



Minutes
Meeting of the SHIP Board of Directors
Wednesday, June 26, 2019
SHIP Head Office
969 Derry Road East, Unit 107, Mississauga ON L5T 2J7

In Attendance:	John Williamson Robert Simeon	Louise Kindree
Via teleconference:	Keith Ward	Randy Beyers
Guests	Natalie Saarimaki Angela Nichol	Thomas Di Carlo
Regrets:	n/a	
Staff:	Laurie Ridler Sharon Fernandes David Marcy Lesley Nagoda	Janice Peters Steven Parfeniuk Leslie Barnes

Call to Order and Welcoming Remarks:

John Williamson who welcomed members and guests called the meeting to order at 6:40 p.m. Sharon Fernandes was Recording Secretary.

Declaration of Conflict of Interest:

No conflict of interest was declared with the exception of Janice and Louise who are part of the Headwaters Board where they agree to abide by the confidentiality of the Board.

Statutory Reporting:

Laurie confirmed that to the best of her knowledge that 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:

- Recommend to approve regular agenda
- Recommend to receive Board calendar
- Recommend to receive Accreditation Report to the Board
- Recommend to approve CFO Report – Tender for Auditors

The board approves the items on the consent agenda for Wednesday June 26, 2019 as circulated.

Secretary and / or Chairman

Moved by Louise Kindree
Seconded by Robert Simeon
Carried

Presentation of the draft Audited Financial Statements

Angela Nichol from BDO presented on the financial statements – while Natalie Saarimaki presented on the Report to the Board.

The financial statements included:

- Statement of financial position
- Statement of Changes in Net Assets
- Statement of Operations
- Statement of Cash Flows
- Notes to the Financial Statements.

The Report to the Board included:

- Summary
- Audit Findings
- Internal Control Matters
- Other required communications

The Board had the following question that resulted from the rent revenue section in the audit findings presentation of the financial statements:

What percentage makes up the cash rent transactions? Finance informed the Board that the amount varies from month to month depending on how many new tenants move in, which could be anywhere from \$4,000.00 - \$7,000.00 monthly. In total less than \$100,000.00 per year – but at the end of the day significant. Finance also informed the Board that SHIP is trying to minimize the number of cash transactions by introducing debit machines; however a major factor to contend with is that a majority of our client base do not have banking accounts with financial institutions and that they deal mostly with cash only.

There was also a discussion on material uncertainties related to events and condition that may cast significant doubt on the entity's ability to continue as an ongoing concern. John enquired as to whether the LIHN's disbanding was not of significant material uncertainty and whether it needed to be disclosed in the financial statements.

A decision was made that bullet 13 from the notes to the financial statement which states "the organization is economically dependent on the funding it receives from the government" was fair disclosure.

Natalie Saarimaki also indicated that the statements as well as all corresponding notes were reviewed independently by their Head Technical Lead who felt there was nothing more to add to material uncertainties.

At the end of the presentation Randy Beyers, Board Treasurer provided consent to use his electronic signature on the Statement of Financial Position

Secretary and / or _____ Chairman

Provincial Leadership:

Health Transformation Discussion

There has been no real movement on the OHTs'. Janice recommended that the Board maintain vigilance on municipal funding dollars. The Region of Peel has been realigning their teams and trying to also avail of the health dollars.

The best SHIP can do is to attend every meeting that there is now.

Laurie is going to send the letter intended for Christine Elliot to the associate Minister of Mental Health instead. We are also waiting on our new media packages so we are able to make a better impression on the new Minister of Mental Health. The intention is to send this letter out by the end of summer.

The readings said that they will form a group of knowledgeable leaders for the geographical area of Ontario

John is looking for a more formalized format on what SHIPs plan is. Janice informed John that a detailed report was sent out at the last Board Meeting. Janice will update and resend the last Strategic Management Plan/report and also identify the sections that the Board needs to focus on.

Janice recommends that the Board also read up on new legislations on Bill 116 and Bill 74.

Enhance Housing and Service Capacity:

Quality

Louise presented the 4th Quarter Quality report to the Board.

There were two breaches this quarter.

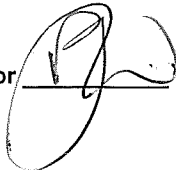
- The first breach, was a misdirected letter to a client. The letter was retrieved and the incident was resolved. This breach is reportable to the IPC annual statistics.
- The Second breach involved an unauthorized disclosure of information to the police about program location of one our clients. This breach was also resolved.

Surveys

Ontario Perception of Care (OPOC) surveys will be delivered to clients in early July. The information from the surveys will help identify areas of strength on which we can continue to build and areas that we can improve.

The Healthy Housing Tenant surveys will also be delivered concurrently with the OPOC questionnaires. This survey will gain an understanding of our tenant's perception of the quality of service they receive.

The surveys will be distributed electronically (online) which is a shift from previous years where the surveys were paper. Survey takers will have the option to get a paper copies if that is their preference.

Secretary and / or  Chairman

Enterprise Risk Management

The risk management framework has been shared with the management team is being shared with the all other staff teams. The executive team once a month looks at couple of identified risks from the register and ensures a mitigation is plan in place.

Client Safety Plan

A client safety plan is under revision and will be provided to the Board for review and then shared with the staff teams.

Client Incidents

We have had total 9 client related incidents since April 1, 2019 and none of the incidents have been deemed critical. For comparison, we had 25 total incidents for Q1 last fiscal year with 8 being deemed critical. Part of the reduction is the change tin the reporting structure and an increased focus by all staff on client safety.

Staff Incidents

We have had 6 staff incidents since April 1, 2019 and none have been deemed critical by Ministry of labour definitions. This is the first year QA is tracking staff incidents so there are no comparison from previous years.

Records management

We are in the process of digitizing client and staff records. Client records are about 50% complete with the hope to have all client files electronic by the end of Q2. All staff hired since April 1, 2019 are electronic and almost 100% of the recruitment process is now done electronically.

Goreway Property Update

Janice had our lawyers work on the letter of intent. Once it is ready, it will be sent to the owner.

The Region of Peel has their council meeting tomorrow. Laurie has met with Carolyn Parish who is supportive of the Goreway project.

Maximize Engagement:

Governance Update

It has been challenging recruiting for new Board Members. Currently we have a former LHIN Board Member, an applicant from Charity Village and one individual who has the potential to be reflective of our client voice.

Client Success/Challenge Story

Laurie met a former SHIP Client and tenant of SHIP that suffered from regular challenges with psychosis which more often than not found her in trouble with the police. Her daughter was removed from her care and this caused a further descent into difficulty, It has been a long time but the individual is now doing quite well and is in contact with her daughter. She reflected on her positive experience with SHIP and the support we provided her, even when she was not formally connected.

Secretary and / or _____ Chairman

Update Amalgamation – Friends & Advocates Peel and Surrounding Areas

Laurie and Janice attended the F&A Peel and Surrounding Areas AGM. The meeting was very upbeat with 140 members in attendance

SHIP and F & A Peel reviewed the guidelines document that provides direction on next steps which is to complete a business plan and submit to the LHIN.

Laurie will contact Blumberg & Associates for further legal direction as they assisted us with the entire Peace Ranch amalgamation.

F & A Peel and Surrounding Areas is also looking forward to meeting with the SHIP Board.

Education

Nothing new was discussed

New Business:

Motion to approve the draft minutes May 15, 2019

Moved by Louise Kindree

Seconded by Robert Simeon

Carried

Motion to approve the draft minutes April 17, 2019

Moved by Robert Simeon

Seconded by Louise Kindree

Carried

This is Stevens Parfeniuk's last meeting and John thanked Steven for his contributions, direction and leadership at SHIP.

Steven introduced Thomas DiCarlo as the new incoming CFO

Laurie displayed the Health Equity Plan which has been plaqued for each SHIP office.

Next Meeting:

The date of the next Board Meeting is Wednesday September 18, 2019 at SHIP.

Adjournment

There being no further business brought before the Board, the meeting was declared adjourned at 8:10 p.m.

Moved by Robert Simeon

Seconded by Louise Kindree

Carried

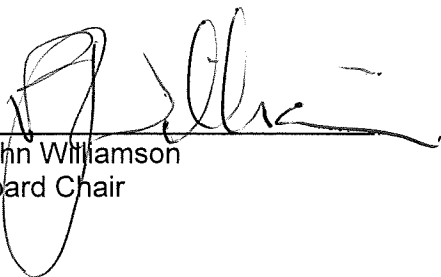
Secretary and / or  Chairman

In camera Meeting

Moved by Robert Simeon
Seconded by Louise Kindree
Carried

Resumption of Public Meeting

Moved by Robert Simeon
Seconded by Louise Kindree
Carried



John Williamson
Board Chair

and / or

Board Secretary

Secretary and / or  Chairman