



OUR MISSION

**To provide high quality, family centred
and community-based residential
and respite care for individuals with
complex care needs.**

MINUTES
BOARD OF DIRECTORS MEETING
August 8, 2017
5:30 PM – 7:00 PM

DIRECTORS

Blatchford, Christie

Borenstein, Howard

Fowler, Noela

Lazarus, Shavone

Lombardi, Connie

Marques, Ana Cristina

Singh, Gaurav

Zingaro, Tony

ABSENT

Ionescu, Daniel

Kulik, Dina

Peterson, Mary

STAFF

Bisailon, Susan, CEO

Tkadletz, Lorraine - Recorder

PRESENT

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✓

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1. Call Meeting to Order:

Meeting called to order at 5:30 pm by Connie Lombardi.

1.1 Quorum

A quorum was declared.

1.2 Declarations of Conflicts

1.3 Approval of Agenda

Approval of Agenda

Motion: Ana Cristina Marques

Second: Gaurav Singh

Carried: To approve the Agenda for the August 8, 2017 Board meeting of Safehaven.

2. Consent Agenda Matters

- 2.1 Risk Management Package – Policy and Procedure, 2017/18 Plan, Leadership Risk Assessment, Risk Form
- 2.2 Finance Committee Terms of Reference
- 2.3 June 13, 2017 Board Meeting Minutes

Approval of Consent Agenda Matters

Motion: Shavone Lazarus

Second: Connie Lombardi

Carried: To approve the Consent Agenda Matters.

3. Adult Services

Susan presented the draft transition plan for adult services that is required by the ministry as part of the adult services planning for 2017/18. The ministry wants to advance the agenda over the next few years as there is \$110 million in annualized funding to transition 800 individuals into adult residential services. We will be providing adult services to both Toronto and Central regions. We are planning to designate Aurora as our first residence, since 50% of the current residents are adults. The ministry is willing to provide seed funding for renovations to existing properties, but they will not provide the funding to build new structures, our goal is to renovate existing properties such as Aurora. The ministry would like to move all adults currently occupying children's beds by March 31, 2018.

Currently, we are working on the QAM compliance standards (approximately 300) that will have to be met to provide adult services. We have seconded a staff internally to work on this however we will need dedicated resources / staff to advance our adult programming. As part of our submission, we will ask for transitional dollars however we are unsure if this will be supported. We currently have 4 individuals in Toronto region that will be transitioned into adult beds in Aurora and two adults in Timber Lane. Our goal is to utilize our vacant unfunded beds first prior to obtaining a new adult home. If we purchase and renovate homes, the ministry is open to cross region funding, meaning that both regions (Central and Toronto) will provide funding at the same location. We are looking at an additional second home in Toronto for adults, as there are 107 adults on the list with complex needs. Our plan is to obtain a second home for 2018 and have this operational.

There was a good discussion regarding resources to support the team as there is limited capacity within our roles. The board supported the notion of hiring roles to support the adult program as a start by utilizing our charitable funds. The roles that were raised for support was a project manager and Client Care Educator (.4FTE). The project manager will be a contract role for 5 months to assist in the development and implementation of the adult program. Additionally, the board discussed the renovation and capital was put forth and approved to start the renovation in September 2017 to have the home ready for December 2017. Funding was approved for up to \$400,000.

Approval of Moving Forward with Adult Funding

Motion: Christie Blatchford

Second: Ana Cristina

Carried: To approve the Adult Funding

Approval of Funding for a Project Manager and Part- Time Educator Positions

Motion: Howard Borenstein

Second: Christie Blatchford

Carried: To approve the funding for a Project Manager and Part-Time Educator Positions

Susan advised the Board that Toni Brem has been challenged with the demands of the role and balancing home and advised that she will be leaving Safehaven at the end of August. Toni has been a great addition and many efforts have been made to retain her however at this time she needs to take a step back and focus on other areas. Andrew has been taking on more responsibilities in relation to her role while she has been away this summer. A posting will go up for a more senior fundraiser role to support Safehaven.

4. CEO Report

Susan reported that the houses have all had a really active summer, with amazing work on recreation for the children. We are planning an open house at Glenaden towards the end of summer.

Susan and Shavone have met with several good candidates for the Board. Both Shavone and Susan believe we will need another Board member who has a finance background on the main Board and Eric Clarke, who currently sits on the Finance committee of the Board, would like the opportunity to be a member on the main Board. This would allow for a smooth transition when Daniel's term on the Board is up.

Howard advised the Board that he will either have to take a leave of absence or resign from the Board as of today. Howard will be involved with a trial involving government members who will testify at the trial. There is likely no actual conflict of interest, but there is the potential for a perceived conflict of interest as the organization is applying for additional funding for adult programming from the provincial government. The trial is scheduled to last until the end of the year and the Board agreed to a leave of absence for Howard until a verdict in the trial is rendered. Ana Cristina will be away in September and will not be attending the Board meeting.



Connie Lombardi, President



Shavone Lazarus, Secretary