



Minutes
Meeting of the SHIP Board of Directors via Teams
Wednesday January 20, 2021
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
Regrets:	Lina Termini	
Staff:	Laurie Ridler Thomas DiCarlo Lesley Nagoda Chris Brown	Sharon Fernandes Anthony Mugo David Marcy Cory O'Handley

1.0 OPENING ITEMS

1.1 Call to Order and Welcoming Remarks:

The Chair 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: Moyra moved to approve the agenda. Seconded by Geoff. CARRIED.

1.4 Chairs Remarks

n/a

1.5 Board Action Log

Board Chair to consult with legal on the recording of Minutes

1.6 Statutory Reporting

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

_____ Secretary and / or _____ Chairman

2.0 PRESENTATION

The Privacy officer shared an Accreditation Familiarization Presentation on Governance and went over the Governance Standard Set:

3.0 CONSENT AGENDA

The consent agenda covered the following documents:

- Board Minutes – December 16, 2020
- Quality Committee Minutes –October 21, 2020
- Governance Committee Minutes – October 14, 2020

MOTION: Moyra moved to approve the December Board Minutes and receive the Quality and Governance Committee Minutes. Seconded by Peter. CARRIED

4.0 BUSINESS OF THE MEETING

4.1 Client Success/Challenge Story

The COO shared a story about a client from RMST (Residential Multi-Service Team)

The client experienced substance issues and experienced rent arrears.

With the help of our financial support worker, the client has managed to cope better with her substance issues, pay off outstanding arrears and retain housing.

For the next meeting the Board Chair would like to hear about a day in the life of a SHIP staff.

4.2 CEO Report

Recovery and Isolation Center:

- The go live date for the new isolation center was Tuesday January 19, 2021.
- This location is being managed by Sean Scholes who will complete a walk through of the site tomorrow morning with the medical team
- Staff are attending an on site training on Monday from 9-4pm
- The centralized intake for all isolation and recovery centers across the Region of Peel is located at Angela's Place and they received their on site training yesterday at 11 am
- We have hired 29 individuals to support the new isolation center and are awaiting finalized contracts
- All back office support functions and organizational requirements have been initiated, completed or are in situ (HR, IT, Finance/Payroll)
- Only remaining outstanding item is the internal communication and/or external press release.

Streetsville Residence

- The LHIN and Public Health requested SHIP to do an on-site Inspection and make recommendations on the state of the home and its services.
- The home was affected by a significant number of Covid positive cases with residents and all staff
- The residence was cleared by sending the residents to isolation and recovery centres
- SHIP's Report covered three sections:
 - Observations (I. General, II.COVID, III. Property Standards)
 - Medication Audit

_____ Secretary and / or _____ Chairman

- Recommendations
- There were 10 immediate actions including a fire inspection that needed to be resolved before the residents could return to the home

Finance and IT

- Region submissions due last week
- Preparing for T4 distribution
- Tablets and laptops for staff and clients are being set up and delivered at a rapid rate
- Pension audit compliance

Human Resources

- 400 essential letters created and distributed to staff to have on hand during this stay at home order
- Pension Audit Completion
- 25 external hires and 7 Internal hires completed
- 25 offer letters sent out to candidates and 7 ECF forms completed
- Provincial Communication updates for all staff and website updates
- Communication Plan strategy completed for the Isolation Centre

Meeting with the LHIN

- The LHIN has requested regular check in meetings to see where our challenges lie
- Ontario Health start up date is estimated to be April 1st and the LHIN is still uncertain of what staff roles will be
- We received confirmation of additional Covid funding today

4.3 Finance and Risk Committee Report

- There appears to be a large surplus of \$600,000 based on the Q3 reporting. \$200,000 of this is going to be reallocated to COVID related expenses:
 - The Ministry of Health has provided us a letter saying that any surplus funding can be utilized toward Covid related expenses
 - With the LHIN surplus, we deduct an admin fee for all of our capital buildings
 - The Angela's place surplus of \$91,000 will have to be returned

4.4 Governance Update

The Governance Committee Work Plan identifies the all the duties for the Committee to complete over the year

- Governance Work Plan
MOTION: Geoff moved to approve the Governance Work Plan as presented at the Governance Committee Meeting. Seconded by Brian. CARRIED

4.5 Board Work Plan:

- CFO to review the Board Work Plan and insert relevant dates in the plan.
- COO to populate other relevant reporting dates to the Board Work Plan.
- The numbering under section 1.0 Quality and Client Safety needs correction

Once all corrections are made to the work plan, the Chair will bring it to the next Board Meeting for approval.

_____ Secretary and / or _____ Chairman

4.6 OHT Update

- Discussions right now are primarily around vaccinations, IPAC and PPE
- We are hiring a support transformation lead at the Dufferin Caledon OHT
- There is an allocation of \$375 from the Dufferin Caledon OHT 19/20 funding year.
- We have not heard where this money is being allocated and it will most likely go toward crisis intervention for youth and adults.
- Brampton Etobicoke OHT wants to the money allocated to an Indigenous platform.
- Mississauga OHT is looking to have it allocated to community collaborations and resources
- LTCHs will be a first priority in terms of vaccines and congregate settings do not have a date as yet

4.7 Choices

- The choices board meeting is next Monday, where they intend to work through all the resolutions
- We have received advice from our legal on how to frame the language and process for the motions
- We will have to assist them with Board Governance
- There are no identifiable risks for SHIP
- They are concerned about Director Liability once their corporation is dissolved.

4.8 Covid Staff Support

Board Committee Meetings / staff acknowledgement

- The Board Chair has concerns about how much extra work staff is undertaking and being burdened with
- In an effort to support staff, the Board Chair has suggested a temporary cancellation to all Board Committee Meetings until the end of March.
- In addition, the CEO is offering all staff a day off and a meal in February

Meeting Recording

- The intention is to have only Board Meetings recorded not in camera or meetings without management
- Past Chair recommended getting a legal opinion on whether Board Meetings need to be recorded or not.
- Past Chair fears there may be liability and legal implications arising out of these recordings.
- Board Chair will obtain legal advice on the recording of Minutes

5.0 OTHER BUSINESS

Orangeville motel update

- At the end of December we applied to CMHC for funding and are hoping to hear back from them next week
- Keith Ward, the COO and CFO have a meeting with the Town of Orangeville to discuss re-zoning
- Dan Fish conducted an electrical, mechanical and room-by-room inspection at the Motel resulting in no significant issues.
- Dan Fish is developing a plan with details on what changes need to be incorporated
- Sylvia Jones MPP is currently unavailable to meet.

_____ Secretary and / or _____ Chairman

6.0 INFORMATION ITEMS

6.1 Board Education Opportunities

- \$20,000 was allocated for Board education.
- \$5000 has been used up by Louise, Brian, Moyra Geoff and Tandra.
- Any further education will now be charged to a general education funding.

6.2 Board Calendar

Will list client social events and Town Halls

6.3 Next Meeting

The date of the next Board Meeting via Teams is Wednesday February 17, 2021

7.0 ADJOURNMENT

There being no further business brought before the Board, the meeting adjourned at 7:30 p.m.

MOTION: Keith moved to adjourn the meeting. Seconded by Brian. 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