



BOARD OF DIRECTORS MINUTES

May 31, 2019

Sioux Lookout

PRESENT:	Debbie Larson Kim Vares	Julianne Jollymore Chris Bonner-Vickers	Peter Harland Carlyne Bell
TELECONFERENCE:	Terri Sirman	Michelle Simone	Karen Beitel (KTA)
REGRETS:	Caroline Collins		
ABSENT:			
STAFF:	Karen Ingebrigtsen Tammy Hanstead	Bruce Meisner	Alison Farough

Ms. Larson called the meeting to order at 7:03 p.m.

Ms. Beitel, KTA, was welcomed to the meeting via teleconference. Ms. Beitel provided an update to the Board regarding FIREFLY's 2019 – 2022 Strategic Plan, describing the journey from the beginning, to the development of the Strategic Plan on a Page. The Board of Directors, Strategic Planning Steering Committee, and Strategy and Performance Team, through significant engagement of youth and families, staff and key stakeholders and the Retreat on April 27th, have developed a high level strategic plan. Our Vision, Mission, Values and four pillars describe what we do, who we provide service to and how we do it.

Ms. Ingebrigtsen suggested that the pillar, "Service Excellence and Client Engagement", have the word safe added to the description. It was agreed to change the description to read, "FIREFLY will provide a safe, consistent, exceptional client-centred experience drawing upon the expertise of children, youth and families as well as the clinical expertise and knowledge of staff."

Ms. Farough shared that the senior team has been creating an implementation strategy and building measures for reporting. Ms. Ingebrigtsen thanked Ms. Farough for her work on the Strategic Planning process.

The Strategic Planning Steering Committee is planning the launch of the 2019 - 2022 Strategic Plan with staff at the upcoming Privacy Training.

Ms. Ingebrigtsen thanked Ms. Beitel for all of her effort and for KTA support in development of the 2019 – 2022 Strategic Plan.

SELECTION OF MEETING EVALUATOR

Ms. Jollymore 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.

APPROVAL OF CONSENT AGENDA

MOTION #1 Moved by Peter Harland
 Seconded by Chris Bonner-Vickers
 That the consent agenda of May 31, 2019 be approved.
 CARRIED

BUSINESS ARISING

Recruitment Video:

FIREFLY has hired a professional videographer. The recruitment video is in production and it is estimated that the video will be completed this fall.

Communication to Young Professionals, Board Recruitment:

Ms. Ingebrigtsen presented to the Dryden Rotary Club on May 1st to promote Board membership. Ms. Ingebrigtsen shared that Ms. Marquis has developed social media communication tools aimed to reach young professionals.

Ms. Bell shared with the Board that she is on the Board of the Dryden Area Young Professionals Network. It was agreed that Ms. Bell would review communication strategies for this group.

CEO REPORT & LEAD AGENCY REPORT

CEO Report:

Ms. Ingebrigtsen shared with the Board that the FIREFLY Risk assessment is complete, and FIREFLY has been identified as low risk. Ms. Ingebrigtsen provided an update regarding the Ontario Health Teams in our region. There are two expressions of interest forwarded to the Ministry, hospitals of the North West LHIN and the All Nations Health Partners have prepared proposals. FIREFLY has signed both proposals as an affiliate. The Ministry indicates that it will select 3 to 5 submissions from across the province.

LEAD Agency Report:

Ms. Ingebrigtsen provided an update to the Board regarding Crisis Services in the Dryden area. FIREFLY has partnered with Dryden Regional Health Centre to deliver Crisis Services.

Ms. Ingebrigtsen shared that FIREFLY, Kenora Chiefs Advisory and the Lake of the Woods District Hospital met with police, health care providers and other Kenora area providers to discuss crisis services in the Kenora area and is looking to develop a proposal for crisis services in the Kenora area.

Power Point Presentation:

Ms. Ingebrigtsen attended a conference in Toronto this week and shared a Power Point Presentation with the Board. The presentation highlighting New Legislation to create “Mental Health and Addictions

Centre of Excellence” within Ontario, was presented by Patrick Dicerni, Deputy Minister Strategic Policy and Planning Ministry of Health. A question and answer period followed.

Ms. Ingebrigtson shared that FIREFLY staff recently participated in the Lake of the Woods Regional Community Foundation 25 in 5 Giving Challenge. Staff raised \$1735.00 for the FIREFLY endowment fund. Including payroll deductions, the total amount of the FIREFLY donation was \$8420.21. It was noted that, in less than ten years, FIREFLY endowment fund has grown to \$100,000.00.

MOTION #2 Moved by Chris Bonner-Vickers
 Seconded by Peter Harland
 That the May 2019 CEO report and the May 2019 LEAD Agency report be approved as presented.
 CARRIED

FINANCIAL REPORT

Mr. Meisner reviewed the Draft Financial Statements for the year ended March 31, 2019 with the Board, explaining that these financial statements are more in depth than we usually receive. This package has been submitted to the auditors. The Fiscal Advisory Committee will meet with the Auditors on Friday, June 14th at 12:00 p.m. Once reviewed the financial statements, the Auditor’s report will be attached and presented at the Annual General Meeting.

Mr. Meisner provided the Board with a handout from BDO, “Audit planning report to the Board of Directors”, detailing the auditors’ activities in preparation for the audit.

SERVICE UPDATE

Ms. Farough provided an update to the Board, acknowledging Ms. Larsson’s preparation of the report. Ms. Farough highlighted the LEAN training the FIREFLY staff are receiving. Green Belt Teams are currently working on seven projects, using data to help guide improvement strategies. The next LEAN training session with Six Sigma Canada will be held at the Kenora FIREFLY office the week of June 10th. Teams will continue to work on their projects with team members.

Ms. Larson asked for some examples of projects the teams are working on. Projects that Green Belt Teams are currently working on:

- Purchase Requisition Process
- Workload vs. Caseload
- Report Writing
- No Shows
- Intake Phase 1
- Intake Phase 2
- Onboarding Orientation

MOTION #3 Moved by Terri Sirman
 Seconded by Chris Bonner-Vickers
 That the April 2019 Service report be accepted as presented.
 CARRIED

QUALITY OF CARE

Family Engagement Standards:

Ms. Ingebrigtsen shared the document, “Quality Standard For Family Engagement in System Planning” with the Board.

A question and answer period followed.

STRATEGIC PLAN

Ms. Larson thanked Ms. Farough for her work and leading the team through the Strategic Planning process.

COMMITTEE UPDATES

Fiscal Advisory Committee:

Ms. Jollymore shared that the committee met today and reviewed the Draft Financial Statements for the year ended March 31, 2019 with Mr. Meisner in detail. The 2019 – 2020 has been approved.

Canada Revenue has acknowledged that they have received the FIREFLY Foundation application.

The Roundhouse Project is expected to be completed in June.

CORRESPONDENCE/READING

None

NEW BUSINESS

Sioux Lookout Grand Opening and Board Introduction to office Update:

Ms. Ingebrigtsen shared that Ms. Hoffmeister attended the May 22nd Sioux Lookout Grand Opening on Ms. Ingebrigtsen’s behalf. Many dignitaries were in attendance and toured FIREFLY’s new office.

Mr. Bonner-Vickers asked how clients access the new location. Ms. Ingebrigtsen shared that FIREFLY funds taxis for clients to attend appointments at the FIREFLY office, if needed.

The Board of Directors, Ms. Ingebrigtsen, Strategy and Performance Team members and Ms. Hanstead attended the Blessing of the new Facility this afternoon. It was a beautiful ceremony led by elders of the community. The Sioux Lookout FIREFLY team provided cake, refreshments, tours and a fun scavenger hunt throughout the office for Board members and FIREFLY staff.

IN CAMERA

Motion #4 Moved by Chris Bonner-Vickers
 Seconded by Peter Harland
 That the Board moves to in-camera at 8:43 p.m.
 CARRIED

EVALUATION

Ms. Jollymore remarked that the meetings have effectively moved through the agenda, noting that the CEO updates are appreciated. Ms. Jollymore noted that everyone is participating well.

NEXT MEETING

Annual General Meeting: June 14, 2019 at 5 p.m. in Kenora.

Regular meeting: June 14, 2019 at 7 p.m. in Kenora.

ADJOURNMENT

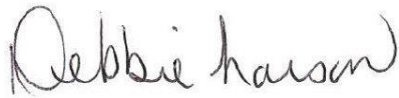
Having no further business, Mr. Harland moved to adjourn the meeting at 9:04 p.m.



Tammy Hanstead
Recorder

June 7, 2019

Date



Debbie Larson
Chairperson

June 7, 2019

Date