



Minutes
Meeting of the SHIP Board of Directors via Teams
Wednesday, June 16, 2021
SHIP
969 Derry Road East, Unit 107 – Mississauga ON L5T 2J7

In Attendance: Louise Kindree - Board Chair, Brian E. Scott, Geoff Topping, Keith Ward, Krista Collinson, Moyra Vande Vooren, Peter Beck, Tandra Acharjee

Regrets: Hubert Hiltz, Randy Narine, CHOICES Board Chair

Staff: Lesley Nagoda – Interim CEO, Chris Brown, Cory O’Handley, David Marcy, Lina Termini, Sharon Fernandes, Thomas DiCarlo

1.0 OPENING ITEMS

1.1 Call to Order and Welcoming Remarks

- The Vice Chair welcomed board members and guests. The meeting was called to order at 6:05 p.m. Sharon Fernandes was Recording Secretary

1.2 Disclosure of Conflict of Interest

- No conflict of interest was declared

1.3 Motion to approve agenda

MOTION: Krista moved to approve the agenda. Seconded by Moyra. CARRIED.

1.4 Chairs Remarks

- No remarks

1.5 Board Action Log

- No changes

1.6 Statutory Reporting

- There are no identifiable risks for the organization at this time. All submissions have been reported to the Ministry promptly and we comply with legislation, rules and regulations as set down by our funders

2.0 PRESENTATION

- n/a

3.0 CONSENT AGENDA

3.1 Approval of Board Minutes – May 19, 2021 and receipt of Finance Committee Minutes – May 12, 2021

_____ Secretary and / or _____ Chairman

MOTION: Geoff moved the approval of Board Minutes of May 19, 2021 and receipt of the Finance Committee Minutes of May 12, 2021. Seconded by Tandra. CARRIED

4.0 BUSINESS OF THE MEETING

4.1 Client and Staff Story

- The Director of Client Services shared a client story from the RMST program.

4.2 CEO Report

- Covid response work
 - We continue to focus on working on Equity, Diversion and Inclusion
 - We had a 3 hour staff session through a consultant from CEC on EDI
 - CEC will be conducting staff surveys and consultations and working on a comparative sector review
 - A final report will be ready for August
- CEO transition
 - The CFO and Acting CEO met with 18 staff teams to discuss any issues.
 - The Leadership team is committed to the organization and will provide any recommendations to the Governance committee
- Peel Family Shelter
 - SHIP begins operation of the Shelter on July 1st
 - The current operators (Salvation Army) union feel that once SHIP takes over operations, we need to honour their existing collective agreement.
 - We have received a similar communication from the shelter caterer stating under ESA we have an obligation to assume their staff and or pay out their employees
 - We consulted with a lawyer and have informed both parties in writing that we are not in favor of these agreements and have also met with the ROP to inform them of this development, as this is something that was missed when they were developing the RFP
 - We have not heard anything back from the caterer or CUPE
- Post stage 3 return to work plan:
 - We are proposing moving to a hybrid work model. The Executive Team is working on what this will look like.
 - Future Board meetings may be virtual based rather than in person.
 - There is increased productivity to taking on this approach with a better work life balance
 - Also with our lease ending in March 2022 we can look for reduced office space resulting in cost savings
- Orangeville Motel
 - We continue to wait on the rezoning to convert to motel to permanent housing
 - In the meantime we are using the space for temporary housing for those experiencing homelessness in Dufferin
 - The Ministry of Health is using our surplus rent dollars to offset the cost of rent
 - We have housed 10 individuals to date and the County of Dufferin will be providing them with supports
- Provincial Leadership Aim
 - We have 2 upcoming webinars that will showcase SHIPs leading practice work
 - SHIP has received some funding through OTF for Hoarding in Peel
 - In November we will be presenting to the Provincial Human Services and Justice Coordinating Committee on the Safe Bed Program
- We have received an extension till the end of September to continue operation of the Covid Recovery and Isolation sites

_____ Secretary and / or _____ Chairman

4.3 Finance and Risk Committee Report

- Committee met June 9th and discussed the year-end audit results.
- We have been randomly selected to go through a CRA HST audit from 2017/18

4.3.1 Draft Audited Financial Statements

- An unqualified opinion was received from the auditors
- We had a \$1.4 million surplus (from capital buildings) with a \$234,000 operating surplus. A 15% admin fee was charged and added to our reserves.

MOTION: Tandra moved to approve the draft audited financial statements for the year ended March 31, 2021. Seconded by Keith CARRIED

MOTION: Tandra moved to appoint Grant Thornton LLP as the auditors for the fiscal year ended March 31, 2022 at the AGM on September 15, 2021. Seconded by Louise CARRIED

4.3.2 CFO Report – Reserve Funds

- This report is the annual reporting on the reserve funds and how it is used and allocated.
- Based on the excess surplus we have for this year, the Board has the option to contribute the surplus to the capital reserve, operating reserve or special projects reserves
- The CFO is proposing that a majority of the funds be contributed to the Capital Reserves as recommended by the reserve fund study on the Capital Buildings
- The CFO recommends contributing enough to get 15% for the operating reserve and building it up over the next 5 years.
- CFO also wants to come up with what the new operating reserve fund balance will be based on the new budget.

MOTION: Tandra moved that the Board approve the Reserve Fund Contribution as outlined in the CFO Report presented on June 16, 2021. Seconded by Geoff CARRIED

4.3.3 CFO Report – Budget Updates

- SHIP has received funding for two additional programs for the current fiscal year. These programs are the Peel Family Shelter and the Back to Home Program.
- Funding for the 2-year term with the Peel Family Shelter contract is \$9,674,906
- Funding for the Back to home program is an annual amount of \$360,000 for rent supplements and \$379,500 for staffing and support services for the clients being housed with the program

MOTION: Tandra moved that the Board approve the amended budget for the year ended March 21, 2022. Seconded by Morya CARRIED

4.4 Governance Report

- Board Survey and evaluations will be sent out to everyone shortly. One on ones with Board Chair will occur late July
- Next meeting will be in August
- Brian is the new Chair on the Governance committee

4.4.1 Land Acknowledgement

- We have an indigenous person that is willing to the join the Board and is looking into a land acknowledgment for us

_____ Secretary and / or _____ Chairman

4.5 Quality

- HR Director presented on health and safety
- We are developing our own quality dashboard
- Client incident policy was reviewed and
- Work plan finalization on when reports will come to the board
- Presentation on OPOC

4.6 OHT (Ontario Health Team) Update

- Dufferin OHT
 - Making people feel more included at the table
 - Renewal committee – supporting the integration of the OHT as it develops
- Brampton Etobicoke OHT
 - Have established their priority populations as seniors
 - Are re-visiting their values and mission to make sure it is meaningful to the Brampton Etobicoke populations
- Mississauga OHT
 - CDMA was signed as SHIP
 - How do we reposition ourselves as SHIP and influence Mental Health as a priority
- Louise is the Co-chair of the Governors Counsel in Dufferin

4.7 CHOICES Update

- No risks to report
- Staff relationships continue to evolve
- Banking has been aligned to Scotia so it melds more with SHIP

4.8 Orangeville Motel & Shelter

- Package was sent to Neil Davis for the Minsters zoning order
- Working on a parking study for the motel
- Rapid Housing Initiative is coming through again. Thomas to reach out to our contact at CMHC for additional information.

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4.9 Covid Update

- Our focus is on how to restore functionality at our offices
- Our reopening plan is aligned with the Province
- Vaccination update:
 - 62% of our staff have received their first dose of the vaccine
 - Our goal is to have a vaccination policy in place by July 1.
 - Those that chose not to get vaccinated will have to undergo a vaccination education/training program
 - For new staff, our requirement is that they must have their first vaccine and receive the second dose by the end of the year.

5.0 OTHER BUSINESS

6.0 INFORMATION ITEMS

6.1 Board Education Opportunities

- None discussed

6.2 Town Hall

- Next Town Hall is June 28, 2021 – Krista to attend

_____ Secretary and / or _____ Chairman

6.3 Next Meeting

- The date of the next Board Meeting via Teams is Wednesday, September 15, 2021

7.0 ADJOURNMENT

- There being no further business brought before the Board, the meeting was adjourned at 7:05 pm

8.0 MEETING WITHOUT MANAGEMENT – CEO

MOTION Brian moved to commence meeting without Management except for CEO. Seconded by Moyra. CARRIED

9.0 MEETING WITHOUT MANAGEMENT

MOTION Brian moved to commence meeting without Management. Seconded by Moyra. CARRIED

10.0 ADJOURNMENT



Louise Kindree
Board Chair

and / or

Peter Beck
Board Secretary

Secretary and / or _____ Chairman