

**Durham Children's Aid Society Board of Directors
Minutes of the Regular Meeting of November 27, 2008**

Attendance

Present: Rob MacFadden (Chair)
Heather Boissoin
Jocelyne Boissonneault
George Gadjovich
Cathy MacDonald
Ruth McCurdy
Valerie McIntyre (*appointment to Board confirmed at this meeting*)
Paul Martin
Esrick Quintyn
Bob Roche
Imran Syed
David Wade

Regrets: Susan Butson-Lewis
Audra Mihaly
Maret Sadem-Thompson (leave)
Lisa Sarsfield

Staff Present: Wanda Secord, Executive Director
Brian Prousky, Director of Services
Marna Shecter, Director of Human Resources
Martin Smith, Director of Finance & Administration
Barb Gracey, Director of Family Services
Brad Bain, Director of Children's Services
Shane Vieira, Manager of Communications and Fund Development
Susan McNeil, Executive Assistant to the Executive Director

Also present: Sandra Shad, foster parent

I. CALL TO ORDER

The President of the Board, Rob MacFadden, called the meeting to order at 6:45 p.m.

II. ACCEPTANCE OF RESIGNATION FROM THE BOARD OF DIRECTORS

The Board Officers, in their report dated November 5, advised that Sharon Fletcher has tendered her resignation from the Board of Directors, due to personal commitments.

MOTION 2008-139

MOVED by Paul Martin, seconded by Rob Roche, to accept the resignation of Sharon Fletcher, with regret and great appreciation for the time, effort, and perspective she brought to the Board as a former youth in care. **CARRIED.**

III. APPOINTMENTS TO FILL VACANCIES ON THE BOARD OF DIRECTORS

The Board Officers have considered the matter of vacancies on the Board, both in the Appointed Member position, and the vacancy resulting from the resignation noted above, and are recommending the following to the Board:

- That Valerie McIntyre, the candidate from the last Annual General Meeting receiving the next highest number of votes in the election, be appointed to fill the vacancy created by Sharon Fletcher's resignation, such term to expire on September 10, 2009;
- That a foster parent, Graeme Turrell, be appointed to the Appointed Member position on the Board for the balance of the 2008-09 term, expiring September 10, 2009.

MOTION 2008-140

MOVED by Paul Martin, seconded by Bob Roche, to approve the recommendation of the Board Officers to appoint Valerie McIntyre to fill the vacancy on the Board created by the resignation of Sharon Fletcher, such term to expire on September 10, 2009. CARRIED.

MOTION 2008-141

MOVED by Paul Martin, seconded by Bob Roche, to approve the recommendation of the Board Officers to appoint Graeme Turrell to fill the Appointed Member position on the Board for the balance of the 2008-09 term, expiring September 10, 2009. CARRIED.

Chair Rob MacFadden welcomed Valerie McIntyre to the meeting. Graeme Turrell was unable to attend today, but will join the Board at its January 22, 2009 meeting.

IV. APPROVAL OF AGENDA

MOTION 2008-142

MOVED by Ruth McCurdy, seconded by George Gadjovich, to approve the agenda as circulated. CARRIED.

V. DECLARATIONS OF CONFLICT OF INTEREST

No conflicts of interest were declared.

VI. APPROVAL OF MINUTES

MOTION 2008-143

MOVED by Paul Martin, seconded by Imran Syed, to approve the minutes of the meeting held on October 23, 2008. CARRIED.

Action registry

The Action Registry, showing Board decisions requiring action for the term September 2008-September 2009, was reviewed. No changes were made at this time.

VII. PRESENTATION

The Board President presented a video entitled "Meetings, Bloody Meetings" to encourage discussion regarding the fundamentals of good meeting process. After the video presentation, Board members noted the following as important to this process: agenda setting (logical order, time allocation for items, clarity of information), punctuality of participants, preparation prior to meetings by all participants, strong leadership, having the right people/information for the meeting and anticipating how one decision affects another department/consultation and outcomes, listening to others, and knowing when to cancel a meeting when it is not needed.

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The Chair of the Board indicated his wish to begin Board meetings promptly at 6:30 p.m., wherever possible.

VIII. IN-CAMERA MATTERS

MOTION 2008-144

MOVED by Paul Martin, seconded by David Wade, to meet in-camera to consider the following matters:

- **confidential minutes of the Board**
- **an update from the Executive Director's Evaluation Committee**
- **a report from the Executive Director regarding a contentious case, and**
- **a request from the Chair of the Finance and Operations Committee for an update regarding the building deficiency audit.**

The motion was CARRIED.

IX. DECEMBER BOARD MEETING

In 2004, a motion was approved that the Board determine annually the need for a meeting in December.

The Executive Director advised that she is not aware of any pressing business that needs to be addressed in December.

MOTION 2008-147

MOVED by Paul Martin, seconded by Bob Roche, to cancel the Board of Directors meeting scheduled for December 18, 2008. CARRIED.

It was noted that the Finance & Operations Committee will not be meeting in December, however the Director of Finance is authorized to schedule a meeting should the need arise to discuss cash flow or other pressing financial business. The next Board of Directors meeting is scheduled for January 22, 2009.

X. REPORTS

1. President's Report

The Board President did not have a written report this month, but extended his best wishes to Board members and staff for a happy and safe holiday season.

Board Officers report

The Board considered Report No. 2 of the Board Officers, dated November 5, 2008.

Recommendations contained in this report (concerning a resignation from the Board and a proposal to fill vacancies on the Board) were considered earlier in the meeting.

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Leave of Absence

It was noted that the Board Officers approved a request for a leave of absence for Maret Sadem-Thompson, for the period November 6 – December 6, 2008. Because the leave began before the date of the Board meeting, the Officers used their executive authority to grant the request.

MOTION 2008-148

MOVED by Imran Syed, seconded by George Gadjovich, to receive Report No. 2 of the Board Officers, dated November 5, 2008. CARRIED.

2. Secretary's Report (Board Attendance Report)

MOTION 2008-149

MOVED by George Gadjovich, seconded by Paul Martin, to confirm the information contained in the Secretary's report, concerning attendance at Board and committee meetings up to and including November 13, 2008. CARRIED.

3. Executive Director's Report

The report of the Executive Director was included in the agenda.

The following items were highlighted at the meeting:

- *Ministry reviews* - The Crown Ward review and the Foster Care Licensing review are underway, and involve just under 400 files, and interviews with staff, foster parents and children in care. Dates for the exit meetings for the two reviews have not yet been set, but Board members are welcome to attend and will be notified about these dates. The final report about the two reviews when finalized will go to the Services Committee for information.
- *Ministry approach to risk management* - Wanda Secord outlined this new initiative of the Ministry, which is being conducted for all transfer payment agencies. *A request was made for further discussion regarding the development of an enterprise risk management policy at the Board level.*
- *Residential policy requirements* – Wanda Secord advised that both she and the Board President have written letters to the Ministry, to advise that the agency has been unable to fully complete the compliance requirements within the Ministry's timeline, and to express concern about the expectations of the Ministry for agencies in terms of multiple directives and initiatives, without accompanying resources to achieve them in a timely fashion.

MOTION 2008-150

MOVED by Ruth McCurdy, seconded by David Wade, to receive the report of the Executive Director. CARRIED.

4. Services Committee Report

MOTION 2008-151

MOVED by Jocelyne Boissonneault, to receive Report No. 1 of the Services Committee, dated November 13, 2008. CARRIED.

5. Treasurer's Report

The Board Treasurer, David Wade, presented the Treasurer's report, as follows:

- At the Finance and Operations Committee meeting held just prior to the Board meeting, the Director of Finance presented comparative information about the agency's financial position in relation to other agencies across the province.
- The agency's Quarter 2 financial information has been submitted to the Ministry according to their timeline requirements.
- The Finance Committee's terms of reference is still under review and further discussion has been deferred to next meeting, in January 2009.
- Report No. 2 of the Finance and Operations Committee, dated October 23, 2008, was included in the Board agenda package for information.

MOTION 2008-152

**MOVED by David Wade, seconded by Paul Martin, to receive the Treasurer's report.
CARRIED.**

6. Board Policy Review Committee

Rob MacFadden, the Chair of the committee, advised that the review of Board policies has begun. The committee will consider conducting a review of the Board's by-laws and orientation manual at the end of the process, time permitting.

MOTION 2008-153

MOVED by Ruth McCurdy, seconded by Esrick Quintyn, to receive Report No. 1 of the Board Policy Review Committee, dated November 12, 2008. CARRIED.

XI. INFORMATION ITEMS

Ministry newsletter - The Board President advised that the Ministry of Children and Youth Services has developed a new communications vehicle for messaging to Board Presidents and Executive Directors, a newsletter called Communiqué. The content of the initial newsletter mostly addressed the current financial situation. Rob MacFadden advised that he will update the Board on future Ministry newsletters.

MOTION 2008-154

**MOVED by Ruth McCurdy, seconded by Esrick Quinty, to receive information items contained in the agenda, as well as the update from the Board president noted above.
CARRIED.**

XII. CORRESPONDENCE

Three items of correspondence were contained in the agenda, including a memo from the Executive Director and Board President of the Ontario Association of Children's Aid Societies, regarding a recent meeting with the Minister of Children and Youth Services. The meeting focused on follow-up to the economic announcement made by Provincial Treasurer Dwight Duncan on October 22, 2008.

A question was raised at the Board meeting regarding the potential impact of the current economic situation on the agency, particularly given the concerns about the auto sector and

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announcements relating to the General Motors plant in Oshawa. It was noted that according to news reports, employment insurance requests went up 96% over the last year in Oshawa, while the average in Canada is just over 7%.

The Executive Director advised that she has had preliminary conversations with other local community leaders regarding what proactive measures the service community as a whole can be taking in response to the impact of the downturn in the economy, including planning for service provision and advocating for additional resources.

Suggestions made for community support included:

- Providing information, particularly before plant closures occur - preventative outreach gives people hope in difficult times. The Executive Director agreed that community resource information could be made available in the Society's main reception area.
- Encourage a "summit" of social service providers to discuss potential responses to the economic situation and its effects on the community.
- Collaborate with the local school boards to be proactive – the agency's new education consultant may be helpful in this regard.

MOTION 2008-155

MOVED by Esrick Quintyn, seconded by David Wade, to receive items of correspondence contained in the agenda. CARRIED.

XIII. ADJOURNMENT

MOTION 2008-156

MOVED by Paul Martin, seconded by David Wade, to adjourn the meeting at 8:25 p.m. CARRIED.