



# Children's Aid Society of Algoma

Minutes of the Board of Directors Meeting

February 22, 2018 – 7:00 p.m.

Children's Aid Society of Algoma

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## PRESENT:

**Board Members:** Wes Moore, Mike O'Shea, Christine Pascall, Tracey Talvitie, Ann Cuzzolino, Roseanne Biocchi (teleconference), Sherri Cleaves, Danette Mathias (teleconference), Michelle Proulx, and Sean Sparling.

**Executive Director:** Kim Streich-Poser.

**Staff Members:** Tracy Willoughby, Trina Colizza, Larissa Richmond, Craig McKinnon, and Mary Pettenuzzo.

## REGRETS:

**Board Members:** Rose Cameron, Connie Free.

### 1. Call to Order

Wes Moore called the meeting to order at 7:00 p.m.

### 2. Approval of Agenda

MOTION #1 Moved by Ann Cuzzolino and seconded by Mike O'Shea that the Agenda be approved. CARRIED.

### 3. Program Orientation – Children In Care / Adoption

Larissa Richmond and Craig McKinnon, Children's Services Supervisors, provided Board Members with an overview of ONLAC (Ontario Looking After Children), statistics on the number of children in care and services provided, and an overview of Adoption services.

Danette Mathias joined the meeting at 7:15 p.m.

Ms. Richmond and Mr. McKinnon left the meeting at 7:40 p.m.

### 4. Information Items

a) **2018-2019 Membership Forms** – Membership Forms were distributed to Board Members in attendance. Board Members were asked to return their form and \$5 fee by May 1.

b) **Board Information File**

The following item was posted on the Board Portal:  
Shared Services 2<sup>nd</sup> Quarter Update

### 5. Declaration of Conflict of Interest

Board Members were asked to declare any conflict of interest. No conflict was declared at this time.

**6. Consent Agenda**

Items on the Consent Agenda included the Minutes of the January 2018 Board Meeting, the Executive Director's Report, and the February 2018 Health and Safety Report.

MOTION #2 Moved by Christine Pascall and seconded by Sean Sparling that the Consent Agenda items be approved. CARRIED.

**7. Discussion Items**

**(a) Finance Committee**

The Finance Committee met just prior to the Board Meeting. Christine Pascall presented a verbal report to the Board.

The Committee reviewed the Financial, Budget Analysis, and Service Volume Portfolios for the period ending December 31, 2017. The Society's cash position as of December 31, 2017, was \$2.7 million. The cash position projected at year-end is \$2.1 million. The projected deficit at year-end is \$242,931. This amount will be covered by the Balanced Budget Fund. Overall, service volumes are down but not as much as anticipated.

The Education Assistance Fund Balance at December 31, 2018 is \$154,274.

The Committee also discussed the 2018/19 Budget. The Society needs to continue to operate until the 2018/2019 funding allocation is received. The plan is to go forward with current staffing levels. The Society will forecast based on what was allocated for 2017/2018 as it is difficult to determine what we will receive in 2018/2019 at this point in time.

The Financial Audit will be delayed to late May/early June due to CPIN. A special Board Meeting will be scheduled in June to review/approve the audited financial statements.

Shared Services Update – the fees for the next fiscal year have been shared with CASs. The fees are approximately \$47,000. Different offerings are being developed. More information will be available to CASs in the next few months. On-Call Services will be piloted with CPIN agencies in the next fiscal year.

CPIN – Once workload implications for service are identified after go-live, there may be a need to look at additional staffing.

**MOTIONS ARISING FROM THE MEETING:**

MOTION #3 Moved by Tracey Talvitie and seconded by Mike O'Shea that the Financial, Budget, and Service Volume Portfolios for the period ending December 31, 2017 be approved. CARRIED.

MOTION #4 Moved by Danette Mathias and seconded by Sean Sparling that the preparation of the 2018/2019 budget be based on the Society's current staffing structures with the 2% negotiated increase and statutory deductions, and CPIN deployment and sustainment costs. CARRIED.

MOTION #5 Moved by Sherri Cleaves and seconded by Ann Cuzzolino that the verbal Finance Committee Report be accepted. CARRIED.

**(b) Performance Indicators**

All Board Members received a copy of the Performance Indicators Annual Report. These are the five publicly reported Performance Indicators. They are to be submitted to the Ministry by February 23, 2018.

MOTION #6 Moved by Mike O'Shea and seconded by Ann Cuzzolino that the Performance Indicators Annual Report be approved. CARRIED.

**(c) Governance**

**(i) Review of By-Law and Board Policies**

As per Board policy, a review of Board Policies and the By-Law is conducted in February. Board Members were asked to review the Policies and By-Law and bring forward any concerns/suggestions for changes. No changes were recommended.

**(ii) Board Work Plan Quarterly Review**

The Board Work Plan was reviewed. There were no changes recommended.

**(iii) Review of Attendance**

Per Board Policy BR-2 Board Responsibilities – Attendance, attendance records are to be provided to the Board on a quarterly basis as an information item. There were no issues or concerns.

**(iv) OACAS Board Orientation Modules 3 and 4**

Board Members were asked to complete Modules 3 and 4.

**(d) Annual General Meeting**

The Annual General Meeting will be scheduled for either June 26 or June 28, 2018. It will follow the same format as previous years.

As indicated during the Finance Committee Report, the Financial Audit will be delayed due to CPIN timelines. Therefore, a Board Meeting will be scheduled on June 21, 2018 at 5:00 p.m. for the presentation and approval of the Financial Statements. The Financial Statements must be approved for presentation to the membership for final approval at the Annual General Meeting.

**8. Other Business**

No other items were added to this portion of the agenda.

The Public portion of the meeting ended following this item