



## BOARD OF DIRECTORS MEETING

### MINUTES

**November 25, 2019 at 11:32 a.m. – 1:30 p.m.**

Beatrice Kemp Boardroom

Attendees: Larry Di Ianni (Chair)      Rosaline Dean      Deborah Lancaster  
Simone Bilato (11:40 a.m.)      Konstantine Ketsetzis      Ian Preyra (11:37 a.m.)  
Anna Maria Brownlow      David Hennick      John Spatazzo  
Melissa Button      Antonietta (Toni) Kovach      Father David Wilhelm  
(via teleconference)

Recorder: Filomena D'Amico, Staff

Regrets: Jacqueline (Jackie) Bajus      Laurence Kavanagh      Pascale Salloum

Staff: Rocco Gizzarelli, Executive Director  
Karen Perry, Director of Finance  
Donna Zan, Director of Child Welfare Services  
Alicia Southall, Human Resources Manager

Guests: Mona Anis, Senior Legal Counsel

| Item | Description |
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| <b>1.0</b> | <b>CALL TO ORDER</b><br>The Chair called the meeting to order at 11:32 a.m.<br>The Chair welcomed guest Mona Anis, Senior Legal Counsel at CCASH, to the meeting. |
| 1.1        | <u>Prayer</u><br>Deborah Lancaster read the reflection to open the meeting.   |
| 1.2        | <u>Review and Approval of Agenda</u><br>Item 8.5: 2018-2019 Attestation of Compliance was added to the agenda.<br>The agenda was approved as amended.             |
| <b>2.0</b> | <b>DECLARATION OF CONFLICT OF INTEREST</b><br>There was no conflict of interest declared.   |
| <b>3.0</b> | <b>REVIEW AND APPROVAL OF MINUTES</b>   |

- 3.1 The Minutes of the Board of Directors meeting of October 28, 2019, were approved as circulated.

**4.0 CONSENT AGENDA**

- 4.1 Ontario Strengthening the Sustainability of Provincial Agencies, October 30, 2019  
4.2 OACAS Remote technology communication, November 1, 2019  
4.3 OACAS Board to Board Report, November 14, 2019  
4.4 Approval of the November 19, 2019, Audit & Finance Committee Meeting Minutes

On a motion by Father David Wilhelm and seconded by Konstantine Ketsetzis THAT:  
**The Consent items are approved as presented.**

CARRIED

**5.0 PRESENTATION**

**Part X Presentation, Mona Anis and Donna Zan**

Part X of the Child, Youth and Family Services Act (CYFSA) comes into effect on January 1, 2020. Part X sets out new rules for the collection, use, and disclosure of a client's personal information by service providers, including CASs. It also gives new rights for individuals to access and correct the record. The CAS's will now be regulated by the Information and Privacy Commission (IPC).

Under Part X, the agency is obliged:

- Not to collect, use, or disclose personal information without informed consent.
- Make available to the public a written statement of our information practices, including how to obtain access to a record, request a correction, or make a privacy complaint.
- To provide access to agency's records of personal information about an individual that relates to the provision of a service to the individual. Timelines apply (30 days, maximum extension to 120 days). Must provide reasons for refusal to provide all or part of a record.
- Take reasonable steps to ensure the personal information is accurate, complete, and up to date as is necessary for the purposes for which we use the information.
- To take reasonable steps to ensure that personal information is protected against theft, loss and unauthorized use or disclosure, and to ensure records of personal information are protected against unauthorized copying, modification, or disposal.
- If personal information is stolen or lost or if it is used or disclosed without authority, the agency must notify the affected individual at the first reasonable opportunity and advise them of their right to complain to the IPC.
- We must make regular reports to the IPC about instances of theft, loss, or unauthorized use/disclosure of personal information.
- The IPC Commissioner has the right to review complaints, have the power to do onsite investigations and issue orders.

The agency has been making all the necessary preparations for Part X that include assigning someone as the Privacy Lead, staff training, the development of new policies, and access procedures. It is anticipated that the agency will experience high volume of access requests and potential complaints requiring an assessment of the resources required to meet the demand. The agency's practices, and procedures will be posted on the Website, and staff will be providing clients with a brochure containing all the required information to inform the service recipients for the collection, use, and disclosure of a client's personal information by the agency.

The Chair thanked Mona Anis and the team for their hard work for the preparations involved in getting agency ready for Part X.

**6.0 COMMITTEE REPORTS**

**6.1 AUDIT & FINANCE COMMITTEE REPORT**

The Chair reported that a full Audit & Finance Committee Report would be provided in the IN-CAMERA portion of the meeting.

**7.0 FINANCE**

**7.1 Statement of Operations for period ending October 2019**

The Director of Finance presented the Statement of Operations for the period ending October 2019. It was reported that in the seven months period, the agency recovered a portion of the deficit. It is expected that the agency will have a balanced budget by the end of the fiscal year.

**7.2 Attestation**

The Director of Finance read the Attestation for October 2019.

**8.0 ACCOUNTABILITY ITEMS**

**8.1 CCASH Service Plan 2019-2020 – Q2**

The Executive Director reviewed the second quarter of the CCASH Service Plan 2019-2020 for the board. The agency is tracking well and continues to move forward in the three key strategic priorities – Strengthening Faith-Based Services, Signs of Safety, and Diversity, Equity and Inclusion.

**8.2 Accountability Agreement Overview**

Every year, the Executive Director provides the Board Directors with a high-level overview CCASH's Performance Obligations met by the Society that includes: Service/Business Plan, Performance Indicators, Performance Management Process, Funding, Balanced Budget Plan, Governance, and Staff Qualifications.

**8.3 2020 Children in Extended Society Care Review**

2020 Children in Extended Society Care Review will take place from January 20 – 23, 2020. There will be 34 children and youth in care reviewed. Also, in January 2020, the foster parents licensing review will take place. The Board will be invited to the exiting feedback meeting.

8.4 Board Governance Tool: Aprio  
The Board will be using Aprio as the Board portal. Aprio is very user-friendly, and the Board Directors will have direct access to Board information. Training will begin in January 2020.

8.5 2018-2019 Attestation of Compliance  
The Executive Director reported that the 2018-2019 Factual Certificate – Broader Public Sector Accountability Attestation of Compliance has been signed by the Board Chair and himself. It has been posted on the agency's website.

**9.0 CHAIRMAN'S REPORT**

The Chair reported on the compelling presentations from the youth during the CCASH 4th Annual Youth Conference held on Friday, November 8, 2019. It is a reminder that the important work of the agency.

The Chair was delighted to attend the "Cheers to 30 Years" Serendipity Auction held on Thursday, November 21, 2019. Over 400 guests attended the fundraiser. The Development team did an incredible job obtaining great silent auction and raffle donations and creating a memorable evening.

The Chair will be attending the Governors' portion of the OACAS Winter Leadership Meetings that is being held on Sunday, December 1st to 3rd. The Executive Director and the Director of Child Welfare Services will also be in attendance.

**10.0 REPORT OF THE EXECUTIVE DIRECTOR**

The Executive Director presented the Executive Director's Report.

Some of the highlights in the report include:

- Reminder about the Board Retreat on Saturday, December 7, 2019. This year's retreat theme is the Role of the Board Directors in advancing Diversity, Equity, and Inclusion at CCASH.
- The Executive Director will be part of the OACAS Board for six months until June 2020.

On a motion by Konstantine Ketsetzis and seconded by Deborah Lancaster **THAT:**  
The Board received the November 2019 Executive Director's Report.

**CARRIED**

**11.0 IN CAMERA**

On a motion by Dr. Ian Preyra and seconded by David Hennick **THAT:**  
The Board moves In Camera.

**CARRIED**

**12.0 Shared Service**

On a motion by Ian Preyra and seconded Simone Bilato by **THAT:**

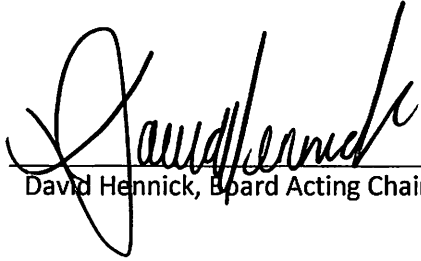
The Board Directors approved that notice be given to OACAS with the intention to withdraw from the OACAS Shared Services program. The Board recognizes that at any point during the 18-month notice period, the agency can rescind and rejoin the Shared Services Program.

**CARRIED**

**13.0**

**ADJOURNMENT**

The Chair adjourned the meeting at 1:25 p.m.



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David Hennick, Board Acting Chair



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Filomena D'Amico, Recording Secretary