



**COMMUNITY DEVELOPMENT COUNCIL DURHAM (CDCD)**  
**BOARD MEETING**  
April 29, 2020 at 6:30pm  
Held online due to COVID-19

**MINUTES**

**Present:** Hillary Smith, Roger Ramkissoon, Audette James, Michelle Davis, Melissa Batchellor, Portia Daisy  
**Management:** Hermia Corbette, Wosen Beyene, Vanessa Bilenduke-Guppy  
**Secretary:** Portia Daisy

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**Call to Order/Approval of Agenda**

- Roger called the meeting to order at 6:40 pm.

**CARRIED**

**Declaration of Conflict of Interest**

- None Declared

**Approval of Last Board Meeting Minutes and Conference Calls**

- **MOTION:** Moved by Portia, seconded by Melissa "that the CDCD Board approve the Minutes for the February 26, 2020 Board meeting"

**CARRIED**

**Consent Agenda** (Information distributed in advance of the meeting)

- Roger to pull out RAP from Consent Agenda, been extended until end of July 2020
- Michelle to remove Balance Scorecard

**Operations Report**

- Vanessa presented Housing Support Program reports. Balanced Scorecard changes were discussed with Housing and Comm Development
- Michelle commented that strategy needs to be more fulsome
- Roger asked about housing demand; Vanessa commented that there are no evictions due to COVID-19 much less than normal demand.
- Proposal being drafted to help those who wouldn't typically qualify; help with 70% of utility/rental bills
- Wosen provided update on RAP and notice of extension of program
- Will be talking to City of Toronto on how to continue to run the program
- Challenges to secure PPE and meal delivery for families; trying to ensure hotel/shelter provides regular and adequate cleaning

- Work from Home guidelines/documents and waiver including privacy/confidentiality for staff including a weekly planner template must be submitted at various intervals during the week.
- Michelle expressed thanks to all staff for putting documents and procedures together
- Hermia provided info on how CDCD has suspended all in-person services until further notice due to COVID-19; services can be accessed virtually and by phone
- Staff provided with office equipment; laptop, cell phones (where needed) to continue business duties remotely
- Durham Region task force may select CDCD to represent all not-for-profit agencies related to post COVID recovery
- Focus on staff mental wellness by initiating programs to help staff feel connected and implemented hand sanitizer station, and signagle before entering physical building
- Hermia reviewed current Human Resource matters and objectives.
- Hermia indicated each program's web page on CDCD's website is being updated to ensure content is current.
- Hermia updated on fundraising objectives and achievements for 2020. Continues to ensure compliance through fundraising endeavors.
- No new risk & compliance updates or incidents at this time per Hermia.
- Hermia updated on Funder Obligations, 2020/21 Reaching Home Agreement.

**Business Arising from Minutes**

- None

**2020 AGM Business**

- Vanessa provided update on Planning Celebrations for 50<sup>th</sup> AGM celebration – to be held in September 2020

VANESSA, and WOSEN LEFT MEETING at 7:55 PM.

**BOARD MOVED TO IN CAMERA AT 7:56 PM**

- Motion: Moved by Audette and seconded by Hilary

**CARRIED**

**Next Meeting:**

- Wednesday May 27, 2020 at 6:30pm

- **Meeting Adjournment:**

- MOTON: Moved by Michelle to adjourn meeting at 8.20 pm. Seconded by Hilary.

**CARRIED**

Signed on this 29 day of April 2020 in the Town of Ajax:



Roger Ramkisoorn  
Board President



Hilary Smith on behalf of  
Board Secretary

- 08/26/2020