



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
January 17, 2017
6:30 PM – 8:40 PM

DIRECTORS

Lombardi, Connie

Lazarus, Shavonne

Fowler, Noela

Borenstein, Howard

Zingaro, Tony

Peterson, Mary

Dina Kulik

Singh, Gaurav

Marques, Ana Cristina

Ionescu, Daniel

ABSENT

Henry, Avril

Blatchford, Christie

CEO

Susan Bisailon

PRESENT

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✓

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Teleconference

Teleconference

GUESTS:

Kathryn Burbridge – Project Manager – Governance, Strategy and Special Projects

Lorraine Tkadletz – Administrative Assistant

1. Call Meeting to Order:

Meeting called to order at 6:35 pm by Connie Lombardi.

2. Declarations of Conflicts/Reading of Client Stories

There were no declared conflicts of interest.

Connie Lombardi shared two stories with the Board. The first story involved a 16 year old boy whose family had not had a vacation in many years. They were referred to Safehaven by Holland Bloorview and we were able to provide respite for the family from Dec. 17 to Jan. 1. Following the visit we received an email from J's mother expressing her thanks. She said "We enjoyed our holiday in Florida, and would like to say how much we appreciated your staff and

Safehaven for allowing our son to come on such short notice. It was so relaxing to know he was in a safe place. Everything went well and he seemed so happy there and was so pleased for the daytrip to Disney on Ice. Thank you again to all the staff for their warm welcome and excellent care.”

The second story involved a boy who has stayed with Safehaven before and typically has very positive respite experiences. During his last visit he had self-inflicted scratches on his face and that staff had not informed the mom when it occurred which caused upset. Based on this incident, staff worked with mom on solutions to prevent in the future including timely reporting to the family.

3. Agenda

Motion: Tony Zingaro

Second: Noela Fowler

Carried: To approve the board agenda for the January 17th Board meeting of Safehaven.

4. Meeting Minutes

Motion: Mary Peterson

Second: Noela Fowler

Carried: To accept the minutes of the meeting from November 10, 2016 as read.

5. Consent Agenda

Connie reviewed the consent agenda practice and the Board agreed that it is preferable to use a consent agenda to read and approve routine agenda items in order to allow more time to discuss non-routine items. Any Board member may take items off the consent agenda and have them placed on the regular agenda for further discussion if they so wish.

Motion: Mary Peterson

Second: Gaurav Singh

Carried: To approve the use of a Consent Agenda at future Board meetings.

6. Board Recruitment

There has been one outstanding Board position on the Board of Directors that the Recruitment Committee was working to solidify a candidate with a health care background. The newest recruited Board member, Dr. Dina Kulik was introduced to the Board and we are pleased to have her as a member.

7. Strategic Planning

The strategic plan was reviewed with Jessie from Optimus SBR with discussion on the Vision and Mission statements as well as the strategic objectives. The discussion was lengthy and resulted in a number of changes that will be made by Optimus. The Strategic Planning Committee will review the next draft with the aim to have the final draft plan for the February 2017 meeting.

8. Ethics

Deferred due to the length of the Strategic Planning discussion.

9. Board Annual Reviews and Signoff

Those Board members who had not completed the Annual Director Declaration and Consent form and Board Peer Assessment Questionnaire were asked to submit these as soon as possible.

10. Committee Reports

Governance Planning Committee

Motion: To accept the Governance P&P Director’s Code of Conduct FINAL

Motion: To accept the Governance Policy – Reporting Processes and Structure FINAL

Motion: To accept the Governance Policy – Board Training and Development FINAL

Motion: To accept the Whistleblower Policy FINAL

Motion: To accept the Organizational Structure

Motion: To accept the CEO Succession Plan

Motion: Tony Zingaro

Second: Mary Peterson

Carried: To accept all of the above policies.

11. Redevelopment Projects

Deferred due to the length of the Strategic Planning discussion.

12. Quality Report

Deferred due to the length of the Strategic Planning discussion.

13. Fundraising/Donations

Deferred due to the length of the Strategic Planning discussion.

14. CEO Report

Deferred due to the length of the Strategic Planning discussion.

15. Date of Next Board Meeting: February 7, 2017

16. Adjournment

A review of the meeting was done by Connie.

Motion: Connie Lombardi

Second: Shavone Lazarus

Carried: That the January 17, 2017 meeting was adjourned at 8:40 pm.

Recorder: Lorraine Tkadletz, Administrative Assistant

Connie Lombardi, President

Shavone Lazarus, Secretary