



Draft Minutes
Meeting of the SHIP Board of Directors
Wednesday February 19, 2020
SHIP

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

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| In Attendance: | John Williamson Louise Kindree Moyra Vande Vooren | Geoff Topping Brian E. Scott |
| Regrets: | Keith Ward Peter Beck David Marcy | Randy Beyers Lesley Nagoda |
| Staff: | Laurie Ridler Leslie Barnes Cory O’Handley | Sharon Fernandes Thomas DiCarlo Lina Termini |

Call to Order and Welcoming Remarks:

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

Declaration of Conflict of Interest:

No conflict of interest declared.

Statutory Reporting:

Laurie Ridler 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 agenda:

Moved by Louise Kindree
Seconded by Geoff Topping
Carried

Motion to Approve Consent Agenda:

Summary of items on the Consent Agenda include:

- Recommend to approve the draft minutes from January 15, 2020
- Recommend to approve the Board Calendar – change to receive instead of approve
- Recommend to receive the CEO report – Pull out and make item 6
- Recommend to receive the action item updates from the minutes of January 15, 2020 – pull out to regular agenda

Secretary and / or  Chairman

John Clarified that the purpose of the consent agenda is not to push through items. The Board can always ask to have an agenda moved to regular meeting agenda for further discussion.

The board approved the items on the consent agenda for Wednesday February 19, 2020 with the following changes.

- Add an item of risk to the regular agenda
- Change recommend to approve Board calendar to recommend to receive the Board calendar
- Remove the CEO report and add to regular agenda
- Remove Recommend to receive the action item updates from the minutes of January 15, 2020 and add to regular agenda.

Moved by Moyra Vande Vooren

Seconded by Brian E. Scott

Carried

Strategic Plan Update:

An update will be provided in March.

CEO report

Louise recommended adding who the CEOs were for the LIHN and Ontario Health Super Agency.

SHIP needs to return 2 years of funding that wasn't used up by CMAH

Recommend to receive the action item updates from the minutes of January 15, 2020

John enquired if 8% is a good number or a bad number for rent subsidies and a clarification on who the other players are and where we stand against the competition.

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| ACTION: Lesley Nagoda to provide clarification at the March Board Meeting. |
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Risk:

The Board moved in camera to discuss this risk regarding around the SHIP consultant.

Provincial Leadership:

Health Transformation Discussion:

Cory will be the consistent representative at all OHT meetings.

- Dufferin – Still working on the Relationship Charter. U of T is running programs and coaching on how the OHT's have to run and this opportunity has only been offered to the Headwaters OHT. Training will start soon.
- Brampton Bramalea is looking at a soft launch in May 2020. Developing working groups soon and SHIP will participate as an affiliate
- Mississauga – Scott McLeod – has provide the green light to use excess funding from the LIHNS for digital development.
- National summit of International Care conference – 2 day event in May. They will be addressing barriers in creating OHT's.

Secretary and / or  Chairman

- Laurie and Cory have been invited to sit at the Provincial Table spearheaded by the Schizophrenic society of Ontario. They want to develop their own OHT. They want to see if their submission will be approved by the Province.
- March 2nd – Dufferin – Louise and Brian will attend a governor’s forum. – Louise will send Brian additional details.

ACTION: Laurie has asked Cory to send her the link to the conference so she can share it with the Board

Board Education and Events

John would ideally like to receive information on educational opportunities in advance of 6 to 8 months so that they can decide who best would benefit from participating in the opportunity.

Laurie informed John that she included 2 opportunities in the CEO report.

Laurie recommended that opportunities be captured on the Board calendar and she can remind the board every quarter.

Enhance Housing and Service Capacity:

QUALITY:

- Talked about the Terms of Reference, the work plan and the development of a dash board.
- PYV was an area of concern that came up, Anthony recommended that the board will focus on the external factors affecting PYV and how best to protect our staff and clients from a quality perspective.
- Anthony will work on the changes that Moyra and Louise recommended.
- Brian enquired on if there was any anxiety displayed by client or staff around the coronavirus. Laurie informed him that there were no major concerns displayed.

Maximize Engagement:

Client Success/Challenge Story

Accreditation – 12 to 15 people were interviewed by the surveyors. The clients all expressed how involved were and how beneficial their testimonies were the surveyors.

Reason for sharing this story: n/a

Update Amalgamation – Friends & Advocates Peel and Surrounding Areas

- Laurie has attended several member meetings.
- SHIP is waiting on Brock Hovey to see if we can use funds toward the cost of amalgamation.
- The Friends and Advocates Peel M-SAA has only been extended to June 2020.

Portal – Board Members

John enquired if there is an easy way for the Board Members to access key documents?
Thomas has met with IT and has come up with the following recommendations:

- Suggest providing the Board Members with a ship email which will allow all board members access to our Office 365.
- We are in the process of rolling out SharePoint where we can add a board section where relevant information is stored. This will be rolled out hopefully by staff day in June.

Secretary and / or  Chairman

- There is also teams that can be offered to the Board, where they can have a board only team where private discussions etc. can be held.
- Brian recommended looking into the Board Papers app as a possibility.

Board Member Expense Policy

This ask is based on realistic expenditures that Board Members will incur.

Thomas is developing a policy for staff that addresses travel, meals and educational expenses. Thomas recommends that the policy be tweaked to address the Board needs, once developed, this policy will be sent out to the Finance and Risk committee of the Board to review.

John wants the following:

- Mileage to be covered.
- Any major expenses incurred by Board Members will need to be pre-approved.
- Clarification on what the re-imbusement process is.

ACTION: Thomas to send the draft policy to the Finance and Risk Committee.

Board Mentors

John confirmed that everyone knows who they are connected to.

New Business:

No new business was discussed. The Board will be responsible for New Business going forward on the agenda not Laurie.

Meeting Feedback:

Laurie appreciates the structure at the Board Meetings.

Next Meeting:

The date of the next Board Meeting is Wednesday March 18, 2020 at SHIP Main Office

Moyra Vande Vooren sends her regrets to the next Board Meeting.


Adjournment

There being no further business brought before the Board, the meeting was declared adjourned at 8:00 p.m.

Moved by Brian E. Scott
 Seconded by Louise Kindree
 Carried

In camera Meeting

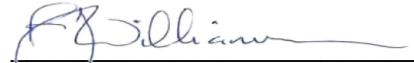
Moved by Brian E. Scott
 Seconded by Louise Kindree

 Secretary and / or  Chairman

Carried

Resumption of Public Meeting

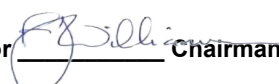
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John Williamson
Board Chair

and / or

Board Secretary

Secretary and / or  Chairman