



Draft Minutes
Meeting of the SHIP Board of Directors via Teams
Wednesday, September 15, 2021
SHIP
969 Derry Road East, Unit 107 – Mississauga ON L5T 2J7

In Attendance: Louise Kindree - Board Chair, Brian E. Scott, Geoff Topping, Hubert Hiltz, Keith Ward, Krista Collinson, Lori Ker, Tandra Acharjee.

Regrets: n/a

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

1.0 OPENING ITEMS

1.1 Call to Order and Welcoming Remarks

- The Chair welcomed board members and guests. The meeting was called to order at 6:21 p.m. Sharon Fernandes was Recording Secretary

1.2 Disclosure of Conflict of Interest

- No conflict of interest was declared

1.3 Land acknowledgement

- CEO opened with land acknowledgement

1.4 Motion to approve agenda

MOTION: Krista moved to approve the agenda as amended with the addition of the item 4.4.1 Vaccination Policy and item 4.5.5 Approval of new office lease. Seconded by Tandra. CARRIED.

1.5 Chairs Remarks

- Glad that staff and board had the opportunity to rest and relax over the summer
- Hopefully we will have a lot more accomplished this year

1.6 Board Action Log

- Land Acknowledgement – Louise will look at having a land acknowledgement that covers Peel Region and Dufferin County
- Hubert will share a land acknowledgement that covers the Province of Ontario

1.7 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

_____ Secretary and / or _____ Chairman

2.0 APPROVAL OF NEW BOARD MEMBER

2.1 Lori Ker

MOTION: Brian moved that Lori Ker be referred to the Board to become an elected Member effective September 15, 2021. Seconded by Geoff. CARRIED

3.0 CONSENT AGENDA

3.1 Approval of Board Minutes – June 16, 2021 and Receipt of Finance Committee Minutes – August 17, 2021

MOTION: Brian moved to approve the Board Minutes – June 16, 2021 and Receipt of Finance Committee Minutes – August 17, 2021 Seconded by Keith. CARRIED

4.0 BUSINESS OF THE MEETING

4.1 Election of Officers

President

The Governance Committee nominated Louise Kindree for the position of President.

Nomination for President is now closed

Vice Chairman

The Governance Committee nominated Brian E. Scott for the position of Vice-Chairman.

Nomination for Vice Chairman is now closed

Treasurer

The Governance Committee nominated Tandra Acharjee for the position of Treasurer

Nomination for Treasurer is now closed

Secretary

The Governance Committee nominated Geoff Topping for the position of Secretary

Nomination for Secretary is now closed

4.2 Appointment of Board Committees

Finance and Risk:

- Tandra Acharjee, Chair
- Krista Collinson, Vice Chair
- Louise Kindree
- Brian Scott
- Keith Ward

_____ Secretary and / or _____ Chairman

Governance:

- Lori Ker, Chair
- Brian Scott, Vice Chair
- Louise Kindree
- Geoff Topping

Quality:

- Krista Collinson, Chair
- Hubert Hiltz, Vice Chair
- Louise Kindree
- Geoff Topping

Executive:

- Louise Kindree, Chair
- Brian Scott, Vice Chair
- Tandra Acharjee, Treasurer
- Geoff Topping, Secretary
- Krista Collinson
- Lori Ker
- Keith Ward

MOTION: Tandra Acharjee moved the Election of Officers and appointment of Board Committees as presented. Seconded by Krista Collinson. Carried.

4.3 Client & Staff Story

- Cory shared a client story with Board

4.4 CEO Report**4.4.1 Vaccine Policy**

- SHIP staff are currently 60 % fully vaccinated 10 % partial 30% unvaccinated. We are asking that all staff be fully vaccinated by November 15, 2021
- We are implementing a mandatory vaccination policy that has also been vetted by our legal team
- We see this route as the only way to keep both clients and staff safe
- In the interim non-vaccinated staff will have to go through the Rapid Antigen Testing, they will also be allowed time to take education on vaccines and make a decision. If they are not willing to comply, we will take necessary disciplinary action

4.5 Finance and Risk Committee**4.5.1 Malton hub**

- SHIP will complete the Request for Expression of Interest (RFEI) submission and background documents for the Malton Hub project followed by a dissolution of the Licensing Agreement with the City of Mississauga.

4.5.2 Manulife benefits plan

- SHIP has entered into an ASO plan with Manulife. We are reviewing the master contract which includes the EAP program
- November 1st is our transition date
- Our collective agreement allows us to transition to this new plan

_____ Secretary and / or _____ Chairman

4.5.3 Enterprise risk management matrix

- This document captures and identifies financial risks that are high, medium and low and further classifies them in the following 3 categories:
 - Operational
 - Reputational
 - Strategic

4.5.4 Risk tolerance policy

- The purpose of this policy is to set out scope, requirements, responsibilities and reporting for effective and efficient enterprise risk management.
- The methodology for risk management is outlined in the Enterprise Risk Management (ERM) Framework.

4.5.5 Approval of new office lease

- The Board approve entering into the sublease agreement for 60 Courtney Park Drive West, Unit 2, Mississauga.
- The Board approved the delegation of signing the agreement to Lesley Nagoda and Thomas DiCarlo to sign the agreement on behalf of the organization
 - Signing of the agreement will be subject to a review by our lawyer, Ellen Pefhany at Davis Webb
 - Ellen will be reviewing the agreement early next week. The agreement will not be signed until the lawyer reviews it.

MOTION: Tandra Moved to approve the Enterprise Risk Management matrix and Risk Tolerance Policy as presented in the Board Package. Seconded by Hubert. CARRIED

MOTION: Keith moved to confirm the approval of the new office lease via email dated Saturday 11, 2021. Seconded by Tandra. CARRIED

4.6 Governance report

4.6.1 Governance functioning tool

- Brian sent out the results of the governance functioning tool to all board members
- The results were coded as green yellow and red. Green reflects positive outcomes where no action is required, yellow areas need attention and red needs high prioritization.
- Accreditation Canada has shared a work sheet on how we can address the yellow and red areas.
- The work sheet will be shared with the Governance Committee in the coming month

4.6.2 Work plan

- The work plan runs from October to September
- The new plan will be put in place at the next Governance Committee meeting in November and bring it forward for the Board to review

4.7 OHT Update

Brampton / Etobicoke

- Looking for 2 co-chair positions to look at CDMA refresh with community partners

Mississauga OHT

- No new updates

Dufferin OHT

_____ Secretary and / or _____ Chairman

- The collaborative council continues to meet biweekly and updates are provided by the priority working groups
- They are focused on developing strategic work
- SHIP Board Chair sits on the Governance Council for Dufferin OHT and these are a few updates:
 - There is an ask about Administrative Funding which runs out in March 2022. If the Government does not provide the funding it may have to come from the OHT Partners
 - The council is working on representation from 2 organizations at the Governors table
 - The collaborative Council is working on a terms of reference

4.8 CHOICES Update

- Dealing with staff disciplinary measures
- We are having a SHIP staff placed on a secondment for a Manager position
- The men's shelter is up and running and Brian is working on getting funding from the Town and the Mayor of Orangeville
- No identifiable risks for SHIP

4.9 Orangeville Motel & Shelter

- Zoning is currently deemed commercial and we need this to be changed to residential
- The documents were submitted to the Town Council of Orangeville in August, and are hoping to have a decision or recommendation in October
- We applied for the 2nd round of rapid housing funding. The application was submitted in August and we will hear by the beginning of December if we are approved for funding or not.

4.10 Strategic Plan Proposal

- Draft framework outlining the 6 stages for the new plan was submitted as part of the Board Package
- The draft plan will be submitted to the Board in February/March for review, with monthly updates on our progress with the plan
- The Board prefers to be more engaged in Step one (Analysis) of the plan so their feedback is incorporated before the work begins
- Most organizations are moving away from Mission and Vision in the development of Strategic Plans and using a Purpose Statement. The Board recommends that SHIP considers developing a simplified Purpose Statement instead

5.0 OTHER BUSINESS

- No other business was discussed

6.0 INFORMATION ITEMS

6.1 Board Education Opportunities

- Lesley to share education budget with Louise.
- Once received, an education plan will be put into place for the year

6.2 Town Hall

- Next Town Hall is September 27, 2021 – Lori Ker to attend

6.3 Next Meeting

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

_____ Secretary and / or _____ Chairman

7.0 IN CAMERA

MOTION Lori moved to commence In camera meeting. **Seconded by Brian. CARRIED**

8.0 MEETING WITHOUT MANAGEMENT – CEO

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

9.0 MEETING WITHOUT MANAGEMENT

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

10.0 ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 8:10 pm



Louise Kindree
Board Chair

and / or

Geoff Topping
Board Secretary

Secretary and / or _____ Chairman