



**Houselink Community Homes
Board Meeting Minutes
May 22, 2019**

Present: Phillip Dufresne (Chair), Linda McNeil, Mary Modeste, Mark Guttridge, Douglas Jordan, Charles Finlay, Joann Sochor, Natalie Ochrym, Colette Snyder

Regrets: Richa Jagota

Guests: Esther Mwangi, Carole Fisher, Kimberly Watts

Staff: Brian Davis, Helen Cheung, Charlie Lior, Monica Vaus (minutes)

Approval of Agenda

Moved by: Mark Guttridge

Seconded by: Colette Snyder

Carried

Conflict of Interest

No conflict of interest declared

Approval of Consent Agenda Item

Moved by: Natalie Ochrym

Seconded by: Joann Sochor

Carried

Business Arising and Any Consent Agenda Item Requiring Action or Further Discussion

A question was raised about any update on the Ministry of Health Restructuring. At this point, it is difficult to know, but Brian will continue to provide updates to the Board as things progress. The Addictions Mental Health Ontario conference is coming up and this will be a key topic in the leadership sessions.

Support Services Annual Report / Compliance Reporting

Next to our Housing Trends and Property Services Reports, this is one of Houselink's most comprehensive service reports.

Helen highlighted significant trends and initiatives from the past fiscal year. For example, highlights of the 2018-19 year included 1,210 people being served by Houselink. We project that we will serve 1,390 people next year.

A suggestion was made to take out the Learning Annex reference from the report as the Learning Annex no longer exists.

In respect to sector benchmarks, our Balanced Score Card, slated for June outlines both funder and sector benchmarks that are currently established. For housing retention, Houselink uses a sector benchmark formula used by the national supportive housing study called At Home/Chez Soi.

A board member inquired as to why Houselink does not open the drop-in on statutory holidays, noting that in the report, drop-in attendance is high on the weekends. In response, Brian noted that the labour costs are higher and we would have to design a staffing model to accommodate these hours. There are times when holiday dinners are provided but they tend to be volunteer oriented, sometimes with support from staff.

Brian noted that the Participant Access and Treatment policy speaks to making sure that our Houselink resources are going into areas which will have the greatest beneficial impact. This is an area we will continue to have discussions, such as at our Quality and Accountability Committee.

Motion to Receive Support Services Annual Report / Compliance Reporting

Moved by: Mark Guttridge

Seconded: Linda McNeil

Carried

End of Year Report: 4th Quarter Statements

Joann presented the last quarter result for the fiscal year 2018/19. Houselink's revenues and expenses are relatively consistent year after year. We are experiencing a small deficit in the housing area. On a bright note, fundraising did better than we had predicted. Hopefully there will be little change between these statements and our final audited ones.

Motion to Approve 4th Quarter Statements

Moved by: Colette Synder

Seconded by: Joann Sochor

Carried

Add Carol Thames as a Signing Officer

With Colleen often at the 1678 office and Jaipreet Kohli on leave, it has sometimes been difficult for the accounting team to find a cheque signer. Brian recommended a simple motion to add Carol Thames, Manager of Programs, as a signing officer for Houselink.

Motion to Approve Carol Thames as a Signing Officer

Moved by: Natalie Ochrym

Seconded by: Douglas Jordan

Carried

Ontario Perception of Care (OPOC) Survey Presentation / Resident Satisfaction

As had been previously reported to the Board, the Toronto supportive housing network was very engaged in the development of a provincial wide version of OPOC (Ontario Perception of Care) for all mental health and addiction supportive housing providers in Ontario: - Mental Health and Addiction Supportive Housing version (OPOC-MHA SH). This tool became ready for piloting in December and Houselink agreed to be a test site.

One general trend of this survey is that participants are highly satisfied with Houselink services and support and in particular, participants feel that their living situation is contributing to their overall well-being.

When the OPOC MHA SH Version is finalized, Houselink will benefit from benchmarking with other supportive housing providers in the province in striving for excellence. Brian will keep the Board informed as it is implemented within the sector. There is also a question as to how frequently to administer it.

Motion to Receive OPOC Survey Presentation / Resident Satisfaction

Moved by: Linda McNeil

Seconded by: Charles Finlay

Carried

Report on Nominations Committee – Approval of Slate

After a tragic year with 2 deaths on our Board of Directors, there are 3 new participant candidates running for election this year: Kimberly Watts, Esther Mwangi and Carole King. Stephen Rogers withdrew from the election.

The Nominating Committee recommended that all 3 participant candidates be acclaimed this year and so there will not be an election at our June Annual General Meeting.

The Board discussed items regarding potential conflicts of interest and other matters related to board duties. The motion for one candidate was approved conditionally following a satisfactory follow-up conversation regarding our conflict of interest policies.

This will leave one participant opening and based on our by-laws it will have to be filled by a tenant. Brian suggested that we continue to do outreach throughout the year by having a notice in the monthly mailer.

Motion to Approve Slate – Esther Mwangi and Kim Watts on the slate along with incumbents Charles Finlay, Joann Sochor and Phillip Dufresne

Moved by: Natalie Ochrym

Seconded by: Colette Snyder

Carried

Motion to Approve Remaining Candidate pending satisfactory follow up conversation, conducted by Mary Modeste

Moved by: Joann Sochor
Seconded by: Linda McNeil
Opposed by: Douglas Jordan
Carried

Succession Planning for the New Executive 19/20

As per our by-laws, at the AGM, the new Board appoints the new Chair and then the appointment is ratified by the Membership. Historically, in May the Board asks for nominations, votes on these nominations (if there is more than one candidate) and puts forward a motion to recommend particular Board members in the Executive positions. There has to be at the very least a recommendation for the new Chair prior to the AGM.

Motion to Recommend Joann Sochor as Treasurer, Linda McNeil as Vice Chair, Mary Modeste as Vice Chair, and Phillip Dufresne as Chair

Moved by: Charles Finlay
Seconded by: Colette Snyder
Carried

Board Evaluation

It is only 5 questions and is a mandatory part of the Board's job description and greatly assists the Board in improving its functionality.

Action: Monica to send out the evaluation next week and the results will be reported in June.

AGM Planning (Board Co-Chairs)

Our AGM is on Wednesday, June 26th and 2 volunteer board co-chairs are needed. A volunteer from the participant and the community side is encouraged. Charles and Phillip graciously volunteer to act as co-chairs.

In-Camera Check-in Motion

Moved by: Joann Sochor
Seconded by: Charles Finlay
Carried

Out-of-Camera Check-in Motion

Moved by: Linda McNeil
Seconded by: Joann Sochor
Carried

Adjournment

Moved by: Douglas Jordan
Seconded by: Colette Snyder
Carried

Phillip Dufresne, Chair

Date