

**Meeting of the SHIP Board of Directors**  
**Tuesday January 17, 2023 (6:00 to 8:00 pm)**  
**SHIP Teams Meeting**  
**60 Courtneypark Drive West – Unit 2, Mississauga, ON L5W 0B3**

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

Regrets: Cory O'Handley, Ash Waziri

Guests: Karen Nguyen, Leah Justason, Terra Cadeau

Staff: Lesley Nagoda, Sharon Fernandes, Thomas DiCarlo, Chris Brown, David Marcy, Lina Termini, Lisa Neuman

## **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 6:05 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 Chair opened the meeting with a Federal land acknowledgement.

### 1.4 Approval of agenda

- No changes to the agenda

**MOTION: Tandra moved to approve the regular Board agenda as well as items listed under the consent agenda. Seconded by Sandy. CARRIED.**

### 1.5 Chairs Remarks

- The Chair welcomed members of the Board and Staff

### 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 report on the reporting period December 5, 2022 to January 13, 2023

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

## **2.0 CONSENT AGENDA**

- 2.1 Approval of the Board Meeting Minutes from December 5, 2022
- 2.2 Receipt of the Quality Committee Minutes October 14, 2022
- 2.3 Receipt of the Finance Committee Minutes October 11, 2022

## **3.0 BUSINESS OF THE MEETING**

### **3.1 CEO Report**

The CEO highlighted the following from the report:

- Funding for 236 first street
- Unsolicited donations during the holiday season

### **3.2 Q3 Operations Reports**

The CEO highlighted the following from the report:

- The OHRS numbers
- Quantitative information on service and staff

### **3.3 Finance and Risk Update**

#### **3.3.1 Committee Updates**

The treasurer went over the donation and fundraising policy. The policy is still a work in progress with a go live date of next year.

A report will be provided in June 2023

The risk register was reviewed and the mitigation strategies and action plans. A revised risk register will be provided at the end of the year.

CAPS (Community Accountability Planning Submission)

The CFO reviewed a presentation on what a CAPS (Community Accountability Planning Submission) submission is.

- CAPS is a plan/budget submitted by Ontario Health funded programs which forms our MSAA
- In checking with similar organizations, no one had received any increases to their base funding in five years
- When submitting our CAPS, in order to balance our budget we had 2 choices
  - 1 to submit similar a financial budget, FTE count and statistical data and manage this through a global SHIP Staffing Vacancy Factor Approach (natural attrition),  
*or.*
  - 2, to submit same budget with reduced staffing and reduced targets in programs with experienced pressures. Signaling to Ontario Health the pressured reality
- Based on the assumption that we will not receive any additional increases in funding, our choice is to go with option two
- We expect to hear back on any funding increases from Ontario Health either late January or early February

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

**MOTION: Tandra moved that the Board approve the draft 2023/2024 Community Accountability Planning Submission (CAPS). Seconded by Lori. CARRIED**

**SHIP Capital Properties Highest and Best Use Update**

**Recommendation**

The Finance and Risk Committee recommended that the Board of Directors approve the following recommendations:

1. Management will start the work required on the Lakeshore and Stanley properties that were identified as critical in the building condition assessments.
2. Management will ensure that the work identified in the BCAs is planned annually and gets complete. There will be capital budgets prepared as part of the budgeting process.
3. Management will look to implement energy efficiencies identified in the energy audits that are low cost and have a short period of time to provide a return on investment.
4. Management will look for opportunities for funding related to the energy efficiency enhancements.
5. Management will work with funders to look for potential funding opportunities to reduce the impacts on the capital reserve for renovations. Potential funders include Ministry of Health, Region of Peel, City of Toronto, Canada Mortgage and Housing Corporation (CMHC) and Federation of Canadian Municipalities (FCM)
6. Develop and get Board approval on a Sale of Capital Asset Policy

**Motion: Sandy moved That the Board of Directors endorse the five recommendations for SHIP’s capital properties and approve the Sale of Capital Asset Policy”. Seconded by Lori Carried**

3.3.2 Q3 Financial Update

- CFO provided a debrief on the Q3 financial report to the Board

3.4 Quality Update

The Quality committee went over the following during our meeting:

- Client experience story
- Quality Indicators and incident data including a new process in place for incident reporting
- We are in the process of developing quality indicators for board reporting purposes
- Reviewed the mitigating strategies for the 3 of the board risks.
- The results of the staff workplace survey and development of an action plan around the results
- Developing a staff safety plan

3.5 Health System Transformation Update

- OTH webinar on the path forward
- Mental Health and Addictions are now a priority on all 3 of our OHTs.
- OHTs may become their own independent corporations
- The risk matrix: there is no high risk of SHIP dissolution
- The hills of headwaters collaboration agreement is a low risk non binding agreement.

**MOTION: Lori moved to endorse the signing of hills of headwaters collaboration agreement. Seconded by Jenn. CARRIED**

**ACTION: Sharon to share the CDMA agreement with the Board**

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

### 3.6 Capital Properties Updates

- 236 First street:
  - Continue to move through renovations.
  - Applying for funding for the construction costs
  - More updates will be shared at the March board meeting.
- 343 Lakeshore
  - We have received home funding of \$2.8 million from the ROP.

### **4.0 OTHER BUSINESS**

No other business was discussed.

### **5.0 INFORMATION ITEMS**

#### 5.1 Board Education Opportunities

- Center of Excellence Presentation
  - Karen Nguyen, Leah Justason, Terra Cadeau from the Center of Excellence participated in Board meeting to present on their mandate, oversight model and structure of Mental Health
    - Their goal is to build a comprehensive and connected system for both mental health and addictions
    - The COE will help implement key priorities on the roadmap to wellness. Focusing on:
      - Program and performance management
      - Evidence based services.
      - Monitoring and System performance
      - Stakeholder engagement
      - Data and digital strategy
      - Access and system navigation
    - Evolution of Health System Performance Management
    - The roadmap to wellness has four pillars:
      - Improving quality
      - Expanding existing services
      - Implementing innovative solutions
      - Improving access
    - Clinical areas of focus
      - Depression and anxiety
      - Schizophrenia and psychosis
      - Eating disorders
      - Substance use disorder.
    - The work of the COE is split into two work streams.
      - Clinical Programs
      - Enablers of system transformation

#### 5.2 Town Hall New Board Introductions Schedule

- Brian will share the introduction schedule with the new Board Members (beginning January 2023)
- Sandy will be the first new member to be introduced at the January 30<sup>th</sup> Town Hall

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



**Board of Directors Meeting  
Draft Meeting Minutes  
Agenda Item # 2.1**

**5.3 Town Hall**

- January 30, 2023

**5.4 Next Meeting**

- The date of the next Board Meeting is March 21, 2023 and will be virtual.

**6.0 IN CAMERA**

n/a

**7.0 MEETING WITHOUT MANAGEMENT – CEO**


n/a

**8.0 MEETING WITHOUT MANAGEMENT**

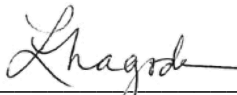
n/a

**9.0 ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 7:45 pm

  
\_\_\_\_\_  
Brian Scott  
Board Chair

and / or

  
\_\_\_\_\_  
Lesley Nagoda  
Board Secretary

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