

## Board of Directors

**Minutes of Tuesday, November 8<sup>th</sup>, 2011**  
**The In Community**  
**1150 Morrison Drive, Suite 110**  
**5:00 – 7:00**

Board Members
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Name of Member	Present	Regrets	Absent
Allen, William	✓		
Brodie, Dennis		✓	
Burns, Barbara	✓		
Culhane, Tammy	✓		
Derks, Rachel	✓		
Duross, Wendy		✓	
James, Carolyn	✓		
Lees, John	✓		
MacCallum, Barbara	✓		
McIntyre, Wayne	✓		
Moretton, Brian	✓		
Polnicky, Luc		✓	
Romain, Randy	✓		

Staff
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Name of Staff Member	Present
Blouin, Diane	✓
Gilhen, Terry	✓
Kruk, Kim	✓
McCaully, Jennifer	✓
Tomlinson, Teena	✓

The meeting of October 11<sup>th</sup>, 2011 was cancelled.

## **Introductions**

Wayne McIntyre commenced the meeting with a round table of introductions.

### **1. Approval of Agenda**

Strategic Planning Committee – Item 6c was added to the agenda.

The revised agenda was approved on a motion by Tammy Culhane. Seconded by John Lees.

**CARRIED**

### **2. Minutes of September 13<sup>th</sup>, 2011**

The minutes of September 13<sup>th</sup>, 2011 were approved on a motion by Brian Moreton. Seconded by John Lees.

**CARRIED**

### **3. Business Arising**

#### **a) Trillium Grant Application**

Teena reported that we forwarded an application to Trillium for the development of a BFE Business Plan with the goal of a self-sustaining program. Trillium has requested that this information remain confidential until November 24<sup>th</sup>, 2011, when they make their public announcements. We have been approved for \$114,000 over two years with the second year contingent on the Business Plan being viable.

#### **b) Judge George Ferguson Award**

Kim reported that Teena was honoured with the Judge George Ferguson Award in Toronto on September 23<sup>rd</sup>, 2011 at the March of Dimes Canada Annual General Meeting. The award is on behalf of her work in creating equality and full participation for people with disabilities in the Ottawa area.

#### **c) Client Matter**

In follow-up to the September Board meeting, Teena reported that the client has signed their yearly service plan agreement.

### **4. Financial Statements**

Teena expressed that the “Revenue for Month” on both statements presented is incorrect. Corrected statements will be forwarded to members at the next meeting.

John Lees moved to accept the Summary of Revenue and Expenses, period ending September 30<sup>th</sup>, 2011 with revenue of \$1,904,929.99 and expenses of \$1,855,856.67. Seconded by Tammy Culhane.

**CARRIED**

### **5. Executive Director’s Report**

Teena reported the following:

- United Way Proposals have been forwarded for SNEES, a System Navigator and also Barrier-Free Environment with a focus on assessing social housing

in Ottawa. Next steps include the United Way assessing if proposals are financially feasible in December to qualify to move to the next level. Final decisions will be announced in March of 2012.

- We have chosen to begin our accreditation process with Accreditation Canada. This process will take place over the next 6-18 months.
- We will be receiving a small donation from the Rotary Home of South Nepean and also Petawawa Rotary Home. We have also been asked to speak at a breakfast regarding our services.
- As a means to streamline our financial and statistical reporting requirements with the Ministry of Health, we will be proceeding with training and implementation of HRIS – which is a payroll and HR software program. The implementation and training is fully funded by the Ministry of Health and Long Term Care.
- **Compliance Report – LHIN's**  
Teena reviewed the Multi-Sector Accountability Agreement, Compliance Report to The In Community's Board of Directors. The minutes will reflect that a signed copy will be kept with the file copy of the minutes.

Teena reviewed a memo that will be signed by the President of The In Community Board of Directors to the Champlain LHIN'S Chair affirming the agency's compliance with our current MSSP. Barbara Burns moved that "After making inquiries of the Executive Director, Teena Tomlinson, and other appropriate officers of the HSP and subject to any exceptions identified within this declaration, to the best of the Board's knowledge and belief, the HSP has fulfilled its obligations under the services of accountability agreement (the "M-SAA") in effect during the Applicable Period. Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the M-SAA concerning applicable procurement practices;
- (ii) The Local Health System Integration Act, 2006; and
- (iii) The Public Sector Compensation Restraint to Protect Public Services Act, 2010.

Seconded by Randy Romain.

**CARRIED**

## **6. Committee Reports**

### **a) Health & Safety Committee**

This item was deferred.

### **b) Evaluation Committee**

Barbara MacCallum presented the findings from the 2011 Board of Directors Evaluation Report.

Teena will prepare a workplan for implementation of any findings in the report and present at the next Board meeting.

**c) Strategic Planning Taskforce**

William Allen reported that the Committee is presently working on an environmental scan of trends in supportive housing, aging, governance, salary scales and capacity. The Committee is also reviewing the results from the survey questionnaire with stakeholders.

Once the Committee has more clearly defined potential recommendations, the work will be brought forward to a Board and Staff Retreat day to finalize the Strategic Plan.

**7. Other Business**

**a) AODA**

Terry reviewed two draft documents with the Board. The first document encompassed an audit of where The In Community was at in compliance with the AODA Customer Service Regulation which will come into effect as of January 2012.

William Allen moved to accept the Customer Service Policy Statement with recommended changes. Seconded by Tammy Culhane.

**CARRIED**

**b) Service Plan Agreement**

The Board reviewed and recommended changes to the draft Service Plan Agreement. John Lees moved to accept the revised Service Plan Agreement. Seconded by Barbara Burns.

**CARRIED**

**8. Next Meeting**

Our next meeting will be on Tuesday, January 10<sup>th</sup>, 2011 at 5:00.

**9. Adjournment**

The meeting adjourned at 6:30 on a motion by Brian Moretton.