



## BOARD OF DIRECTORS MEETING

### MINUTES

**October 28, 2019 at 11:32 a.m. – 1:34 p.m.**

Beatrice Kemp Boardroom

Attendees: Larry Di Ianni (Chair)                      Konstantine Ketsetzis                      Deborah Lancaster  
Jacqueline (Jackie) Bajus                      David Hennick                      Pascale Salloum  
Father David Wilhelm                      Laurence Kavanagh                      John Spatazzo  
Anna Maria Brownlow                      Antonietta (Toni) Kovach                      Simone Bilato (via  
Rosaline Dean                      (via teleconference)                      teleconference, 11:55 a.m.)

Recorder: Filomena D'Amico, Staff

Regrets: Melissa Button                      Ian Preyra

Staff: Rocco Gizzarelli, Executive Director  
Karen Perry, Director of Finance  
Alicia Southall, Human Resources Manager  
Courtney Hall, Quality Assurance Manager

Guests: Michael Nowlan, Program Supervisor, Ministry of Children, Community and Social Services,  
Kersondra Hickey, Program Supervisor, Ministry of Children, Community and Social Services,  
McMaster Students

Item	Description
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**1.0**                      **CALL TO ORDER**  
The Chair called the meeting to order at 11:32 a.m.  
The Chair welcomed the guests to the meeting:  
McMaster University Students,  
Michael Nowlan, Program Supervisor, and Kersondra Hickey, Program Supervisors,  
Ministry of Children, Community and, Social Services,  
Courtney Hall, Quality Assurance Manager,  
Alicia Southall, Human Resources Manager.

**1.1**                      Prayer  
Konstantine Ketsetzis read the reflection to open the meeting.

- 1.2 Review and Approval of Agenda  
The agenda was approved as circulated.

**2.0 DECLARATION OF CONFLICT OF INTEREST**  
There is no conflict of interest declared.

**3.0 REVIEW AND APPROVAL OF MINUTES**

- 3.1 Approval of the September 23, 2019 Board of Director Meeting Minutes  
The Minutes of the Board of Directors meeting of September 23, 2019 were approved as circulated.

**4.0 CONSENT AGENDA**

- 4.1 Approval of the September 25, 2019 Quality & Risk Management Committee Meeting Minutes (attachment)
- 4.2 OACAS Briefing Note: Ministry Meeting Funding Allocations, September 25, 2019
- 4.3 Child Welfare Modernization Key Messages, September 2019
- 4.4 Ford Government Cancels \$28-million Budget cuts to CAS wants to “listen and learn,” Toronto Star, October 3, 2019
- 4.5 OACAS Issue Note: Toronto Star Allocations Article, October 4, 2019
- 4.6 Approval of the October 10, 2019 Audit & Finance Committee Meeting Minutes (attachment)
- 4.7 Children’s aid society weren’t told psychologist was cautioned and ordered to have mentor, Toronto Star, October 15, 2019
- 4.8 OACAS Issue Note: Regarding Parent Capacity Assessment (Dr. O. Amitay), October 16, 2019
- 4.9 Approval of the October 22, 2019 Nominating Committee Meeting Minutes (attachment)
- 4.10 Transforming Health-Care System, Hamilton Spectator, October 12, 2019
- 4.11 Local Director Attestation to Ministry, October 9, 2019  
On motion by Father David Wilhelm and seconded by Jackie Bajus it was resolved THAT:  
**The Consent items are approved as presented.**  
CARRIED

**5.0 COMMITTEE REPORTS**

Jackie Bajus presented the Quality & Risk Management Committee report.

**5.1 QUALITY & RISK MANAGEMENT COMMITTEE REPORT**

**5.1.1 Quality & Risk Management Committee Terms of Reference**

On motion by Jackie Bajus and seconded by Konstantine Ketsetzis that: **the Board approved Quality & Risk Management Committee Terms of Reference dated September 25, 2019.**  
CARRIED.

**5.1.2 Quality Improvement Plan (QIP) Report**

Courtney Hall presented the Quality Improvement Plan (QIP) Report. There was a fulsome conversation regarding meeting the Ministry standards and the administrative burden for staff related to all of the QIP requirements. Overall, the agency is doing well. Improvement strategies have been implemented in some areas. The Quality Assurance Team were recognized and thanked for all their hard work in ensuring that the QIP data is collected.

On motion by Jackie Bajus and seconded by Deborah Lancaster that: **the Board approved the Quality Improvement Plan (QIP) Report submission to the Ministry as presented.**  
CARRIED.

**5.2 AUDIT & FINANCE COMMITTEE REPORT**

Anna Maria Brownlow presented the Audit and Finance Committee report.

On motion by Anna Maria Brownlow and seconded by Jackie Bajus that:  
**The Board approved the Audit & Finance Committee Terms of Reference dated October 10, 2019.**  
CARRIED.

**5.3 NOMINATING COMMITTEE REPORT**

Deborah Lancaster presented the Nominating Committee report. The committee discussed the skills matrix, succession planning, and the mentorship program for Board of Directors.

On motion by Deborah Lancaster and seconded by Rosaline Dean that:  
**The Board approved the Nominating Committee Terms of Reference dated October 22, 2019.**  
CARRIED.

**6.0 FINANCE**

**6.1** The Director of Finance reviewed the Non-Child Welfare Budget that was submitted to the Ministry on October 24, 2019.

On motion by Anna Maria Brownlow and seconded by Laurence Kavanagh that:  
**The Board approved the Non-Child Welfare Budget submitted to the Ministry as presented.**  
CARRIED.

**6.2 Infrastructure Funding Request**

The Director of Finance presented to the Board Directors the items included in the Infrastructure funding request submitted to the Ministry on October 18, 2019. The

funds were requested for security updates to the agency, improvements to the roof, and office upgrades.

6.3 Attestation

The Director of Finance read the Attestation for the October 2019.

**7.0 7.0 CHAIRMAN'S REPORT**

The Chairman informed the Board Directors that OACAS had resumed the publication of the Board to Board Report. The report provides a monthly update and overview of the Board of Governors for the OACAS.

The Chair confirmed that the Attestation of the Local Director's qualification had been submitted to the Ministry.

The 4th Annual Youth Conference will take on Friday, November 8, 2019. The Board Directors are invited and encouraged to attend the lunch, followed by the Youth Panel presentation.

On Thursday, November 21, 2019, the agency is having the Serendipity Auction event: "Cheers to 30 Years". The Chair encouraged all Board Directors to support this fundraiser by purchasing a ticket, and by spreading the word and selling tickets to friends and colleagues.

**8.0 REPORT OF THE EXECUTIVE DIRECTOR**

The Executive Director provided the following highlights from his Executive Director report in October 2019:

1. The agency was successful in its application of a grant to the Ex Corde foundation. The program consists of a series of training events to enrich their understanding of the agency's Catholic identity and to develop core competencies in spiritual care and faith-based leadership.
2. The agency has applied for partial designation under the French Language Services Act, and is participating in a pilot project with the Ministry. As well, the agency, along with CAS Hamilton and Niagara FACS, has received funding to develop an inter-jurisdictional French Language Services Team.
3. The results of the safety audit for the building security is complete. It contains additional recommendations to increase safety. Hamilton Police Service will also be providing training for staff, foster parents, volunteer drivers, and Early On Years Centre in the coming months.

On motion by Anna Maria Brownlow and seconded by John Spatazzo that:

**The Board approved the Executive Director's Report October 2019.**

**CARRIED.**

**9.0 IN CAMERA**

On motion by Laurence Kavanaugh and seconded by Deborah Lancaster that:  
**The Board moved to go In Camera.**  
CARRIED.

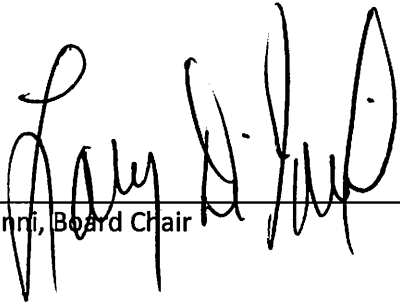
**10.0 APPROVAL OF THE CHILD WELFARE BUDGET**

On motion by Rosaline Dean and seconded by David Hennick that:  
**The Board approved the Child Welfare Budget due to the Ministry on October 31, 2019.**  
CARRIED.

**11.0 ADJOURNMENT**

The Chair declared the meeting adjourned at 1:34 p.m.

Larry Dilanni, Board Chair



Filomena D'Amico, Recording Secretary

