



**Houselink Community Homes
Board Meeting Minutes
June 16, 2020**

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

Regrets: Charles Finlay

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

Approval of Agenda

Moved by: Carole King

Seconded by: Colette Snyder

Carried

Conflict of Interest

None

Consent Agenda Items

Moved by: Steve Rogers

Seconded by: Colette Snyder

Carried

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

Brian provided an update on the application for funding as per the May in-camera minutes.

Action: Brian will send an e-mail update once he has heard of the result.

The RFP for modular housing providing high support is coming out shortly, and Brian will see what they are actually looking for to determine if a bid would be worthwhile.

Finally, given the recent tragic incidents related to the police interactions with racialized individuals, Brian is facilitating an upcoming in-house discussion about how Houselink can support the anti-racism/police reform movement both strengthening our internal processes and policies, as well as different advocacy strategies we can participate in.

COVID-19 Briefing

On a positive note, no tenants or staff have tested positive for Covid-19 but there continues to be heightened concern regarding the Sherbourne / Dundas area where the Steps program operates from. There is an ample supply of PPE and mobile testing is starting to take place at our congregate sites.

While well intended, there is much frustration regarding the government's commitment to the \$4 per hour and monthly \$250 pandemic pay for front line workers providing face-to-face support. Houselink has been advised to wait for the actual agreement from the LHIN before staff receive this payment.

Now that the province is moving into Phase 2 of re-opening, we are beginning to have conversations about resuming some programs in a modified manner.

Support Services Annual Report / Compliance

Helen provided some general comments about the 2019-2020 Support Services Annual Report which included highlights of the year as well as the expansion of the Steps to Support Program at Toronto Community Housing because of our support renewal work over the past couple of years.

Motion to Receive the Support Services Annual Report / Compliance

Moved by: Joann Sochor
Seconded by: Carole King
Carried

Changes to the Fund Development Role

Referring to his Executive Director report, Brian reviewed his decision to restructure the Fund Development role in order to ensure Houselink had the necessary skills and resources when required, both in the communications area as well as fundraising. In addition, the forecast for this year was set at \$125,000 and we were getting closer to fundraising just to sustain the role unfortunately. It was an extremely difficult decision to make and we will miss Peter immensely. Brian has begun working with the management team to restructure the functions and re-examine Houselink's fundraising efforts, beginning with a better understanding of how much we need to fundraise to sustain our existing programs.

The Board discussed a stronger role for them in supporting Houselink's fundraising target including the suggestion of a stronger ask of community board members to raise and/or donate money. The Houselink Board is asked annually to donate and it fluctuates year to year. Generally speaking, the Board recruitment process is focused on achieving the right skill set rather than recruiting new members due to their financial ability.

Action: Revisit the role the Resource Council plays due to the change in roles, and continue to have discussions regarding strengthening the Board's role in supporting Houselink's fundraising goals.

Balanced Score Card

The balanced score card is a compilation of the reports presented to the board throughout the year with the exception of the blue highlighted Ministry of Health LHIN indicators. The ordering of the score card is not prioritized, and there has not been significant changes in what are deemed to be key indicators.

The areas to watch in the coming year(s):

- Continue to problem solve to address our vacancy rate while furthering the goal of converting our shared housing to self-contained
- Focus next year on implementing another tenant satisfaction survey using the Ontario Perception of Care that will be a consistent tool for measuring quality
- Restructure our Fundraising Strategy so it sustains our community programs
- Watch for trends in our agency denials to see if this year was an anomaly
- Watch for trends in our Health and Safety Incident reporting

Finally, during the past years, Houselink has not been able to conduct the Staff Satisfaction Survey and obtain the response rates needed to make the responses meaningful.

Motion to Receive the Balanced Score Card:

Moved by: Mary Modeste
Seconded by: Joann Sochor
Carried

Compliance Declaration for the TCLHIN Annual Declaration of Compliance 2019-20

Each year, the Board has to approve the Annual Declaration of Compliance as part of the M-SAA funding agreement.

Motion to Confirm Compliance Declaration for the TCLHIN

Moved by: Joan Sochor
Seconded by: Steve Rogers
Carried

Board Evaluation – Reflection on Results and Comments

The results of the Board Evaluation survey are outlined in the Executive Director report.

The Executive thought it would be useful to reflect on how the Board can position itself as we continue to advance significant change in our organization due to amalgamation with Mainstay, and manage the Covid-19 Pandemic.

Board members encouraged each other to be:

- candid while doing so in a safe space
- continue to streamline regular performance reporting to allow more time for engaging important discussions
- allow more time for questions and comments (it was suggested the Board chair check-in before going to the next item)
- consider meeting every other month
- where appropriate, ensure Board members are involved in decision making to ensure their contributions are meaningful

In closing, it was noted that the reports fulfill the judiciary role of the Board and are cyclical in nature. A key role of the Board is to set the strategic direction in collaboration with the management team. Because we have been focused on the integration work with Mainstay, we have delayed renewing our strategic plan (2017-2020).

Next Meeting

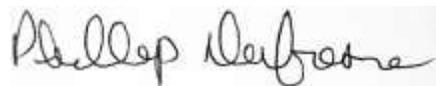
We expect that the auditors will be at the July Board meeting but it is not yet confirmed. We may need to meet in August to approve them rather than waiting until September. This will be a very unprecedented summer and we hope that our AGM will be able to take place in September.

Action: Brian to speak to Karen about confirming the next board meeting date with the auditors.

Adjournment

Moved by: Joann Sochor
Seconded by: Linda McNeil
Carried

Minutes approved as presented



Phillip Dufresne, Chair

July 21, 2020