



**Houselink Community Homes
Board Meeting Minutes
November 19, 2019**

Present: Phillip Dufresne (Chair), Linda McNeil, Mary Modeste, Joann Sochor, Colette Snyder, Carole King, Steve Rogers, Natalie Ochrym, Richa Jagota

On Phone: Charles Finlay

Regrets: Esther Mwangi

Staff: Brian Davis, Helen Cheung, Peter Marra, and Monica Vaus (minutes)

Approval of Agenda

Moved by: Steve Rogers

Seconded by: Joann Sochor

Carried

Action: Need to add approval of In-camera October 15th minutes to the agenda

Conflict of Interest

None

Consent Agenda Items

Receiving and approval of consent items including In-camera October 15th minutes

Moved by: Linda McNeil

Seconded by: Joann Sochor

Carried

Action: There needs to be an amendment to the October 15th, 2019 minutes as in 2 instances Carole King is identified as Carole Fisher. Monica will make the change.

Business Arising & Any Consent Agenda Items Requiring Action or Further Discussion

Brian had sent out an e-mail regarding Houselink's Supportive Employment Program (SEP). The good news is that an agreement has been signed with Aangen and the risk the Board identified has been addressed related to fulfilling employer responsibilities and role clarification on who is the employer. There are also additional work opportunities for the participants in Houselink's Supportive Employment Program because Aangen has other business initiatives as a social purpose enterprise.

The challenging news is that Aangen's services cost more than Stafflink's and hours may have to be reduced in order to sustain the program. There could, however, be opportunities to off set costs. For example, bringing in other supportive housing providers may help share the costs.

Carol and Colleen are working on a communication plan to participants.

Fundraising Mid-Term Report

Peter Marra provided an update on fundraising activities as of October 31, 2019 noting that our overall goal for this year is \$160,000 to help support Houselink programs.

Some of the highlights included:

- Historically, this period has been a slow period for fundraising
- Forecasting a year end target of \$74,000 in combined foundation and corporate receipts
- The youth component is very strong in the market place and we do not have many youth at Houselink.
- Forecasting a year end target of \$56,000 in combined major donor, board and Coldest Night of the Year (CNOY) categories
- The Adopt a Kitchen campaign is currently running with a target of \$10,000 this year
- The Resource Council is considering changing the Adopt a Kitchen campaign and extending the campaign throughout the year to incorporate other holidays

Peter explained that Houselink has a good opportunity to expand the Coldest Night of the Year event, and encouraged everyone to form teams and use their networks to engage people in our activities. Fundraising is a team sport! This event launches on December 1st and will be held on Saturday, February 22, 2020.

Motion to Receive the Fundraising Mid-Term Report

Moved by: Steve Rogers

Seconded by: Carole King

Carried

Brooklawn Mortgage & End of Operating Agreements on Our 11 "Portfolio" Properties

Brian explained that what was recently confirmed was that when the mortgages are over for our 11 properties under the PNP program, so are the ongoing operational subsidies. This is a significant change in our understanding that the operational subsidy (the bridge between what the tenant pays and CMHC AMR (Average Market Rent) would continue on. We know that the subsidies for the Ontario Community Housing Assistance Program (OCHAP) funded buildings continue and had assumed that the 11 in the PNP program were the same, but Charlie has confirmed with our MOH representative that this is not the case.

The impact can be mitigated by changing what tenant's pay from a Rent-Geared-to-Income (RGI) amount to the maximum shelter allowance, or applying a current rent supplement or portable housing allowance. Units could be turned over into market rent units to sustain others, but we would lose net supportive housing units.

As it is a significant amount of money, Karen and Charlies have agreed to make it a priority. For our December or January meeting, Brian will have more information on the "financial risk of not doing anything" and the next steps to be taken.

Action: This end of operating agreements needs to be added to our Risk Management Plan.

Integration Update:

The Executive Director Report provided The Integration Update from pages 4 – 7

- **Community Engagement Update (Phase 2)**

The focus of this period is continuing to broaden our community engagement activities.

Brian also reported that Mainstay is bidding on 777 Victoria Park and that Tridel is a partner. Brian may bring an update to the December meeting. This is an exciting venture and Houselink will be named within the bid as a future amalgamation partner.

Some highlights included:

- Helen and Brian have been meeting up with each of the teams and are able to address concerns and discuss why an amalgamation will protect and expand our resources.
- A key concern is the dilution of our programs. It should go into the amalgamation agreement that both organizations will protect the services/programs that participants rely on. The goal is to increase capacity prior to offering the program to more participants/tenants.
- A pamphlet has been created to highlight the key benefits for tenants and debunk myths.
- Community Engagement will continue through smaller meetings, one-on-ones until the member vote.
- It was stressed the importance of having a solid plan for how Houselink staff communicate accurate information about the amalgamation to tenants. The vote is a key milestone and the Board cannot risk the time, effort and funds devoted towards achieving a mutually beneficial amalgamation.

- **Governance Work (necessary work leading up to membership vote)**

Action: The Governance Committee will be having a meeting on Tuesday, November 26th.

Our lawyer Bruce has drafted an amalgamation agreement for the committee to review. Based on legal advice, we will develop a workplan for the committee.

- **Developing the Implementation Plan (Phase 3)**

A deliverable from Optimus is creating a high level work plan which they have done. There will be workstreams led by different working groups. Some will happen pre and post membership vote because we don't want to get ahead of ourselves. There will be some work done to articulate the service model prior to the vote. One key discussion item for the Program & Services Working Group is the separation of tenancy management from general support to be in line with best practices.

We will be applying for funding for a Project Manager and we believe we will be successful through the federal community housing transformation fund.

Semi-Annual Vacancy Report

Helen noted that the report reflects the vacancy activities for the first half of the 2019-20 fiscal year, and she thanked Jason Graine, Intake Referral Coordinator, who compiled this report.

The good news is that our vacancy rate has decreased from last period's by 4.2% monthly average to this period's 2.9%. This was a significant achievement as the agency vacancy rate returned below the target rate of 3% for the first time in 2 years!

It was noted that we need to think strategically as to how we use our units. For example, we are exploring the use XXXX as transitional housing with more additional supports.

Discussion and Motion to Receive Semi-Annual Vacancy Report

Moved by: Richa Jagota

Seconded by: Colette Synder

Carried

September 17th In-Camera Motion to Adjourn

Natalie Ochrym made a motion to adjourn.

In-Camera Check-In Motion

Moved by: Mary Modeste

Seconded by: Linda McNeil

Carried

Out-of-Camera Motion

Moved by: Joann Sochor

Seconded by: Mary Modeste

Carried

Adjournment

Moved by: Steve Rogers

Seconded by: Colette Snyder

Carried

Minutes approved as presented



Phillip Dufresne, Chair

December 17, 2019

Date