



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
November 10, 2015
6:40 PM – 8:20 PM

DIRECTORS

Lombardi, Connie
Bisaillon, Susan
Borenstein, Howard
Peterson, Mary
Zingaro, Tony
Lazarus, Shavonne
Marques, Ana Cristina
Blatchford, Christie

PRESENT

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✓ (T/P)
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✓
✓
✓
T
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ABSENT

Fowler, Noela
Gupta, Montu
Ionescu, Daniel
Weir, Andrew

GUESTS:

Kinnon, Cindy – Chief Executive Officer
Ashmore, Colleen – Director of Operations
Pedro Assis, Renata – Administrative Assistant
Esha Van der Linden – Social Worker Manager
Leah Gauer – Social Worker
Maria Gregoriou – Social Worker
Bob Saunderson – R.S. Saunderson Realty Corp.

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

3. Agenda

Motion: Mary Peterson

Second: Shavonne Lazarus

Carried: To approve the November 10, 2015 meeting agenda

4. Presentation by the Social Work Team – Respite Services at Safehaven

Elsha Van der Linden started the presentation to the Board of Directors. She introduced the social work team: Elsha van der Linden, Leah Gauer and Maria Gregoriou. Elsha went over the highlights of the “Respite Service” insert. Elsha described the social work team responsibilities, including assessments, intake, outreach and community partnerships.

Elsha Van der Linden called Leah Gauer who gave an inspiring example of a family of 4 children, including one who uses Safehaven’s respite service. This family lives in an inaccessible home that makes difficult for the Safehaven child to be involved in the community or attend school. Leah demonstrated the positive impact that Safehaven had in that family life, more specific on the child’s life that now is able to more active and involved in the community.

Maria Gregoriou, spoke about the trends noticed within children and families at Safehaven: (1) More families requesting respite at the residential locations; (2) More requests to support children with higher cognitive skills; (3) More respite requests from families of older and more physically demanding children; and (4) More requests to support children who are ambulatory and require behavioural supports. Concerns were raised by the Board about losing respites that don’t want to come to Bloor location, and they suggested the team to track and measure families that choose not to come to Bloor.

Maria reviewed the key challenges for parents accessing respite services: (1) Families dealing with emotional readiness; (2) Challenges in obtaining current medical forms and the high frequency that those forms are required, and the time spent during intake. Colleen Ashmore, is looking into ways to improve the intake process using technology. (3) Lack of available funded beds in Central East Region.

Maria presented the board with the projects that the team are working on, including a video with families to promote Safehaven services and creating a resource centre in the back lobby of the Bloor Building. She also discussed the best practice meetings with members from the Holland Bloorview Kids Rehabilitation Hospital and Emily’s House (both agencies provide respite to medically fragile children). The meetings serve as a parameter to compare the processes between agencies and build connections that lead to more referrals.

Maria also, talked about future projects that the team is working on it. The first one is “Peer Mentorship”, which Leah is planning to put families together. The second is a project for next year in which the team will be connecting with newcomer families. The social work team will also be reviewing and revising the data collection system “Salesforce” to provide an improved picture of the families/children we support in order to identify what cultural communities to target.

5. Ministry of Community and Social Services – Developmental Services Human Resources Strategy by Colleen Ashmore

Colleen Ashmore, Director of Operations, reviewed the document that was sent in the board package outlining the background of the Developmental Services HR Strategy and the Core Competencies program. She was seeking an endorsement from the Board to complete an Expression of Interest to proceed with the Core Competencies program. The next step will be for herself, the HR Coordinator and a front line staff to attend an introductory session. The Board of Directors do not see any downside and recommended that Colleen explore more details about the program including possible cost.

6. Appointment of Officers of the Board of Directors

Moved to the next Board of Directors Meeting

7. Review of Meeting Minutes

Motion: Tony Zingaro

Second: Christie Blatchford

Carried: To accept the minutes of the September 08, 2015 Board Meeting

8. Business arising from previous minutes

i. Toronto District School Board Negotiations - Update

- Cindy Kinnon and Bob Saunderson present to the Board of Directors the Bloor Street Expansion Project with the timeline and negotiations with the TDSB.
- Points made during the discussion included:
 - Two lots declared surplus
 - Benefits of leasing versus purchase
 - No rush to finalize the negotiation, as the trend is less people using respite in downtown location.
 - Drop-off option was given by Bob Saunderson. But it was agreed by the majority of the present members that this is not viable as the intake process takes time to be completed.
 - 10 parking spots offered by the TDSB do not attend Safehaven's need.
 - We need more parking spaces because of additional space. Safehaven probably will need 20 parking spots minimum, not 10 offered by the TDSB.
 - Next meeting with the TDSB, Bob Saunderson will negotiate for more spots
- The Board suggested the attendance of the Property Committee on the next TDSB meeting with Bob Saunderson.

9. Committee Reports

i. Finance Committee: Moved to the next Board of Directors Meeting

Motion: To approve the financial statements to September 30, 2015 as presented

Motion: To approve the 2nd Quarter Financials

ii. Governance Committee

- Last meeting was canceled. Susan to reschedule the next Governance Committee meeting.
- Survey with Board was suggested to look for areas of deficiency
- Develop a questioner or buy OHA book to see sample of questions

**iii. Strategic Planning Project Committee: Moved to the next Board of Directors Meeting
Report – Update Strategic Planning Project**

Motion: To approve revised Strategic Planning Committee Terms of Reference

10. CEO Report

- Cindy Kinnon presented to the Board of Directors the CEO Report document. The document includes a client story, human resources strategy, and new service opportunity.
- Points made during the discussion included:
 - New services coming. i.e.: Nursing
 - Children engagement
 - Assign employees with teams that have common responsibilities
 - Town Hall November meeting – Focus on wellness and benefit provider
 - First Town Hall 60 percent of employee attendance
 - Regular staff meeting with 100 percent attendance, and ice breaker activities
 - Implementation of email address to all Safehaven employees
- Board suggested that a measurement method need to be developed and implemented in order to evaluate the success of the above activities/programs.
- Board appreciated the presentation and suggested for the next CEO Report some changes, such as focus on the main topics, including fundraising, health and safety, etc.
- Another point made, it was regarding the hiring process of the new Fundraising Developer. Tony Zingaro would like to be involved in this process, since he will be working closely with the new employee for some fundraising activities.

11. New Business: Moved to the next Board of Directors meeting

Memberships:

i. Safehaven Membership

- Board Members
Andrew Weir
Howard Borenstein

Motion: To accept the applications for 2015-2016 Membership as presented

12. Date of next Board Meeting:

Tuesday, February 09, 2016, 6:30PM, 1173 Bloor St. W. Toronto, Boardroom

13. Adjournment

Motion: Mary Peterson

Second: Susan Bisailon

Carried: That the November 10, 2015 meeting be adjourned at 8:20PM

14. In Camera Session

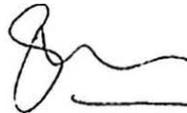
The Board of Directors and Cindy Kinnon had an in camera session.

Recorder: Cindy Kinnon, CEO

Renata Pedro Assis, Administrative Assistant



Connie Lombardi, President



Shavone Lazarus, Secretary