



Draft Minutes
Meeting of the SHIP Board of Directors via Teams
Wednesday December 16, 2020
SHIP
969 Derry Road East, Unit 107 – Mississauga ON L5T 2J7

In Attendance:	John Williamson Louise Kindree Peter Beck Moyra Vande Vooren Tandra Acharjee	Randy Beyers Brian E. Scott Keith Ward Geoff Topping
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Regrets:

Staff:	Laurie Ridler Thomas DiCarlo Lesley Nagoda Chris Brown	Sharon Fernandes Lina Termini David Marcy Cory O'Handley
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1.0 OPENING ITEMS

1.1 Call to Order and Welcoming Remarks:

Louise Kindree welcomed board members and called the meeting to order at 6:05 p.m. Sharon Fernandes was Recording Secretary.

1.2 Disclosure of Conflict of Interest:

No conflict of interest declared.

1.3 Motion to approve agenda:

Agenda item to be included going forward “Statutory Reporting”

MOTION: Randy moved to approve the agenda as amended. Seconded by Geoff. CARRIED.

1.4 Motion to approve Board Minutes - November 18, 2020

To be included in the minutes under section 4.6 “The Board recommends that SHIP have the CDMA (collaborative decision-making agreement) reviewed by legal”

MOTION: Brian moved to approve the Board Minutes - November 18, 2020 as amended. Seconded by Randy. CARRIED

1.5 Chairs Remarks

Louise thanked Thomas, Keith and Randy on the work done to prepare for the Motel purchase in Orangeville.

_____ Secretary and / or _____ Chairman

1.6 Board Action Log

The action log will continue to be developed over the coming year.

1.7 Statutory Reporting

There are no identifiable risks for the organization at this time. Submissions are reported to the Ministry in a timely manner and we are compliant with all rules and regulations as set down by our funders.

2.0 PRESENTATION

n/a

3.0 CONSENT AGENDA

n/a

4.0 BUSINESS OF THE MEETING

4.1 Client Success/Challenge Story

COO presented a story on a client and her two children that came to Angela's Place (AP) in 2019 from a Family Life Resource Centre.

Through assistance from Angela's Place, the client has now secured part time employment with SHIP and joined the SHIP Client & Family Program Advisory Committee with great enthusiasm.

This story demonstrates the impact that Angela's Place wrap around services and support had on the client and her entire family.

4.2 Update from CEO

COVID

- Numbers are significantly increasing in our areas of operations propelling us to change how we operate.
- We have implemented regularly scheduled congregate setting meetings
- We have changed our office space to four quadrants allowing us to have more staff on site. Each quadrant has its own entrance/exit and washroom preventing crossovers in to other sections.

Hansen:

- Staff are dealing with the condominium owners and issues over the signage.
- The condominium owners feel that the external signage is not displayed prominently enough.
- The signage is city approved and we cannot make changes without city approval. If any changes are to be made, it will be at the cost of the condominium owners.
- The condominium owners are up to date on their outstanding shared facility payments and we continue to meet regularly with them and their representatives.

Town Hall Staff Survey re: Burn out:

- Staff are experiencing high levels of burn out and exhaustion. 130 staff participated and 104 identified as being burned out.
- Results of the survey were shared with CMT and along with several SHIP supports and Benefit Provider Learnings, the recommendation is to provide staff with an additional day off and/or reimburse them for a meal (at a pre-set dollar amount).
- Staff are also going to receive a wellness bag
- David to share the presentation with the Board.

_____ Secretary and / or _____ Chairman

Congregate Setting Group Dufferin/Caledon

- This group relies on SHIP for sharing our experiences and practices in managing congregate setting clients visits to home over the holiday season

Town Hall

- Next Town Hall is on Monday December 21, 2020
- Louise and Geoff are on the agenda

CHOICES:

- Their AGM was moved to January 2021
- Their formal response received today included an MOU and has been sent to our lawyer for review.

Information Systems:

- CFO and Senior Manager, Information Systems secured BDO to conduct an audit of our IT system and an analysis of our website.
- A report on their findings is available to the Board if they would like to review it.

Letter to increase base funding:

- The letter is presently on hold given that the Ministry is prioritizing Covid crisis funding.
- Laurie will send the finalized version of the letter to Louise.

Clients served during Covid:

- The big change is client visits are being modified/prioritized based on need.
- Clients receive virtual, clinical, telephone and in person support.
- Our waitlist has grown to 1200 individuals during Covid and we have a peer support worker dealing with clients on the waitlist. These clients are being provided with activity, wellness and pet care kits.

4.3 Finance and Risk Committee Report

- SHIP is pursuing the opportunity to purchase of a 30 room Motel in Orangeville. When/if we do acquire the property, we want to convert it to permanent housing with some transitional units.
- CFO has put together a cash flow analysis to determine fair purchase value. Our most recent offer is \$3.34 million on the property.
- Funding for this opportunity is through the Rapid Housing Initiative and we have until December 31, 2020 to get our application submitted. If the funding is not approved, we will not be able proceed with this project.
- The property will have to be re-zoned. Keith and Randy have met with the Mayor of Orangeville and Brian and Louise will meet with Sylvia Jones to try to get the re-zoning moving.
- As part of our due diligence, we will also be conducting a Phase 1 environmental assessment and archival research on the property to see if there is or ever was any contamination on it.
- The purchase is conditional on receiving the funding and having the property re-zoned.
- Community Living and FTP (Family Transition Place) also put in an offer on the property however based on CMHCs recommendations they are no longer pursuing the opportunity.
- We received notice that one of our Lakeshore properties will be property tax exempt going back to 2015. We will be receiving \$60,000 less 5% to the consultant. Net proceeds will be \$45,000.
- We are still waiting to hear on the other Lakeshore properties and Hansen.

_____ Secretary and / or _____ Chairman

4.4 Board Profile:

- Geoff went over the results of the Board Profile where members score themselves between 1 (basic), 2 (intermediate) and 3 (expert) on the skill sets they possess.
- There are few areas where more expertise is required but can easily be resolved by retaining external expertise e.g. Legal and Information systems

4.5 Board Survey Results:

Geoff went over the results of the Board Survey and these are the areas of concern, all of these issues have been included in the Governance Work plan.

- Subcommittees need better defined roles and responsibilities.
- Our governance processes need to ensure that everyone participates in decision-making
- There is a process for improving individual effectiveness when non-performance is an issue (process for participation is addressed in the Governance Manual)
- We actively recruit, recommend, and/or select new members based on needs for particular skills, background and experience
- Our renewal cycle is managed appropriately to ensure the continuity of the governing body.
- Board is looking to recruit a Board Member with a policing background – Lina has recommended Hubert Hiltz of Peel Police Services. Laurie will reach out to Hubert Hiltz.

4.6 OHT Update

The Hills of Headwaters OHT

- The Hills of Headwaters CDMA has been signed off by the CEO
- To qualify for one-time funding each OHT must submit metrics for the next 18 months,
- Headwaters have created the following 3 priorities:
 - Safeguarding community through Infection Prevention and Control (IPAC) Measures
 - Increasing access to COVID testing and assessing
 - Increasing capacity to support vulnerable community members

Brampton Etobicoke OHT

- The Brampton Etobicoke OHT CDMA has been signed off by CEO and they are referring to everyone as a Team Member
- Brampton Etobicoke has the following priorities
 - Percentage of clients served who received care by a virtual means
 - Percentage of clients receiving virtual care
 - Inclusion
 - Exclusion

Mississauga Health OHT

- The Mississauga Health OHT CDMA has been signed off on by our collaborative partner the Metamorphosis Group (SHIP is a member)
- Mississauga Health OHT has the following priorities
 - Priority Population – “those with minor acute complaints, with a focus on influenza-like illness”.
 - Priority Population – “those that would benefit from a palliative approach to care”
 - Building a strong foundation for community health

Provincial Innovation Group on hold due to Covid.

4.7 Choices

COO to share the response from CHOICES with Randy, Keith and Brian

_____ Secretary and / or _____ Chairman

5.0 OTHER BUSINESS

n/a

6.0 INFORMATION ITEMS

6.1 Board Education Opportunities

- \$20,000 has been budgeted for Board Education and must be utilized by March 31, 2021. Please submit any interest to Chair by the end of December
- Moyra recommends Indigenous culture safety training. The University of Alberta as well as San'yas offer the course.
- CPA Canada/ CPA Ontario have plenty of courses on Board Governance – CFO will send links out to the Board.

6.2 Board Calendar

Chair to share a template on what the calendar needs to look like. CEO and Chair will meet to discuss the calendar.

6.3 Next Meeting

The date of the next Board Meeting via Teams is Wednesday January 20, 2021

7.0 ADJOURNMENT

There being no further business brought before the Board, the meeting was declared adjourned at 7:45 p.m.

MOTION: Geoff moved to adjourn the meeting. Seconded by Moyra. CARRIED

8.0 MEETING WITHOUT MANAGEMENT - CEO

9.0 MEETING WITHOUT MANAGEMENT

10.0 ADJOURNMENT



Louise Kindree
Board Chair

and / or

Peter Beck
Board Secretary

Secretary and / or _____ Chairman