



**Minutes
Meeting of the SHIP Board of Directors
Wednesday, January 23, 2019
SHIP Head Office**

969 Derry Road East, Unit 107, Mississauga ON L5T 2J7

In Attendance:	John Williamson Louise Kindree	Robert Simeon Keith Ward
Regrets:	Ron Ramjitsingh Lorraine Gandolfo	Steven Parfeniuk
Via teleconference:	Randy Beyers	
Staff:	Laurie Ridler Sharon Fernandes	Janice Peters David Marcy

Call to Order and Welcoming Remarks:

The meeting was called to order at 6:30 p.m. by John Williamson who welcomed members and guests. Sharon Fernandes was Recording Secretary.

Declaration of Conflict of Interest:

No conflict of interest was declared

Statutory Reporting:

Laurie confirmed that to the best of her knowledge SHIP is financially and operationally compliant with expectations from legislation and all their guidelines.

Motion to Approve Consent Agenda:

Summary of items on the Consent Agenda include:

- Recommendation to approve regular agenda
- Recommendation to approve draft minutes December 19, 2018
- Recommendation to approve action Items update from the Board meeting of December 19, 2018
- Recommendation to approve 3rd quarter Finance Report
- Recommendation to approve Accreditation Report
- Recommend to receive Board calendar

The board approves the items on the consent agenda for Wednesday January 23, 2019 as circulated with the following 3 amendments:

Secretary and / or  Chairman

- Introduction of David Marcy, Director of Human Resources
- Removal of the 3rd quarter finance report as there are a few questions from Board Members
- Inclusion of standard practices for Committee Meetings under New Business

Moved by Louise Kindree
 Seconded by Robert Simeon
 Carried

Laurie provided a brief introduction on the new Director of HR, David Marcy to the Board.

David informed the Board that he is a CHRL with over 15 years of HR experience. He is also an educator and teaches Human Resources at Conestoga College.

David intends on working on updating the Human Resources strategy keeping in alignment with the SHIP strategic plan and developing stronger relationships with his team.

John requested David to provide some direction on on-boarding processes for Board Members as well as how the Board can assist or maybe even participate in staff onboarding.

3rd Quarter Financial Report

John had the following queries:

A number of purchases were highlighted in the quarterly report. Janice informed John that these purchases follow a thorough procurement process through BPS

Down payment – the \$100,000 is only being considered as a possible investment in a project

Vacation accrual – Steven does not wish to continue with the vacation accrual as this will free up \$40,000 that can go toward programming. But BDO will not allow for the accrual to be eliminated as this has to be included as a standard account expense. SHIP will continue to do an accrual at year end for vacation that has not been used by staff.

Sick time: 5 tenured staff have been allowed to grandfather sick time – Laurie clarified that there isn't any cash value attached to this accumulated sick time. John asked for documentation on where this is recorded. Laurie informed John that this is documented in QHR Quadrant.

Moved by Robert Simeon
 Seconded by Keith Ward
 Carried

John had a query on the Accreditation report – the Client and family engagement standards will be taken back to the Accreditation Steering Committee and Janice will come back with a more robust report.

Provincial Leadership:

No new updates

Enhance Housing and Service Capacity:

Quality

The committee completed a review the Enterprise Risk Registry.

 Secretary and / or  Chairman

Maximize Engagement:

Governance Update

- Went over the Board Goal Action Plan
- Waiting on updates from Randy and Lorraine
- The committee work plan was approved
- Louise suggested that the governance committee focus on the completion of a Governance Manual, based on the index that was shared. Louise asked if the Board had any more suggestion on what the manual should include. Keith recommended that the manual include general and property liability coverage.
- Board Recruitment: John will proceed with ICD and Robert will follow up with Charity Village. We also have a potential candidate with Thomas DiCarlo from BDO.

ACTION: SHARON to send out the Board Skills Matrix to John

ACTION: John recommended that Janice send the current liability coverage to the Finance and Risk committee so that they can review it and ensure that we are appropriately covered.

Education

- No new updates

New Business:

Dufferin Community Land Trust Development

Janice and Cory are working on a potential partnership/collaboration to build a housing building in Dufferin County. This project is still in the conceptual stage. Habitat for Humanity, SHIP, Dcafs, Family transition place and community living Dufferin are the agencies involved in this collaboration.

Each of these organizations has either money or land to contribute to the development of this project. This is what the \$100,000 has been set aside for.

Laurie mentioned that we presently have a staff lead on this project and enquired if there is one Board Member that would like to be a part of this process as a liaison for this project and part of the development process. This board member would have to be available when the staff lead requires board expertise or input. Louise Kindree volunteered to be a lead on this project.

The SHIP board made a motion and endorses that Louise Kindree is the operational staff of the organization to further plan the project based on the conceptual vision presented and with and understanding that additional information will follow.

Moved by Robert Simeon
Seconded by Keith Ward
Carried

Finance and Risk Committee

Tuesday, January 15th the committee had a meeting. Janice had a correction to the agenda, items 3.1 and 3.4 were addressed by Janice and not Steve.

Secretary and / or  Chairman

Keith followed up with Marcia on the Roth Integrated asset management solutions (IAMS) report. Keith anticipates that this risk analysis report will be ready by March 31st, 2019.

Marsh identified 65 risks in the ERM report. This raw data has been assigned to staff to analyze, the summary of these 65 risks will go to the Quality Assurance committee for further review. The Quality Assurance committee will share a final report with the finance and risk committee which will then be brought back to the board.

Randy said that he would like to see the true raw risks once 65 risks are pruned.

Terms of reference for the committee – Keith to rewrite a revised terms of reference for the committee to review.

Standard practices for Committee Meetings:

- Laurie would like for all the committees to reach a decision on what process the committees would like to follow in terms of document management and minutes.
- How approved minutes will be processed, signed and then posted to a web portal to access documents.
- John stated that each committee maintain its own minutes and record keeping. Sharon to provide support only for Board Meetings.

ACTION: Laurie and Sharon will discuss what process works best and bring back to the board for feedback (perhaps using dropbox for sharing documents).

Next Meeting:

The date of the next Board Meeting is Wednesday February 27th, 2019 at SHIP.

Adjournment

There being no further business to be brought before the Board, the meeting was declared adjourned at 8:20 p.m.


Moved by Robert Simeon
Seconded by Keith Ward
Carried

In camera Meeting

Moved by Robert Simeon
Seconded by Keith Ward
Carried

Resumption of Public Meeting

Moved by Robert Simeon
Seconded by Keith Ward
Carried



John Williamson
Board Chair

and / or

Lorraine Gandolfo
Secretary

Secretary and / or


Chairman