



## Board of Directors Meeting Minutes

### Meeting of the SHIP Board of Directors via Teams Wednesday, April 20, 2022 SHIP 969 Derry Road East, Unit 107 – Mississauga ON L5T 2J7

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

Regrets: Hubert Hiltz

Staff: Lesley Nagoda – CEO, 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 6:06 p.m. Sharon Fernandes was Recording Secretary

##### 1.2 Disclosure of Conflict of Interest

- No conflict of interest was declared

##### 1.3 Land acknowledgement

- The Board Chair opened the meeting with a Federal land acknowledgement.

##### 1.4 Approval of agenda

- The agenda was approved

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

##### 1.5 Chairs Remarks

- No remarks

##### 1.6 Board Action Log

- No changes.

##### 1.7 Statutory Reporting

- The CEO stated that there are no identifiable risks or claims for the organization at this time. All submissions have been reported to the Ministry promptly and we comply with legislation, insurance coverage, rules and regulations as set down by our funders

###### 1.7.1 Compliance Statement to the Board

- The CEO provided a written report on the reporting period March 11 to April 14, 2022

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

## 2.0 EDUCATION

### 2.1 Education

- Reminder to Board members to please send Louise or Lori any recommendations on educational opportunities

## 3.0 CONSENT AGENDA

### 3.1 Approval of Board Minutes – March 16, 2022

**MOTION: Brian moved to approve the Board Minutes – March 16, 2022. Seconded by Tandra. CARRIED**

## 4.0 BUSINESS OF THE MEETING

### 4.1 Client & Staff Story

- CEO shared a client story on behalf of the Quality Assurance Manager. The story covered the client's journey on obtaining copies of his records from SHIP.

### 4.2 CEO Report

The CEO highlighted the following from her report:

- There is the potential of expanding the Safebeds program in the Dufferin Area. This will be contingent on funding from OHT
- The Banking Services RFP was screened by Thomas and Tandra
- Leadership Planning Day was held at the new office
- CEO and Board Chair met with Ward 1 Councillor Stephen Dusko to obtain support and discuss the redevelopment of 183 and 185 Lakeshore properties.
- Year-end spending dollars - Due to the timing of these letters a considerable amount of funding was returned. Moving forward, a better approach will be developed and the CEO and CFO are working on a policy that will be presented to the Finance Committee

#### 4.2.1 Quarterly Report

- People and Culture is experiencing many long-term disability claims that are mental health related, there have also been a couple of WSIB claims. There is no financial risk to SHIP as our long-term disability rates have been locked in for 40 months and SHIP employees pay the premiums. All of our managers have been trained in trauma management to assist with these types of incidents.
- Alignment – the transition of eighty clients to new workers went very well and clients feel they have access to more resources and are better connected to SHIP.
- Funder targets: OHRS were low in visits and groups due to Covid, however these numbers have started to improve quarter to quarter

#### 4.2.2 Strategic Plan Report

- The Quality Committee provided some recommendations on the outcome of the Strategic Plan Report
- Lessons learned from the previous cycle will be built into the Strategic Planning Cycle
- The new Strategic Plan is approved and is with our designer to be formatted to align with our building blocks theme

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

- The new Strategic Plan will be announced to staff the upcoming Town Hall and then shared broadly with partners, stakeholders and funders at a later date

#### 4.3 Finance and Risk Committee

##### 4.3.1 Banking RFP

- Based on our evaluation criteria SHIP has switched banking and investments to CIBC. The agreement is valid for the next five years with the option of extending for an additional two years
- SHIP Investments will be moved over in a couple of weeks and Thomas will be meeting with the Investment Advisor end of April to review the portfolio
- Credit Cards will be moved over easily but require a certificate of incumbency signed by the Board
- Banking will be a 6 to 8 week transition period and next week will be the kick off meeting
- The expectation is that CIBC will be completely set up by mid-June and Scotia Bank will be closed by the end of Summer

**MOTION: Tandra moved that the Board ratify the electronic decision by e-vote that the Board of Directors award CIBC, CIBC Wood Gundy and CIBC US Bank Canada with all banking and investment services for a period of 5 years with an option for an additional 2 years and the Board of Directors authorizes the CEO and CFO to sign agreements to enter into the banking and investment services with CIBC. Seconded by Krista. CARRIED**

**MOTION: Keith moved that the Board elect Tandra Acharjee as Board Secretary. Seconded by Lori. CARRIED**

#### Journal Entries

- Tandra is reviewing Journal Entries posted by the CFO but the threshold for the reviewing these entries had not yet been determined
- The Board decided that the threshold for reviewing journal entries is \$100,000

**MOTION: Keith moved that the Board Treasurer be approved to review journal entries made at or above \$100,000 by the CFO. Moved by Lori CARRIED**

#### 4.4 Governance Committee Update

##### 4.4.1 Governance Committee Report

- Please share that we are recruiting for the Board with all of your networks. We are looking for 2 new members
- EDI Governance Plan:
  - The EDI Governance plan was reviewed against the three pillars of our people, our culture and our systems and then we determined what targets made sense to support each of these initiatives
    - Our People:
      - Address lack of representation in diversity
      - Establishing equity goals in board leadership
    - Our Culture:
      - Ongoing board training as required
      - EDI guidelines added to Board Orientation and Education program
    - Our Systems:
      - Using an EDI lens to review Governance Policies

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

- Adding a Governance level commitment to an EDI Statement either in the Board Charter or as a separate policy statement
- We also discussed Governance oversight of SHIPs own EDI action plan with key metrics being reviewed quarterly

**MOTION: Brian moved that the Board support the Boards EDI Governance action plan as recommended by the Governance Committee. Seconded by Krista CARRIED**

#### 4.4.2 Meeting / Education Survey Results

- The Board unanimously supports hybrid meetings – only strategy meetings need be in person.
- A determination will be made at the May Board meeting to see if an in person meeting for June is viable at the new 60 Courtney Park location
- All committee meetings will remain virtual
- Board Members are encouraged to attend ICD webinars
- Please check the Board Portal on TEAMS regularly for educational items in the learning and development folder

ACTION: CFO to work with IT Director and confirm/explore options and infrastructure at the new office to support hybrid meetings

#### 4.4.3 CHOICES Update

- SHIP and Choices relationship: The CEO and CFO are developing a roadmap looking at risks and timelines and will come back to the Board with it

#### 4.5 Quality Committee Update

- The last meeting was on the 1<sup>st</sup> of April and the committee went over the year end of the QIP
- The privacy officer went over his key priorities with the committee. He will share these priorities with the Board when we are able to accommodate him at one of our Board meetings
- He also has tremendous experience with process efficiencies and had made recommendations for improvements on safety processes within some of the programs

#### 4.6 Ontario Health Teams

- Lori shared valuable information on the Governance models for the OHT's with a view to understand the best position to have SHIP in to be an effective participant in the OHTs
- Going forward we will investigate the pros and the cons of each of the models
- In 2019, an OHT strategic measurement plan was put into place. The CEO to review the potential risks with OHTs in this plan and bring it back to the working group

#### 4.6.1 OHT Updates

- We continue to work on the collaborative quality improvement plan
- Lesley will share the link to the OHT development recording from Christine Elliott

#### 4.7 Capital Properties Update

##### 1<sup>st</sup> Street Motel

- Thomas and Cory continue to explore funding opportunities for this project
- SHIP has approached CMHC for Rapid housing funding and is also looking at co-invest

##### Shaw Street

- Renovations continue as planned on this property

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

183 / 185 Lakeshore

- No update

## 5.0 OTHER BUSINESS

- No other business was brought forward

## 6.0 INFORMATION ITEMS

### 6.1 Board Education Opportunities

- Rabin will be attending a Cybersecurity educational session tomorrow
- How boards can take action on truth and reconciliation – March 31<sup>st</sup>
- Lori completed the San'yas bystander to ally program

### 6.2 Town Hall

- April 25, 2022

### 6.3 Next Meeting

- The date of the next Board Meeting via Teams is Wednesday, May 18, 2022

## 7.0 IN CAMERA

n/a

## 8.0 MEETING WITHOUT MANAGEMENT – CEO

n/a

## 9.0 MEETING WITHOUT MANAGEMENT

n/a

## 10.0 ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 7:20 pm



\_\_\_\_\_  
Louise Kindree  
Board Chair

and / or

\_\_\_\_\_  
Board Secretary

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Secretary and / or \_\_\_\_\_ Chairman