



**Houselink Community Homes
Board Meeting Minutes
October 15, 2019**

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

On Phone: Charles Finlay, Colleen Vandeyck

Regrets: Esther Mwangi, Natalie Ochrym and Richa Jagota

Staff: Brian Davis, Helen Cheung, Karen Hazelton, and Monica Vaus (minutes)

Approval of Agenda

Moved by: Colette Snyder

Seconded by: Linda McNeil

Carried

Conflict of Interest

None

Consent Agenda Items

Receiving and approval of consent items

Moved by: Carole King

Seconded by: Steve Rogers

Carried

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

A motion to adjourn and a seconder is required for the In-Camera September 17th Board resolution. It was agreed that at this meeting the decision to adjourn was made by:

Moved by: Steve Rogers

Seconded by: Joann Sochor

Carried

Action: Monica will update the September minutes.

The Board agreed to put filling the current Board vacancy on hold for the time being.

In terms of Board recruitment, the Board needs to think about recruiting someone with a strong Human Resources background. This is particularly important as this is Mary Modeste's last year on our Board.

Second Quarter Financial Report

The Board of Directors warmly welcomed Karen Hazelton who is now taking the lead as the Interim Financial Analyst and Manager in replacing Charlie as the main financial support to the Board.

Joann began her report by noting that arrears which normally are at less than 1% are now greater. Karen created a comprehensive chart on the arrears and Helen is strategizing on how to bring the arrears down.

In terms of wages, there is usually a bit more surplus in this line due to staffing gaps. Subsequently the surplus was able to be used as a contingency fund and going forward, Houselink may want to create a separate contingency fund. Brian and Karen will discuss this option.

Motion to Receive and Approve the 2nd Quarter Financial Report

Moved by: Joann Sochor

Seconded by: Linda McNeil

Carried

Human Resources Report

Colleen Vandeyck presented this year's Human Resources Report to the Board.

Some points included:

- Changes in the Union leadership
- 2 new grievances are regarding pay equity
- Update on the late 2018 visit from an inspector of the Ministry of Labour with several health and safety improvements needing to occur
- Update on the Supported Employment Program (SEP)

Two amendments to the section on Human Resources Policy (Executive Limitations) Compliance on pages 13 – 16 need to be made.

Action: On pages 13 -16, "Therefore, the Executive Director will not" should be changed to "Therefore, the Executive Director will"

Action: On pages 15 and 16, a level of compliance needs to be indicated as no level is currently noted.

Motion to Receive and Approve the Human Resources Report

Moved by: Joann Sochor

Seconded by: Colette Snyder

Carried

In-Camera Session (H/R Request) Motion

Moved by: Steve Rogers

Seconded by: Joann Sochor

Carried

Out-of-Camera Session (H/R Request) Motion

Moved by: Mary Modeste

Seconded by: Steve Rogers

Carried

Integration Next Steps: Developing A New Governance Structure

Included in the Board package was a draft Terms of Reference for the Joint Governance Committee. They were prepared by Gautam and Brian so that a joint Board working group can begin defining what governance elements (ie. Board composition, voting rights) will be brought to the Houselink and Mainstay participants prior to membership approval on the proposed amalgamation.

There needs to be balanced community and tenant representation on this committee, but it does not have to be 2 and 2. Going into this phase, careful thought must be given as to who will best represent Houselink. Joann Sochor, Steve Rogers, Mary Modeste and Phillip Dufresne expressed interest in being on the Joint Governance Committee.

Action: The new Joint Governance Committee consists of Joann Sochor, Steve Rogers, Mary Modeste and Phillip Dufresne.

Integration – Post Board Resolution and Communication Update

Brian provided an update on the initial communication items:

- Notice to Funders

- Staff meeting (outline and response, as well as the union response)
- Question and Answer Document (Attached in the Board package)
- Tenant Town Hall #1
- Partnership letter and response (Attached in the Board package)

Action: The Board was asked to review the Question and Answer document and send Brian any recommendations as it is a living document.

In-Camera Check-In Motion

Moved by: Carole King

Seconded by: Colette Snyder

Carried

Out-of-Camera Motion

Moved by: Linda McNeil
Seconded by: Steve Rogers
Carried

Adjournment

Moved by: Carole King
Seconded by: Mary Modeste
Carried

Minutes approved as presented



Phillip Dufresne, Chair

November 19, 2019
Date