



Board of Directors Meeting
Meeting Minutes

Meeting of the SHIP Board of Directors (Hybrid)
Tuesday, October 18, 2022
SHIP
60 Courtney Park Drive West, Unit 2 – Mississauga ON L5W 0B3

In Attendance: Brian E. Scott, Krista Collinson, Lori Ker, Tandra Acharjee, Alysha Racktoo, Jennifer Graham, Justyn Mahanger, Sandy Kang-Gill

Regrets: n/a

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 staff and called the meeting to order at 6:02 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 Vice Chair opened the meeting with a Federal land acknowledgement.

1.4 Approval of agenda

- The agenda was approved as amended

MOTION: Justyn moved to approve the agenda. Seconded by Jennifer. CARRIED.

1.5 Chairs Remarks

- A reminder to all Board Members to please inform Sharon if you will be attending in person or virtually

1.6 Board Action Log

- n/a

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 September 15 to October 13, 2022

_____ Secretary and / or _____ Chairman

2.0 CONSENT AGENDA

The consent agenda covered the following items:

- Approval of the Pre-AGM Board Meeting Minutes from September 20, 2022
- Approval of Post-AGM Board Meeting Minutes from September 20, 2022
- Receipt of Governance Committee Meeting Minutes September 13, 2022

ADJUSTMENT: The date on the Post AGM minutes was reflected incorrectly and revised from Monday June 20, 2022 to Tuesday September 20, 2022

MOTION: Justyn moved to approve the Pre AGM Board Minutes from September 20, 2022, the Post AGM Board Meeting Minutes from September 20, 2022 as adjusted and the receipt of Governance Committee Minutes from September 13, 2022. Seconded by Jennifer. CARRIED

3.0 BUSINESS OF THE MEETING

3.1 CEO Report

The CEO highlighted the following from her report:

- We have received a full Tax exemption of the Hansen Building going back to the date of construction. The final settlement will be over \$1 million.
- Fall preparedness planning
- Capital Property updates

3.2 Quarterly Reports

- The Board received the second quarter reports that covered activity over the organizational functional centers

3.3 Governance Committee Update

- The Governance committee meeting focused on orienting its new committee members.
- The Governance Committee also reviewed the Board Work plan and adjusted where necessary.

MOTION: Lori moved that the Board approve the Terms of reference as recommended by the Governance Committee. Seconded by Jenn. CARRIED

MOTION: Lori moved that the Board approve the Board Work plan as recommended by the Governance Committee. Seconded by Tandra. CARRIED

3.4 Finance Update

Finance Committee Terms of Reference

- The committee reviewed the terms of reference and changed the language community member to reflect community participants instead

MOTION: Tandra moved that the Board approve the Terms of reference as recommended by the Finance and Risk Committee. Seconded by Sandy. CARRIED

3.4.1 Office Lease

- The ACT program has secured a new office space at 5660 McAdam Road, Unit 100
- The new space will be convenient for staff and clients
- The financial costs of the space are also reasonable based on the budget available. The lease will be for a 6-year period starting in December with 2 months rent-free.

_____ Secretary and / or _____ Chairman

MOTION: Tandra moved that the Board of Directors approve entering into the lease at 5660 McAdam Road, Unit 100 in Mississauga subject to review by SHIP's lawyers at Davis Webb LLP as recommended by the Finance and Risk Committee. Seconded by Justyn. CARRIED

3.4.2 Insurance

- Ship switched Insurance services from Marsh to cooperators and is looking to renew its insurance with them.
- When SHIP switched to Co-operators in the prior year, the overall quote was approximately \$14,800 less than Marsh's quote for the year.
- The current year premiums were reviewed to determine if Co-operators is still a cost effective option.
- Overall, the cost only increased by \$2,946, which is a trivial increase and makes the policy cost effective for SHIP. This increase can be managed within the budget.

MOTION: Tandra moved that the Board of Directors approve the insurance renewal with Co-operators at same coverages as the prior year except for a reduction in the ammonia and hazardous chemicals from \$1 million to \$100,000 as recommended by the Finance and Risk Committee. Seconded by Lori. CARRIED

3.4.3 Investments

- SHIP is sitting at a loss of \$41,000 and is proposing some changes to the asset mix.
- SHIP is proposing to move an additional \$500,000 from the cash balance to the GICs to increase the weighting over 10% in GICs and to reduce the cash to approximately 15%. We would also look to top up equity funds and non-equity funds by \$100,000 and \$200,000 respectively to have these within the ranges proposed.

MOTION: Tandra moved that the Board of Directors approve the updated target investment amounts from the report and that management direct the investment advisor to invest additional funds to meet the target amounts as recommended by the Finance and Risk committee. Seconded by Alysha. CARRIED

3.4.4 Budget Work Plan

- The budget work plan outlines all of the key steps required in developing the budget.
- There will be 11 key steps with the process for the development of the budget. These steps are:
 1. Set the budget process calendar allowing for board approval before the following fiscal year begins
 2. Circulate the most recent strategic goals among parties involved in the budget process
 3. Review current financial statement
 4. Review key ratios or targets required by policy or contract
 5. Communicate and agree on the budget approaching including roles and responsibilities
 6. Program and department heads develop the draft expense budgets
 7. Finance develops a draft revenue, payroll and general operating budget
 8. Consolidate individual draft budgets and review overall draft
 9. Obtain approval and/or revise as required
 10. Assign responsibility for implementation (communication and monitoring)
 11. Monitor the budget vs actual results
- Individuals with key responsibilities in the work plan include the following:
 - CFO for overall oversight and management of the budget

_____ Secretary and / or _____ Chairman

- CEO and Senior Leadership Team to review the budget to align with strategic priorities
- Managers to determine departmental budgets
- Financial planning and accounting team to consolidate the budget and prepare payroll, general operating and revenue budgets
- The Board of Directors and Finance and Risk Committee for overall approval of the budget
- the budget work plan places reasonable time lines to ensure the budget will be completed in time for approval in March

MOTION: Tandra moved that the Board of Directors approve the 2023 2024 budget work plan as recommended by the Finance and Risk committee. Seconded by Justyn. CARRIED

3.4.4 Q2 Financial Results

- The CFO went over the results of the Q2 Financial report
- During the first half of the year, SHIP has a surplus due to new funding being received but not spent while staff are being hired and rental units are picked up. SHIP will continue to work on using all funds available to minimize the amounts to be returned as surplus funds. Management will be working on plans during October and November to use the surplus funds and meet the 1.5% surplus target.

3.5 Quality Update

- The committee went through the patient experience and discussions on how to bring the Quality discussion to the Board

ACTION: Approval of the Quality Committee Terms of Reference and work plan are deferred to the November Board meeting.

3.6 Health System Transformation

- Refresh of the Risk Matrix as the OHT's have evolved
- System Alignment and how priorities are being driven by the Mental Health Center of Excellence -
- The Mental Health Center of Excellence has also implemented the Roadmap to Wellness, which is a framework to build a comprehensive and connected mental health and addictions system.
- Staff are following up to see if there can be a presentation to the Board from the Center of Excellence at the November Board Meeting

3.7 Capital Properties Update

- 1st Street Motel
 - We are putting an application through to CMHC through Co-invest funding. It will give us 125,000 per door in the project
 - The application will take 4 weeks for review
 - We will need to meet energy efficiencies and install an energy efficient transformer if we are approved for the funding. If we do not get this grant, we will not be implementing the mandatory energy efficiencies and the transformer.
 - Timelines will be pushed back by 12 to 18 months if we go with the energy efficient transformer
- 343 Lakeshore
 - We were successful in the purchase of this property. The closing date is October 28th

_____ Secretary and / or _____ Chairman

3.8 Waterloo Shelter Update

- We meet with the Region as well as the YWCA
- An internal working group meets on a weekly basis
- SHIP will be presenting at their Homelessness Advisory Committee Group next week

4.0 OTHER BUSINESS

- Proposing that beginning the November Town Hall the new member introduce themselves to SHIP staff

5.0 INFORMATION ITEMS

5.1 Board Education Opportunities

- No new items were discussed

5.2 Town Hall

- October 31, 2022

5.3 Next Meeting

- The date of the next Board Meeting is November 15, 2022

6.0 IN CAMERA

n/a

7.0 MEETING WITHOUT MANAGEMENT – CEO


n/a

8.0 MEETING WITHOUT MANAGEMENT

n/a

9.0 ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 7:55 pm



Brian Scott
Board Chair

and / or



Lesley Nagoda
Board Secretary

Secretary and / or _____ Chairman