



# FIREFLY

Physical, Emotional, Developmental and Community Services  
Services physiques, émotifs, communautaires et pour le développement

## BOARD OF DIRECTORS MINUTES

June 15, 2018

*Kenora*

PRESENT: Debbie Larson                      Terri Sirman                      Julianne Jollymore  
Peter Harland                                  Carlynn Bell (Skype for Business)  
Michael Kirlew                                Michelle Simone                      Chris Bonner-Vickers

ABSENT: Kristin Ward

STAFF: Karen Ingebrigtsen, Bruce Meisner, Lisa Doerksen, Jennifer Marquis, Alison Farough,  
Michelle Gaudet

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Ms. Karen Ingebrigtsen called the meeting to order at 6:32 PM.

Ms. Larson shared that Dr. Kirlew will be resigning from the FIREFLY Board effective immediately and thanked him for his years of service and sharing his expertise. Ms. Ingebrigtsen thanked Dr. Kirlew for his support and continued advocacy for children and youth.

### EVALUATOR SELECTION

Ms. Sirman agreed to act as evaluator for the meeting.

### ADDITIONS TO AGENDA

Summary of Board Chair Evaluations

### DECLARATION OF CONFLICT OF INTEREST

None.

### SUMMARY OF BOARD CHAIR EVALUATIONS

Ms. Larson felt it was necessary prior to election of officers, to share the responses from the Board Chair Evaluations which were completed in advance of the meeting. Ms. Larson reviewed the questions where there was a 'disagree' response. Question 5 asked about "the Chair discusses matters of attendance, performance conduct"; question 7 asked about "the Chair balancing key roles of the Board, generative, fiduciary, strategic". Ms. Larson suggested that going forward the Chair's focus should be using generative discussion for tough issues; encouraging Board attendance, participation and follow-up

where there are deficiencies; strategic planning and holding Leadership accountable for actionable items.

#### ELECTION OF OFFICERS

***Chair:***

Nominations were opened for the position of Chair. Ms. Terri Sirman nominated Mrs. Debbie Larson and it was seconded by Mr. Chris Bonner-Vickers. 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. Terri Sirman nominated Ms. Julianne Jollymore and it was seconded by Mr. 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 Mr. Chris Bonner-Vickers. 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. Sirman. 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 Chris Bonner-Vickers  
                      Seconded by Terri Sirman  
                      That the agenda be approved.

CARRIED

#### BUSINESS ARISING

- i.     Youth Engagement  
      Ms. Ingebrigtsen received an invitation from the Kenora Catholic District School Board (KCDSB) to share their youth representative engagement from their School Board. After some reflection and discussion with Ms. Larson, Ms. Ingebrigtsen feels that it would be a very complex task to have Board members meet at each of the 34 schools in the areas we

serve to seek youth representation. Ms. Ingebrigtsen proposed that we accept the offer from the KCDSB and also approach each of the other four school boards within both districts to see if they would be interested in connecting FIREFLY with their student bodies. FIREFLY could then plan and host a summit to inform and engage youth. Ms. Ingebrigtsen suggests that the Centre of Excellence could be asked to facilitate the day. The goal would be to add youth voice to the design of our organization and programs.

ii. Risk Assessment Tool:

Ms. Ingebrigtsen reviewed the process FIREFLY undertook in completing the Risk Assessment Tool and shared that the Ministry approved the submission.

### CEO REPORT

Ms. Ingebrigtsen shared that FIREFLY is continuing with work related to the organizational design project and introduced Ms. Farough as the new Director of Strategy, detailing her new role.

The Patient Safety Culture Tool and WorkLife Pulse Tool have been completed as part of accreditation; Ms. Ingebrigtsen shared that results were not surprising with the changes in the organization. She described the Patient Safety Culture Tool background and indicated that the survey highlights that the staff are generally not feeling safe about reporting errors. Leadership will be working to improve this, shifting from a blame culture approach to a just culture.

A WSIB audit was completed recently and the organization will be receiving a refund of \$7600.

Ms. Ingebrigtsen offered congratulations to the planning team of the All-Staff day; it was a great event with lots of very positive comments.

FIREFLY was able to add \$9807 to the FIREFLY Endowment Fund with the funds from the FIREFLY Cash Survivor of \$2525, a significant investment from the year prior funds and payroll deductions.

### LEAD AGENCY REPORT

Ms. Ingebrigtsen shared that Lead Agency work continues. Ms. Hoffmeister and Ms. Doerksen have been working on data through both a clinical and technical lens.

MOTION #2      Moved by Terri Sirman  
                          Seconded by Chris Bonner-Vickers  
                          That the June 2018 Lead Agency Report and June 2018 CEO Report be accepted as presented.  
                          CARRIED

### SERVICE REPORT

Ms. Doerksen highlighted the implementation of the new intake/access model noting that we have made significant steps forward from an HR perspective with staff transitioning into new roles. Intake and Service Coordinators recently participated in two days of focused training for their new roles. There

continues to be a tremendous amount of work behind the scenes to implement this new model, including the creation of a 1-800 number, centralizing intakes and intakes completed over the phone.

Ms. Doerksen also highlighted the brief service program, noting that early data shows it has been effective in preventing a need for ongoing services in many cases. FIREFLY is currently working to replicate the Kenora brief service model to Dryden, Red Lake and Sioux Lookout. A question and answer period followed. There was a discussion regarding the various youth justice programs. Ms. Doerksen also provided the Board an explanation of the RISK Situation Table that was referenced in the Annual Report.

MOTION #3      Moved by Chris Bonner-Vickers  
                      Seconded by Peter Harland  
                      That the June 2018 Service Excellence Report be accepted as presented.

CARRIED

#### FINANCIAL STATEMENTS

Mr. Bruce Meisner reviewed the April 2018 financial statements with the Board. A question and answer period followed.

MOTION #4      Moved by Terri Sirman  
                      Seconded by Julianne Jollymore  
                      That the Board accepts the Financial Statements ending April 30, 2018 as presented.  
CARRIED

#### COMMITTEE UPDATES

Ms. Jollymore provided the Board with a brief overview of the day's Fiscal Advisory Committee meeting, remarking that the auditor's presentation was very helpful. The Committee felt confident accepting the statements due to the ongoing presentations by the Finance team at monthly committee meetings.

#### 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. Michelle Simone.  
Mr. Chris Bonner-Vickers will continue to chair.

*b.   Fiscal Advisory*

Ms. Julianne Jollymore, Mr. Chris Bonner-Vickers, Ms. Debbie Larson. Ms. Jollymore will continue to chair. Ms. Marquis will follow up with Ms. Kristin Ward to determine continued interest in participating on this committee.

c. *Board Development*

Ms. Debbie Larson, Ms. Terri Sirman, Ms. Carlynn Bell. Ms. Simone will step down from this committee. Ms. Marquis will follow up with Ms. Kelly Graff to determine continued interest in participating on this committee.

ii. **2018-19 Meeting Dates**

MOTION #5            Moved by Chris Bonner-Vickers  
                              Seconded by Peter Harland  
                              That the proposed meeting dates schedule be accepted as circulated.  
                              CARRIED

i. **Signing Officers**

MOTION #6            Moved by Terri Sirman  
                              Seconded by Michelle Simone  
                              That the signing officers for FIREFLY's 2018-19 Fiscal Year be:

Debbie Larson, Chair  
Julianne Jollymore, Vice Chair  
Chris Bonner-Vickers, Treasurer  
Karen Ingebrigtsen, CEO  
Lisa Doerksen, Director of Service Excellence

CARRIED

ii. Ms. Ingebrigtsen provided her PowerPoint presentation from the All-Staff Meeting for the information of the members of the Board who had been unable to attend.

iii. FIREFLY People-Centred Care: Ms. Ingebrigtsen reviewed the more formal FIREFLY statement recognizing FIREFLY's approach to people-centred care. She reviewed the formalized framework that has been developed.

MOTION #7            Moved by Julianne Jollymore  
                              Seconded by Peter Harland  
                              That the FIREFLY People-Centred Care framework be accepted and adopted as presented.  
                              CARRIED

iv. Governance Pulse: Ms. Ingebrigtsen reviewed the recently completed Governance Pulse tool with the Board, indicating that the results are very positive. There was a discussion of the area of peer-to-peer feedback for individual members of the Board and it was decided

that Ms. Marquis and Ms. Ingebrigtsen would seek a peer-to-peer feedback tool and will bring it back to the Board in September for consideration.

- v. WorkLife Pulse/Patient Safety Client Tools: Ms. Ingebrigtsen shared to note that the organization will be working to develop action plans to address areas of concern in advance of the September Accreditation Survey. These plans will be provided at the fall Board meeting.

#### IN CAMERA

MOTION #8 Moved by Michelle Simone  
Seconded by Chris Bonner-Vickers  
That the Board move In Camera at 7:37 PM  
CARRIED

MOTION #9 Moved by Chris Bonner-Vickers  
Seconded by Julianne Jollymore  
That the Board approves the In-camera Board minutes of May 11, 2018.  
CARRIED

MOTION #10 Moved by Chris Bonner-Vickers  
Seconded by Peter Harland  
That the Board return to the regular meeting at 7:50 PM.  
CARRIED

#### EVALUATION

Ms. Sirman remarked that she felt the decision to commence the meeting early after completing the AGM was a good use of the Board's time. She feels that each Board member's voice is listened to and that everyone feels comfortable discussing items, concerns and issues as they arise. Ms. Sirman also expressed her appreciation of the discussion from the staff.

#### NEXT MEETING

September 14, 2018 – Fort Frances

#### ADJOURNMENT

Having no further business, the Chairperson accepted a motion to adjourn at 7:59 PM.



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Jennifer Marquis  
Recorder

14 September 2018

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Date



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Debbie Larson  
Chairperson

14 September 2018

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Date