



BOARD OF DIRECTORS MINUTES

June 14, 2019

Kenora

PRESENT: Debbie Larson Julianne Jollymore Peter Harland
 Kim Vares Carlynn Bell Jennifer Esterreicher

TELECONFERENCE: Chris Bonner-Vickers

REGRETS: Caroline Collins Terri Sirman Michelle Simone

ABSENT:

STAFF: Karen Ingebrigtsen Alison Farough Michelle Gaudet
 Tammy Hanstead Ursula Larsson Ashley Hoffmeister

STAFF REGRETS: Bruce Meisner

GUEST: Karen Stalus, Ministry of Health and Long Term Care

Ms. Karen Ingebrigtsen called the meeting to order at 6:30 p.m.

Ms. Ingebrigtsen introduced Ms. Karen Stalus, Ministry of Health and Long Term Care, as FIREFLY's new program supervisor for Children's Mental Health.

EVALUATOR SELECTION

Ms. Vares offered to evaluate the meeting.

REVIEW OF AGENDA

The agenda was accepted as presented.

DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.

ELECTION OF OFFICERS

Chair:

Nominations were opened for the position of Chair. Ms. Carlynn Bell nominated Mrs. Debbie Larson and it was seconded by Julianne Jollymore. Ms. Larson accepted the nomination. Ms. Larson was declared Chair by acclamation.

Ms. Ingebrigtsen handed the Chair to Ms. Larson.

Vice Chair:

Nominations were opened for the position of Vice Chair. Ms. Kim Vares nominated Ms. Julianne Jollymore and it was seconded by Mr. Chris Bonner-Vickers. Ms. Jollymore let her name stand and nominations were closed. Ms. Jollymore was declared Vice Chair by acclamation.

Secretary:

Nominations were opened for the position of Secretary. Ms. Jollymore nominated Ms. Carlyne Bell and it was seconded by Ms. Vares. Ms. Bell let her name stand and nominations were closed. Ms. Bell was declared Secretary by acclamation.

Treasurer:

Nominations were opened for the position of Treasurer. Ms. Jollymore nominated Mr. Chris Bonner-Vickers and it was seconded by Ms. Larson. Mr. Bonner-Vickers let his name stand and nominations were closed. By acclamation Mr. Bonner-Vickers was declared Treasurer.

APPROVAL OF CONSENT AGENDA

MOTION #1 Moved by Julianne Jollymore
 Seconded by Kim Vares
 That the consent agenda of June 14, 2019 be approved.
 CARRIED

BUSINESS ARISING

None

CEO and LEAD AGENCY REPORT

Ms. Ingebrigtsen was pleased to share that FIREFLY's submission for child and youth mental health crisis services funding was approved for this fiscal year. Ms. Ingebrigtsen also shared that FIREFLY's Privacy Policies have been updated, noting that staff have been engaged in ongoing privacy education thanks to the creativity and leadership of Ms. Ashley Hoffmeister and Ms. Jennifer Marquis. In the coming week, all FIREFLY staff will participate in Privacy training provided by provincial privacy expert Kate Dewhirst. Ms. Hoffmeister and Ms. Marquis are continuing their privacy education with expert level courses in the following week.

Ms. Ingebrigtsen presented the Lead Agency Provincial Priorities Report that was prepared by The Child and Youth Mental Health Lead Agency Consortium. A question and answer period followed.

MOTION #2 Moved by Kim Vares
 Seconded by Carlyne Bell
 That the June 2019 Lead Agency Report and June 2019 CEO Report be accepted as presented.
 CARRIED

FINANCE

In Mr. Meisner's absence, Ms. Ingebrigtsen highlighted that the Audit was clean and no risks were identified. Ms. Ingebrigtsen commended Mr. Bruce Meisner for his work in preparation for the Audit noting that the auditor acknowledged the high quality of financial statements prepared in advance of the audit.

SERVICE REPORT

Ms. Ingebrigtsen presented the May 2019 Service Report on Ms. Ursula Larsson's behalf. Ms. Hoffmeister shared that FIREFLY is currently green belting staff through Six Sigma Canada. At this time, two weeks of training have been completed, with a third week of training to take place in August. Each Green Belt staff member will complete a project that will be completed by October. The following is a list of the current Green Belt projects:

- Workload vs. Caseload
- Purchase Requisitions
- Report writing
- No Show's
- On Boarding new staff
- Intake Phase 1 - Intake
- Intake Phase 2 – Disposition to Service

A question and answer period followed.

MOTION # 3 Moved by Chris Bonner-Vickers
 Seconded by Julianne Jollymore
 That the May 2019 Service Report be accepted as presented.

CARRIED

COMMITTEE UPDATES

Fiscal Advisory

Ms. Jollymore shared that the Fiscal Advisory Committee met with the Auditor from BDO earlier today. The Auditor reviewed the financial statements with the Committee, noting that the audit was clean and no risks identified.

Board Development

Ms. Bell provided an update relating to the recruitment of new Board members. There are currently vacancies in Fort Frances and Sioux Lookout. Ms. Bell shared that these positions have been recently advertised using social media.

NEW BUSINESS

- i. **Establish Standing Committee Members**
 Membership on the Board Standing Committees was established as follows:

- a. *Governance and Quality*
Mr. Chris Bonner-Vickers, Dr. Peter Harland, Ms. Debbie Larson, Ms. Kim Vares, Ms. Jennifer Esterreicher. Mr. Chris Bonner-Vickers will continue to chair. Ms. Hanstead will follow up with Ms. Michelle Simone to determine continued interest in participating on this committee.

- b. *Fiscal Advisory*
Ms. Julianne Jollymore, Mr. Chris Bonner-Vickers, Ms. Debbie Larson, Ms. Caroline Collins. Ms. Jollymore will continue to chair.

Meet monthly

- c. *Board Development*
Ms. Carlynn Bell, Ms. Debbie Larson, Dr. Peter Harland. Ms. Hanstead will follow up with Ms. Terri Sirman to determine continued interest in participating on this committee.

ii. Signing officers

MOTION #4 Moved by Carlynn Bell
 Seconded by Chris Bonner-Vickers
 That the signing officers for FIREFLY’s 2019-2020 Fiscal Year be:

- Debbie Larson, Chair
 - Julianne Jollymore, Vice Chair
 - Chris Bonner-Vickers, Treasurer
 - Karen Ingebrigtsen, CEO
 - Ashley Hoffmeister, Director of Systems and Performance Management
- CARRIED

iii. 2019-2020 Meeting Dates

The proposed 2019-2020 meeting dates were reviewed, with amendments. The Board Retreat will be held in Dryden on Friday, May 1st and Saturday, May 2nd. The Annual General Meeting will be held on Tuesday, June 16th in Kenora. Ms. Hanstead will amend the calendar and forward to the Board of Directors.

MOTION #5 Moved by Julianne Jollymore
 Seconded by Carlynn Bell
 That the proposed meeting dates schedule be accepted as amended.
 CARRIED

iv. Strategic Plan on A Page

Ms. Farough presented the 2019 – 2022 Strategic Plan. A question and answer period followed.

MOTION #6

Moved by Julianne Jollymore

Seconded by Kim Vares

That the 2019 – 2022 Strategic Plan be accepted as presented.

CARRIED

v. Operational Plan

Ms. Farough presented the Operational Plan, sharing that the Director team has worked intensively on the four themes. A question and answer period followed.

vi. Review and Approve annual Board work plan

Ms. Larson presented the 2019 – 2020 work plan. A question and answer period followed.

vii. Ms. Karen Stalus, Ministry of Health and Long Term Care

Ms. Karen Stalus appreciated the high level of organization and dedication of FIREFLY staff. Ms. Stalus thanked the Board of Directors for their work with FIREFLY staff, this is reflected in data collected. Ms. Stalus provided a current Ministry status update.

CORRESPONDENCE/READING

Memorandum to Broader Public Sector stakeholders, Public Sector Compensation

IN CAMERA

Ms. Larson shared that quorum is not met for the In-Camera portion of the meeting, and deferred In-Camera until the next meeting date, Friday, September 27th.

EVALUATION

Ms. Vares shared that she appreciates the value of the participation of Ms. Farough and Ms. Hoffmeister's presentations. Ms. Vares highlighted how well FIREFLY is prepared to move forward.

NEXT MEETING

September 27, 2019 – Red Lake

ADJOURNMENT

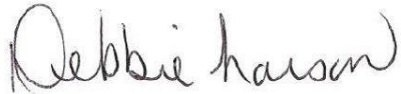
Having no further business, the Chairperson accepted a motion to adjourn at 8:02 p.m.



Tammy Hanstead
Recorder

July 25, 2019

Date



Debbie Larson
Chairperson

July 25, 2019

Date