

Board of Directors

Minutes of Tuesday, September 13th, 2011
The In Community
1150 Morrison Drive, Suite 110
5:00 – 7:00

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| 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 | ✓* joined at 5:50 | | |

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| Staff |
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| Name of Staff Member | Present |
|----------------------|---------|
| Blauer, Cathy | ✓ |
| Blouin, Diane | ✓ |
| Gilhen, Terry | ✓ |
| Kruk, Kim | ✓ |
| McCaully, Jennifer | ✓ |
| Simpson, Tracey | ✓ |
| Tomlinson, Teena | ✓ |

The meeting commenced with a presentation to Cathy Blauer on behalf of the staff and Board in honour of her upcoming retirement.

1. Introductions

Luc Polnicky welcomed new members Barbara Burns, Carolyn James and Barbara MacCallum.

2. Approval of Agenda

The agenda was approved on a motion by Wendy Duross. Seconded by John Lees.

CARRIED

3. Minutes of June 14th, 2011

The minutes of June 14th, 2011 should be amended to reflect the Board's discussion surrounding the agency's expansion of services to seniors who require assistance with activities of daily living.

The revised minutes of June 14th, 2011 were approved on a motion by Dennis Brodie. Seconded by Tammy Culhane

CARRIED

4. Business Arising

a) Service Plan Agreements

Upon discussion, the Board recommended bringing the full draft document back for review at the November Board meeting.

5. Integrated Health Service Plan (LHIN's)

New staff member Diane Blouin, Director of Corporate Development, provided a presentation to the Board on what the landscape is of our community and how this may impact our agency now and in the future surrounding planning initiatives.

Copies of the slide presentation will be provided to all Board members.

6. Financial Report

John Lees presented the financial statements.

Dennis Brodie moved to accept the financial statements, period ending July 31, 2011 with revenue of \$1,257,207.33 and expenses of \$1,230,410.53. Seconded by Barbara Burns.

CARRIED

7. Executive Director's Report

Teena reported the following:

- Notification has been received from the LHIN's that our budget has increased 1.5% for the current fiscal year which is approximately \$49,000.
- The In Community being involved in an increased number of media contacts which included an interview on 88.5 surrounding SNEES and the need for on-going support, a thank you to Cathleen Petty at CBC for her contribution to our community, an interview with CBC TV surrounding

accessible vehicle rentals in Ottawa and a client of The In Community being interviewed for CBC TV surrounding accessible voting.

- A Trillium Grant submission for our BFE program;
 - The Health Services Appeal and Review Board declined to review a client complaint brought forward to them as it was outside of their jurisdiction.
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- Kim Kruk reported that a nomination was submitted by Luc Polnicky, President and herself nominating Teena Tomlinson, Executive Director for the Judge George Ferguson Award through the March of Dimes of Canada and that Teena was the chosen nominee out of nine candidates. Teena will be travelling to Toronto to receive the award which is on behalf of her work in creating equality and full participation for people with disabilities in the Ottawa area.

8. Committee Reports

a) Strategic Planning Taskforce

John Lees reported that the taskforce has developed a schedule for an environmental scan which will feed into establishing the priorities for the agency's 3 year plan.

The taskforce is working towards bringing back a draft to the Board for the January Board meeting.

b) Health & Safety Committee

Tracey Simpson reported that we had 4 injuries with no lost time and 4 injuries with lost time since June. Upon discussion, the HR Committee will review the data of injuries and bring back any relevant information to the Board.

c) Selection Committee

Luc Polnicky reported on the following items from the Selection Committee's meeting in June:

- Filled two vacancies at the Richmond site;
- The Committee's discussion and approval of home interviews being completed of potential new clients;
- Acquiring a Social Work student for a practicum placement to interview all present clients on the waiting list for supportive housing, and subsequently compiling and preparing a report of common themes and findings.

5. Other Business

a) Client Matter

Upon discussion Wendy Duross moved that a letter from the President be forwarded to client highlighting a 2 week deadline to sign Service Plan

Agreement and a subsequent 30 day notice period to cease services if the agreement is not signed. Seconded by Dennis Brodie.

CARRIED

Upon discussion it was also recommended that a memo go to all clients requesting feedback surrounding the Service Plan Agreement document.

6. Next Meeting

Our next meeting will be on Tuesday, October 11th, 2011 at 5:00.

7. Adjournment

The meeting adjourned at 6:55 on a motion by Brian Moretton.