

Minutes – October 24, 2018

Meeting

CDCD- Monthly Board of Director Meeting

Location: 458 Fairall Street, Ajax, Ontario L1S 1R6

Present

Michelle Davis (Chair) - Via Phone
Gina Roberts
Roger Ramkissoon
Melanie Blackman - Via Phone and in Person
Hillary Ireland
Portia Daisy
Floriana Cici
Heather Hofmann (S)
Geetha Sukumar (S)

Regrets

Mark Seneviratne

Minutes:

1. Call to order: Gina called to order at 6:40 pm

2. Standing Agenda Items:

- Disclosure of conflict of interest:
 - None to report

3. Consent Agenda

- Review and approval of agenda
 - Motion to Accept Standing Agenda Items: Gina
 - Seconded by: Hillary
 - All in Favour
- Action Items:
 - Financial Reports for next meeting – Heather is still in the midst of correcting Financial Reports. Heather to continue to work with Finance to provide Board with a full set of financial reports from January to October. Heather to present 2019 Budget.
 - New Agenda now being adapted.

- ED Compliance Report for next month.
 - Geetha to coordinate times for another BOD Interview and add in Ana, Panel to have a conversation regarding next steps and if second interviews are needed.
 - Christmas Social for Staff only (within budget). BOD Christmas party to be coordinated (each member pays for themselves). Geetha to send out a doodle poll to help facilitate a date.
 - Heather to send Congratulatory email to Councilors of Durham Region to gain awareness.
 - Geetha to send note to all Managers regarding format of their Reports. Each will have to submit a pdf document.
 - Ana to work on updating the Governance Committee Terms of Reference.
- Approval of September 26, 2018 Minutes:
 - Motion to Accept Minutes: Hillary
 - Seconded by Ana
 - All in Favour
 - ED Compliance Report: No report as of yet from Heather.
 - Business Arising from Minutes:
 - None to Report

4. Committee Updates/Action Items/Items for Endorsement

- **Financials/Audit/Risk Management**
 - Heather found issues with finance entries. Numbers have been thrown off. There is a mismatch. Attributed to a control issue. During the month of November will get that fixed. Lock going forward so that only ED can access. Heather developing budget and putting in to QuickBooks. Roger to work with Heather to correct financials for November. Hillary's idea to have an Audit Committee. Michelle congratulates the team and Heather for the hard work.
- **Human Resources:**
 - Gina discussed Michelle reaching out to Thelson, he took a few days to think about it. Read email for us. He appreciates the vote and values the board. Resigns effective on Oct 23, 2018 at 5:43 pm.
 - We are currently recruiting for BOD member. Met with two candidates, both could possibly be a fit. Felt like Ana should be part of Interviews considering her role in Governance. Recommending interview with Ana on second rounds being a phone call. One more person interested to interview in person (Tatiana). Can possibly fill spots with both candidates that performed well as we need more than one. Michelle voiced we should be transparent on what they are coming into and commitment/expectations to meet. Ana would like to meet all three of them. Geetha to send doodle poll out. Melanie concerned with just getting the experience and recommends phone interview to be

transparent. Melanie not 100% sure on either. Portia agrees. Melanie arrives in person at 7:00pm (was previously in attendance via conference). Melanie suggested they all talk to out before moving forward. Geetha will send new doodle to interview Tatiana and add in Ana.

➤ **Governance:**

- Agenda being used. Suggested getting Action Items Minutes within a couple of days of Board Meeting. Geetha will send Action Items to all BOD members in body of email.

5. ED Report

- Any items for Endorsement: Heather did not have an ED Report as taking on Finance this month. Discussed HR Report, PayWorks in the motion to introduce it now and then implement. Discussed Aidan's resignation that came in today. Announced Greg's promotion to Supervisor. Discussed the issue with another HSP worker.
- New Business: Roger asking about Mayors in Durham and if they know about CDCD and to get awareness through them. Get a list and send a congratulations letter to them and give us awareness.
- Michelle was noting the format of Managers Board Report as one Manager did their report in the body of an email. Geetha will ask all Managers going forward to send their report via pdf.
- Gina adding in the new announcements regarding Bill 148, such as \$14/hour remains, 2 paid emergency days are gone, 10 unpaid reduced to 8. Managers/Employers can request a sick note. Of the 8 days, 3 are personal illness, 2 bereavements, 3 for family) Equal pay for equal work gone. Passed first reading, once receives assent policies need to updated.

6. New Business: Holiday Board Social Event:

- Spent \$7000 last year on Social Committee. In 2018, we spent less than \$1200 so far.
- Heather's idea to give each employee a day off with pay. All on board.
- No Paid Board party. Will arrange a dinner where each BOD member pays for themselves. Geetha will send out Doodle.
- \$1000 limit for Holiday Staff Party and a lieu day. \$1500 if Board wants to come.

- Approval of \$1500 budget limit for the rest of 2018:
 - Motion to Accept Budget: Roger
 - Seconded by Melanie
 - All in Favour

7. In-Camera Meeting

- None. Meeting closed at 7:57 pm.