



OUR MISSION

To provide exceptional residential and respite care to help families whose children have complex physical and developmental disabilities.

MINUTES
BOARD OF DIRECTORS MEETING
March 8, 2016
6:40 PM – 9:15 PM

DIRECTORS

Lombardi, Connie
Blatchford, Christie
Zingaro, Tony
Lazarus, Shavonne
Fowler, Noela
Borenstein, Howard
Mary Peterson
Ionescu, Daniel
Bisaillon, Susan – Acting CEO

PRESENT

✓
✓
✓
✓
✓
✓
✓
✓
✓

ABSENT

Gupta, Montu
Marques, Ana Cristina
Weir, Andrew

1. Call Meeting to Order:

Meeting called to order at 6:40pm

2. Declarations of Conflicts/Reading of Mission Statement

There were no declared conflicts of interest.

Mission Statement was read aloud by Connie Lombardi to the board members.

3. Agenda

Motion: Christie Blatchford

Second: Howard Borenstein

Carried: To approve the board agenda with the addition of the submission for French Language Service (FLS) Compliance Report for 2016/17.

4. Meeting Minutes

Motion: Tony Zingaro

Second: Mary Peterson

Carried: To accept the minutes of the meeting from February 9th 2016 with changes related to finance and addition of Eric Clarke as current member of the Finance Committee of the board.

5. Timber Lane Flood - Update

Current Status

- High level Overview
 - Progress on the project is going very well with the aim to have Children back into the home for March Break
 - All Painting has been completed and lifts installed
 - New Furnace has been installed
 - Kitchen and cabinetry has been installed
 - Furniture is being delivery this week as well as items to prepare the beds for the rooms
 - Inspector is being booked for final inspection to allow the home to commence occupancy.
 - Tony and Susan visited the site today and noted several deficiencies that were shared with the contractors such as floor tiles lifting; wall in laundry room need to be reviewed for water impact from flood with aim to fix, hood from prior kitchen will be utilized with adjustments. As well Tony discussed that we will be creating a meeting room in the basement of Timber Lane that can be used for meetings and education sessions. Additionally, we have requested that the stairs to the basement be fixed given the wear and tear with the construction.

6. CEO Report

The CEO report was moved up in the agenda and Susan reviewed the key areas of focus for the month with respect to:

- Overall summary of the sector and meetings attended that provided the board members with a sense of what is occurring with respect to our population.
- Attendance at MPPs breakfast with Christina Martins and investments over next 3 years for children with special needs that will be further defined
- Quality – Safehaven’s need to focus on changing the culture to that of a just culture rather that of a culture of fear or blame. Susan provided observations from the last month and identified ways that we can move forward to impact the culture and advance the priorities for Safehaven.
- There was a good discussion about Safehaven and the future with ideas on expanding who we serve. The board also discussed how this will come out in the Strategic Plan however we may want to consider a meeting in advance of the Strategic Plan with a focus on this entirely.
- People Strategy – The members were provided with a PowerPoint and an overview on the approach taken to focus on key areas for the future regarding professional practice / education, performance as well as reward and recognition. This work will continue and there will be planned location meetings with Barry and Susan.
- Susan highlighted that we obtain an additional \$20,000 for the roof at Clayland that needs to be completed prior to March 31, 2016.

7. Property Committee

Tony Zingaro and Susan Bisailon provided an update on the property committee that is focused on the Bloor Property. In review of our progress to date there has been limited advancement in this area over the past 2 years. A meeting was held on March 2, 2016 with TDSB representatives (Jeff Latto, Marit Stiles), Bob Sanders, Tony Zingario and Susan Bisailon to discuss the proposal from the TDSB as the current offer is unacceptable. The TDSB is requesting 40 parking spaces which would leave Safehaven with very limited if any parking spaces. At the end of the meeting, we asked that TDSB reconsider our option to purchase the space and they indicated that they will take this forward to their committees for consideration given the sale of the adjacent property that may have an opportunity for TDSB to carve out land for parking. This option to purchase may take longer however it would be a better position for Safehaven.

The role of Bob Saunders was discuss and his compensation for the work to date. Further review will be completed to determine if his services are needed to support us as a go forward.

8. Committee Reports

Finance Committee Update

- Daniel provided an overview of the budget that was prepared and submitted to the Finance Committee of the board highlighting changes for members.
 - The RN staff member as well as the Recreational Therapy role was discussed as this will add to the quality of care for the Children.
- Currently, Safehaven is completing year-end financial reconciliation and there has been good work completed by Maria Ryan in this areas as well as the 2016/17 budget.
- The areas for discussion regarding the Fund Development & Communication Support role from the last meeting passed with a 50/50 portion charged to operations and the Charitable Fund.
- The members asked for several items to come forward at the next meeting that include a 4 year review of our investments and the returns as well as review of the Investment Policy.
- Further discussions will need to occur on how we can improve our properties as there is work needed to upgrade the homes.

Clayland Property

- There has been an issue identify at the Clayland property with respect to the roofing project whereby \$20,000 has been received from the ministry. Further analysis is ongoing however; information received to date indicates that additional work is needed such as replacing insulation and wood with mold, improving the ventilation in the attic and properly seal the roof prior to placing shingles. The quotes to date are estimated at approximately \$53,000 and an inspector will be going on site tomorrow to confirm the roofing issues. Susan will work with the ministry to indicate that total costing once received to determine if additional funding can be obtained.

Motion: Christie Blatchford

Second: Mary Peterson

Carried: To approve the 2016/17 budget and the additional funding needed for the Clayland roofing project.

9. Transfer Payment Administration Modernization (TPAM)

Susan Bisailon provided an overview to the TPAM project that Safehaven will be participating in over the 2016/17 budget year where there will not be a need to submit a budget. Information was provided to members in the package that have been sent from the ministry on the project.

10. CEO Search

Connie Lombardi provided an overview of the progress to date on the search for the CEO and indicated that the job description and accompanying memo has been prepared. There was agreement from the members to distribute to our network members and complete an internal search by Safehaven as opposed to using a search firm. Connie also highlighted that she has spoken to Promeus regarding our experience to date and learning from this for the future.

11. Staff Engagement

The Staff Engagement was covered in the CEO report. There were several board members who offered to support ideas regarding the results and the rewards and recognition program strategies for the future such as a newsletter, celebrations and involving staff in these ideas.

12. French Language Service Compliance Report for 2016/17

Susan Bisailon reviewed Safehaven's compliance report that needs to be submitted by the end March 2016, which indicates that we are in compliance with the expectation as a referral site. Currently, there is no developmental programming that exists in French within our sector and Safehaven meets the compliance as a referral organization. Our website is being updated, where our phone messaging is in French as well we refer to Centre de Francophone for support services as needed.

13. CEO Discussion

*Interim CEO excused for the Discussion

14. Date of next Board Meeting:

Tuesday, May 10, 2016, 6:30PM, 1173 Bloor St. W. Toronto, Boardroom

15. Adjournment

*Acting CEO/Recorder excused from the meeting

Motion: Shavone Lavarus

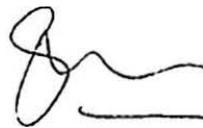
Second: Tony Zingaro

Carried: That the March 8, 2016 meeting was adjourned at 9:15PM

Recorder: Susan Bisailon, Acting CEO



Connie Lombardi, President



Shavone Lazarus, Secretary