	Description
	<p>of concern that were highlighted included the placement crisis, funding formula and administrative burden. It was made clear the funding for child welfare would not be increasing. Additionally, discussion took place regarding the agency's excellent compliance results. ADM Chihab commented on how well CCASH is doing, and that this information was passed onto the Minister.</p> <p>The visit also included discussion regarding the faith-based approach of CCASH. The ADM asked for the agency's updated balanced scorecard when it was complete. Overall, this was a positive meeting with the ADM.</p>
7.0	FINANCE
7.1	<u>End of Year Financial Update</u> The agency ended the year with a \$186k surplus. Compared to other agencies across the province, CCASH has performed very well. Half of the surplus will go into the Balanced Budget Fund and can be used to help cover deficits for the next three years. \$142k already in BBF which is planned for 2024-2025 year as it expires this year.
8.0	COMMITTEE WORK REQUIRING INPUT OR DECISION
8.1	<u>Governance Committee</u>
8.1.1	<u>3.2.4 Audit Function Policy</u> On motion by Samidha Singhal and seconded by Jackie Bajus it was resolved THAT: <i>That the Board approves 3.2.4 Audit Function Policy as amended.</i> CARRIED.
8.1.2	<u>3.2.5 Executive Director Performance</u> <i>On motion by Samidha Singhal and seconded by Dr. Gary Warner it was resolved THAT:</i> <i>The Board approves the 3.2.5 Executive Director Performance Policy as amended.</i> CARRIED.
8.2	<u>Nominating Committee</u>
8.2.1	<u>Executive Committee Appointment</u> The Nominating committee Chair confirmed that they were able to secure agreement from the following directors to sit on the 2024-2025 Executive Committee. These directors' roles will be ratified at the AGM: <i>Dr. Gary Warner (Chair), Phillip Jeffrey (Vice Chair), Nora Melara-Lopez (Secretary) & Fr. David Wilhelm (Treasurer).</i>

Item	Description
8.2.2	<p data-bbox="407 228 902 260"><u>Board Committee Membership DRAFT</u></p> <p data-bbox="407 266 1421 415">The board reviewed and discussed the draft committee slate for next term. Several suggestions were made, and the draft was updated and will be discussed again at the next Nominating Committee in May. A final draft will be presented at the June Board meeting.</p>
9.0	ACCOUNTABILITY ITEMS
9.1	<p data-bbox="407 501 972 533"><u>Equity Audit Work Plan Update March 2024</u></p> <p data-bbox="407 539 1421 768">Key areas of progress over the last quarter were shared which include the Anti-Black Racism Lead being hired. This position helps with case consulting, implementation of the OVOV race equity principles and community engagement activities; we are ready to launch the Heart & Spirit curriculum, HR policy work is almost complete; Anti-Black racism and Equity training through OACAS will be launched in the summer.</p> <p data-bbox="407 814 1421 919">The Director of Equity and Service explained the updated school board protocol was looked at through equity lens. Importance in protocol to do some recognition to Truth and Reconciliation and calls to action.</p>
9.2	<p data-bbox="407 968 753 999"><u>Q4 Service Plan 2023-2024</u></p> <p data-bbox="407 1005 1386 1077">The Executive Director reviewed the Q4 Service plan updates and explained what work has been completed.</p>
9.3	<p data-bbox="407 1125 712 1157"><u>Risk Assessment Matrix</u></p> <p data-bbox="407 1163 1421 1581">This is a semi-annual report. Finances are considered high risk given we are projecting a deficit due to the high cost of residential care. Overrepresentation in service delivery and residential crisis is a major area of focus. The Director of Information Systems will host a board development session in the future as cybersecurity remains an area of risk for the agency. Staff will continue to participate in cybersecurity training modules to mitigate risks. Litigation risks remain due to the nature of the work, the agency is always vulnerable to the risk of litigation. The Ministry implemented a new risk assessment process that was rolled out earlier this year. CCASH will need to complete the assessment in the summer (July) and present to the board at the September meeting.</p>
9.4	<p data-bbox="407 1629 959 1661"><u>Standard Quality Improvement Plan (SQIP)</u></p> <p data-bbox="407 1667 1421 1738">The agency's overall compliance for the May SQIP submission to the Ministry is 99%.</p>
9.5	<p data-bbox="407 1787 683 1818"><u>SQIP Board Summary</u></p> <p data-bbox="407 1824 1421 1890">Chart shows how CCASH compared to every other agency in the province. Unofficially CCASH had the highest compliance in the province.</p>

Item	Description
10.0	<p>BOARD CHAIR REPORT</p> <p>The Board Chair participated in the April 8th OACAS meeting. The OACAS continues to search for a CEO. Looking for two associate members to join OACAS with background and knowledge in complex mental health and special needs. The board chair asked all directors to please share any suggested topics for discussion at the Board Chair meetings.</p> <p>The Chair reminded the board that they hold crucial leadership in enhancing outcomes for children and families and that everyone should stay apprised of child welfare developments. Directors must continue to think about safety and cultural development, the right support, youth leaving care, more intensive support at earlier ages and essential educational supports.</p>
11.0	<p>IN CAMERA</p> <p>On motion by Dr. Gary Warner and seconded by Fr. Wilhelm it was resolved THAT: <i>That the Board move In Camera.</i> CARRIED.</p>
12.0	<p>ADJOURNMENT – 1:20PM</p>



Toni Kovach, Board Chair



Kristin Prince, Recording Secretary