



**Houselink Community Homes
Board Meeting Minutes
March 17, 2020**

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

Guest: Douglas Jordon

Staff: Brian Davis, Colleen Vandeyck, and Helen Cheung (minutes)

Approval of Agenda

Replaced budget and fundraising (tabled for April meeting) with COVID-19 responses

Moved by: Colette Snyder

Seconded by: Richa Jagota

Carried

Conflict of Interest

None

Consent Agenda Items

Receiving ED report and approval of February 18, 2020 minutes and in camera minutes, and second mortgage renewal for Sackville

Moved by: Charles Finlay

Seconded by: Steve Rogers

Carried

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

Brian in the ED report reported on applying for 3 Community Housing Sector Transformation Fund grants. The first grant for tenant engagement for \$50,000 has now been approved and it was awarded within 24 hours of submission. We are waiting approval for the grant for amalgamation implementation support, and for a much larger grant to address the major hurdles the sector has faced in creating new supportive housing units; creating a resource centre to address the development capacity issue and to create a asset pooling strategy to address fragmentation.

COVID-19 Response Update

We are a week into this being identified as a public health emergency. Colleen shared that a Pandemic Plan has been completed and will be distributed to staff this week. We

have adjusted services to ensure both the health of staff and participants, hoping to achieve a balanced approach while responding to critical needs. We know that food security and safety resources are important and are adjusting our community kitchen program to delivering meals, as well as providing cleaning supplies. Support teams are prioritizing support to participants who are the most vulnerable and checking in on persons who do not have phones. Staff will screen all participants before interacting with them and promote social distancing. Some staff will need a refresher on how to properly put on and take off PPE (personal protective equipment) like masks.

There may be additional expenses with all of this, but fortunately we do have some end of year monies that can be applied.

Feb 20th Minutes Approval

Approved with the amendment “This item will be revisited at the March 17, 2020 meeting” in respect to the initial slate discussion for the new Board.

Moved by: Linda McNeil

Seconded by: Joann Sochor

Carried

To Approve the Recommendations from the Joint Governance Committee

- a. The Proposed Slate**
- b. Objects of Incorporation**
- c. Address**

Based on the memo for the March 17, 2020 Board meeting.

The Proposed Slate:

The initial Board will ensure parity between tenant and community membership.

Community

1. Natalie Ochrym (HL)
2. Joann Sochor (HL)
3. Drew Baillie (MS)
4. Peggy Mooney (MS)
5. Leslie Gash (MS)

Tenant Participant

1. Steve Rogers (HL)
2. Phillip Dufresne (HL)
3. Linda McNeil (HL)
4. Carole King (HL/MS)
5. Gordon Singer (MS)

Moved by: Mary Modeste
Seconded by: Colette Snyder
Carried

Objects of Incorporation

To relieve poverty and promote health by developing and operating low cost rental housing and providing related facilities and services for persons of low income and/or persons living with disabilities of low income.

Moved by: Linda McNeil
Seconded: Joan Sochor
Carried

Address of the Head Office to be 805 Bloor Street

Moved by: Colette Snyder
Seconded by: Steve Rogers
Carried

Amalgamation Communication Plan and Strategy Update

Brian shared a few slides on change management and the preliminary proposal on how to communicate the amalgamation, particularly with tenants and staff. The Board provided feedback that will be taken back to the consultant, Redbrick Communications. Due to COVID-19, there is now more time to create new communication materials before tenant engagement resumes.

Risk Management Plan Review and Recommended Changes

Brian reviewed the risk management plan and highlighted the adjustments. Three key areas are:

- the reduction of employer liability risk as we now have the partnership with Aangen to strengthen our supportive employment program,
- the new financial risk related to End of Operating Agreements that was identified in November 2019, and,
- a few time limited risks related to our amalgamation work with Mainstay.

Action: Brian will incorporate feedback from the board. Brian will organize a Quality and Accountability meeting in April and review Houselink's Emergency Plan. Brian expects that our new Pandemic Plan will become a part of our overall plan.

Motion to Approve Risk Management Plan and Recommended Changes

Moved by: Joann Sochor
Seconded by: Colette Snyder
Carried

Nominations Committee Update

Mary reported that there are two participant side vacancies (one of the two has to be a tenant) and one community side vacancy. These vacancies are based on the assumption that all the board members up for re-election will run for re-election. On the community side, the outreach is focused on obtaining a human resource specialist to replace Mary. The goal is to have the slate for the May Board meeting. With the pandemic, candidates may have to be interviewed through Zoom meeting technology.

Executive Director/Board Relationship Policy Amendment – Discussion and Approval

Brian expressed his appreciation to the Board for their ongoing support and the EDPA committee for conducting the compensation review. Joann shared the small amendments to the policy. The highlighted words are new additions based on legal advice given to the committee and the removal of the bargaining unit compensation reflects that in practice this has never been a consideration.

Compensation:

There is no automatic movement through the salary grid, but all factors including performance, years of service, market conditions, ~~compensation increases for bargaining unit staff,~~ **the completion of a course of professional or technical education, and all relevant legislation**, will be considered by the EDPA.

Motion to Approve Executive Director / Board Relationship Policy Amendment

Moved by: Mary Modeste

Seconded by: Steve Rogers

Carried

Action: Monica will update the Governance Manual accordingly.

Motion to go In-camera

Moved by: Linda McNeil

Seconded by: Joann Sochor

Carried

Motion to go Out-of-camera

Moved by: Mary Modeste

Seconded by: Colette Snyder

Carried

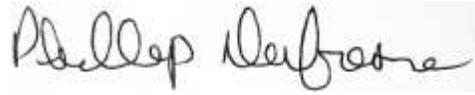
Adjournment

Moved by: Joann Sochor

Seconded by: Mary Modeste

Carried

Minutes approved as presented

A handwritten signature in black ink, appearing to read "Phillip Dufresne", is centered on a light gray rectangular background.

Phillip Dufresne, Chair

April 21, 2020