



Minutes
Meeting of the SHIP Board of Directors via Teams
Wednesday, April 21, 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, John Williamson, Keith Ward, Moyra Vande Vooren, Peter Beck, Randy Beyers, Tandra Acharjee

Regrets: n/a

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

1.0 OPENING ITEMS

1.1 Call to Order and Welcoming Remarks

The Chair welcomed board members and called the meeting to order 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

The only change to the agenda is that item 4.2 is moved to item 5.3 under other business

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

1.4 Chairs Remarks

No remarks

1.5 Board Action Log

- Strategic Plan – COO implemented feedback from the previous board meeting. This will validate the plan for an additional year
- Identify software for minute taking – this item remains pending and is not a priority for now

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

_____ Secretary and / or _____ Chairman

2.0 PRESENTATION

2.1 Videos on Hansen and Peace Ranch

The Board and Leadership team viewed videos on Peace Ranch and Hansen

3.0 CONSENT AGENDA

3.1 Approval of Board Minutes – March 17, 2021

- The consent agenda covered the following documents:
 - Approval of Board Minutes – March 17, 2021

MOTION: Brian moved to approve the March 17, 2021 Board Minutes. Seconded by Tandra. CARRIED

4.0 BUSINESS OF THE MEETING

4.1 Client and Staff Story

- The COO shared with the Board a North Peel Act Clinicians personal experience with COVID-19 as well as a Client story from the Brampton Voluntary Isolation site

4.2 Director Compensation

- This item has moved to 5.3

4.3 CEO Report

- The 3rd wave has impacted the way in which we provide service and focus remains on Covid
- We are working on service delivery to all our clients, the Government is emphasising that services should be virtual first
- We are conducting antigen testing at Oliver House
- All managers participated in EDI training over 3 weeks
- SHIP staff continue to be vaccinated

4.4 Schedule G – Form of Compliance Declaration

- The Board approved this Declaration of Compliance stating to the best of the Board's knowledge and belief, SHIP has fulfilled, its obligations under the service accountability agreement (the "M-SAA") in effect during the period April 1, 2020 to March 31, 2021

MOTION: Brian moved to approve the Schedule G-Form of Compliance Declaration. Seconded by Moyra. CARRIED

4.5 Finance and Risk Committee Report

- Approval of 2021/2022 operating budget as presented by the CFO

MOTION: Randy moved to approve the 2021/2022 operating budget. Seconded by John. CARRIED

Approval of Asset Mix in the Investment Policy

- Interest on GICs are really low (6% on GIC – locked in at 6 months to a year)
- The CFO is looking to shift our long term investments to where we will receive higher returns

_____ Secretary and / or _____ Chairman

- Our Investment Manager at Scotia McLeod makes the recommendation on where we invest
- Investments will be at 2.5% of our total of available reserves
- The CFO shared the semi annual investment report for Services and Housing In the Province (SHIP). This report provides the required reporting under SHIP's investment policy
- The investable funds in the report are estimates based on Q3 financial forecasts and could change once all year-end transactions are in and any year-end adjustments are made to balances
- SHIP has \$12,392,118 in estimated balances available to invest
- Estimated capital reserve fund by property consists of \$6,030,729

MOTION: Randy moved to approve the Asset Mix in the Investment Policy. Seconded by Keith. CARRIED

Funding opportunities update.

- The CFO shared a document outlining capital funding currently available that SHIP is exploring as a possible source of funding for either new capital project or for repairs and replacements to existing capital projects
- The report informs the Board which funding was successful and which ones were unsuccessful
- Back to Home funding; we have received confirmation of rent supplement of \$396,000 from the Ministry of Health
- Recommendation from John to include the names of all the project leads in the document

4.6 Operations Report

- Reflects the past 6 months and our commitment to provide the best possible service to clients
- Covid has presented challenges to our service delivery and impacted our Q3 and Q4 results
- HR is focused on employee relations and recruitment 1 hour and 4 minutes
- We continue to provide service with appropriate PPE
- Each team reports roll up on a monthly basis
- Groups are more virtual than in person

4.7 Governance Update

- Next committee meeting is scheduled for May 11, 2021
- We will review the past Governance Committee minutes and bring it forward to the May meeting

4.8 OHT (Ontario Health Team) Update

- The ministry is working closely with the LHINs and Ontario Health to plan the gradual transition of home care responsibilities to OHTs and other points of care in the health system over time
- Guidance Materials are planned for release later this month, which will be followed with information and learning sessions

4.9 CHOICES

- The Board has not met since the last meeting
- The biggest area of development is service enhancement and the need to work on policies for the organization

_____ Secretary and / or _____ Chairman

- Mayor Sandy Brown has expressed interest in a men’s shelter in Orangeville and is considering the 2 properties leased by Choices resulting in Choices putting a pause on getting out of the leases
- Subject to availability we can invite Randy Narine another Board Meeting

4.10 Orangeville Motel

- Working with an architect on the design plans for the rooms and property
- Meeting with FTP and the County to see how we can use the Motel in the interim as it sits empty – potential shelter accommodation or short-term rentals 5 days to 5 months
- Looking to rent 16 – 18 units and generate income while we wait on the rezoning

4.11 Strategic Plan Report

- Provincial Leadership – not enough is being done to publicize SHIPs accomplishments – The COO will bring this feedback back to the Provincial Leadership Committee

4.12 Covid Update

- A Covid slide deck was shared with the Board covering SHIP’s Pandemic Plan, Recovery Plan, Covid Positive client pathway & Situation Response Guide

5.0 OTHER BUSINESS

5.1 Vaccination Position

- Executive and CMT discussed the vaccine, however did not discuss with the Board, how the Board feel about receiving the vaccine?
- SHIP will not be mandating but encourage staff to get the vaccine
- The Board is in favor of staff receiving the vaccine and following the guidelines set out by Public Health
- In a situation where the clients decline vaccine and staff have to work with them, the Board feels that service cannot be withheld from them if they (the client) choose not to be vaccinated
- As long as the Government has not mandated the vaccine, employers are unable to mandate that staff do so

5.2 SHIP Thank-a-thon

- The Board Chair has suggested calling SHIP staff to thank them for a job well done during COVID – Approximately 350 staff
- The leadership team suggested that the Board Member join a weekly team meeting and thank staff as a group.
- The board will discuss this at the next governance meeting. Board members interested in participating in the thank-a-thon please provide your names to Louise and Geoff

5.3 Director Compensation Plan

- Developing a policy that address all components of compensation for non union staff
- Benchmarks are based on salary (all in compensation)
- A policy will be created on how 1 time bonuses/acknowledgements (when staff meet or exceed performance) will be awarded and the 2nd policy will be around acting pay (specific to staff taking on additional responsibilities for short term periods)

MOTION: Geoff moved to approve the Director Compensation Plan. Seconded by Hubert. CARRIED

_____ Secretary and / or _____ Chairman

6.0 INFORMATION ITEMS

6.1 Board Education Opportunities

- Equity, Diversity & Inclusion Training – SHIP has an EDI committee, 3 work plans
- SHIP has a consultant that will come in to review our policies and work plans and they would like to meet with the Board and all staff so they can build us a road map.
- The consultant will need 2 hours for training and SHIP requires a commitment from the Board
- The Board has agreed to have this training session in June

6.2 Town Hall

- Next Town Hall is April 26, 2021
- Tandra Acharjee will attend the next Town Hall on April 26, 2021

6.3 Next Meeting

- The date of the next Board Meeting via Teams is Wednesday, May 19, 2021

7.0 ADJOURNMENT

- There being no further business brought before the Board, the meeting was adjourned at 8:55 p.m.

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