



BOARD OF DIRECTORS MINUTES

December 1, 2020

Microsoft Teams

PRESENT:	Debbie Larson Kim Vares Tana Troniak	Michelle Simone Alisha Dasti-Hill Caroline Collins	Carlynn Bell Chris Bonner-Vickers Jennifer Esterreicher
REGRETS:	N/A		
STAFF:	Karen Ingebrigtsen Darcia Curtis Tammy Hanstead	Bruce Meisner Michelle Gaudet	Jackie Hummelbrunner Ashley Hoffmeister
GUEST:	Beth Greene		

Ms. Debbie Larson called the meeting to order at 7:01 p.m. Ms. Larson welcomed Ms. Beth Greene, FIREFLY Foundation Coordinator to the meeting.

Ms. Greene presented “Kenora and Rainy River Districts FIREFLY Foundation” update for the Board. Ms. Greene noted that the purpose of the FIREFLY Foundation is to receive and maintain a fund or funds and make gifts, with those funds, to FIREFLY – Physical, Emotional, Developmental and Community Services. Ms. Greene shared that the FIREFLY Foundation currently has membership of three members, and are currently actively recruiting for two additional members to join the team. Ms. Greene shared that the initial processes of the FIREFLY Foundation were to complete charity requirement with Canada Revenue Agency, develop Board policies, research and secure tools to support the FIREFLY Foundation. Ms. Greene noted that the FIREFLY Foundation is currently building relationships with FIREFLY staff by attending Leadership and All Staff meetings, identifying the service and funding needs of FIREFLY. Ms. Greene is developing the FIREFLY Foundation brand, including logo and development of the vision for the Foundation. Ms. Greene is also developing the Foundation webpage, newsletter and social media communication. Ms. Greene shared a combination of short term and long term fundraising and relationship building strategies, highlighting the gift card fundraising campaign that commenced on November 18, 2020. Ms. Larson thanked Ms. Greene for presenting the FIREFLY Foundation update to the Board.

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 Kim Vares
 Seconded by Tana Troniak
 That the consent agenda of December 1, 2020 be approved.
 CARRIED

BUSINESS ARISING

None

CEO and LEAD AGENCY REPORT

CEO Report

Ms. Ingebrigtsen provided an update, highlighting work with the All Nations Health Partners (ANHP) Ontario Health Team (OHT) governance committee. Noting that ANHP is currently focused on primary health care, mental health and home and community care, as well as pressing issues relating to COVID-19. Government announced Rainy River District's approval to proceed with work as an OHT. Ms. Ingebrigtsen shared that FIREFLY continues to support each other and our clients in the delivery of safe and responsive services. Noting that with high rates of COVID-19 in Manitoba and Kenora numbers increasing, office entry process has been revised to align with public health guidelines. Ms. Ingebrigtsen highlighted the work of Ms. Gaudet, Director of Human Resources and Ms. Hoffmeister, Director of Strategy and Performance Management. Ms. Gaudet and the Wellness Committee have been champions for supporting staff through activities and events. Ms. Hoffmeister and the amazing IT team provided support and technology for staff to work effectively from home, highlighting the monthly newsletter for staff, that includes helpful technology hints. IT is currently upgrading FIREFLY's Intranet and Sharepoint.

Lead Agency Report

Ms. Ingebrigtsen shared that our Lead Agency received one-time additional funds of \$25,900 for COVID-19 expenses. Ontario Perception of Care (OPOC) client experience tool has been approved by the Ministry, training will commence, with implementation across the province in May 2022. Ms. Ingebrigtsen provided an update regarding the Liability Protection for Ontario Workers, Volunteer and Organizations, sharing that the Lead Agency Consortium has been tracking Bill 128, Supporting Ontario's Recovery Act, 2020, noting that this will protect workers, volunteers and organizations that are following public health guidelines and laws related to exposure to COVID-19. A question and answer period followed.

MOTION #2 Moved by Michelle Simone
 Seconded by Caroline Collins
 That the December 2020 CEO and Lead Agency Report be accepted as presented.
 CARRIED

FINANCE

Mr. Meisner reviewed the draft financial statements ending October 31, 2020. A question and answer period followed.

MOTION #3 Moved by Chris Bonner-Vickers
 Seconded by Alisha Dasti-Hill
 That the financial statements for the period ending October 31, 2020 be accepted as presented.
 CARRIED

STRATEGIC PLAN ANNUAL PRIORITY UPDATE

Ms. Ingebrigtsen reviewed the 2019 FIREFLY Strategic Priorities with the Board, noting the hard work and dedication of staff. Ms. Ingebrigtsen shared highlights from each of the four strategic themes; Leadership, Advocacy and Partnership, FIREFLY Staff and Workplace Culture, Service Excellence and Client Engagement, Progressive and Responsive Organization.

Ms. Hoffmeister presented the 2020/2021 FIREFLY Strategic Priorities by sharing her screen. Ms. Hoffmeister shared that significant actions look similar to the previous year, noting that the areas of focus measure have been updated by the Strategy and Performance Team. Ms. Hoffmeister reviewed the indicators and measures for each strategic theme area of focus. A question and answer period followed. Ms. Larson appreciated the great work done by staff and highlighted the layout of the strategic priority plan. Ms. Vares congratulated staff on a great job creating the strategic priority plan, noting the complicated process of developing significant actions and measures.

SERVICE UPDATE

Ms. Hummelbrunner and Ms. Curtis presented the December Service Report to the Board. Ms. Hummelbrunner presented the “Orientation to the New Board Report” by sharing her screen, providing details regarding the new format of the report, highlighting that the new report is innovative and data driven. Ms. Hummelbrunner provided explanation of the four polar graphs that will be included in each report. Ms. Hummelbrunner shared that the service report will include a video each month for Board members to view what is happening at FIREFLY. Ms. Curtis presented “Let’s hear about the Stop Now and Plan (SNAP) Program” video that was prepared by the SNAP team for the Board report. Ms. Curtis reviewed the Board Report, highlighting FIREFLY’s four strategic themes, polar graphs, success highlights and what is on the horizon for FIREFLY. A question and answer period followed. Ms. Larson thanked Ms. Hummelbrunner and Ms. Curtis for their presentation, noting that it was nice to hear from the service provider and hear client’s perspective. Ms. Larson appreciated the new platform and acknowledged the Strategy and Performance team attendance at the meeting, as well as their contributions to the report.

MOTION # 4 Moved by Tana Troniak
 Seconded by Michelle Simone
 That the December 2020 Service Report be accepted as presented.
 CARRIED

QUALITY OF CARE

Ms. Ingebrigtsen shared that the 2020/2021 FIREFLY Client Safety Plan is reviewed annually by the Governance and Quality Committee, noting that the committee revised the document on October 20, 2020. Sharing that the revised document is included in the Board meeting package for Board member information.

MOTION # 5 Moved by Kim Vares
 Seconded by Alisha Dasti-Hill
 That the 2020/2021 FIREFLY Client Safety Plan be accepted as presented.
 CARRIED

COMMITTEE UPDATES

Fiscal Advisory

Ms. Ingebrigtson provided an update, sharing that the committee reviewed the financial statements and discussed FIREFLY investments. Ms. Ingebrigtson shared that GIC statements will be included in the January 2021 meeting package.

CORRESPONDENCE/READING

Communication Newsletter

Ms. Larson shared that the link to the Communication newsletter was included with the Board meeting document email.

IT Bulletin

Ms. Larson shared that the IT Bulletin newsletter that was included in the Board meeting package includes great technology tips.

NEW BUSINESS

Finance Policies

Ms. Larson shared that the Finance policies were reviewed in detail by the Fiscal Advisory Committee on October 20, 2020. Noting that the Finance policies are operational, and do not require Board approval.

IN CAMERA

Motion #6 Moved by Tana Troniak
 Seconded by Michelle Simone
 That the Board moves to in-camera at 8:35 p.m.
 CARRIED

EVALUATION

Ms. Vares evaluated the meeting noting that FIREFLY is fortunate to have the staff that we do. The presentations were excellent. Ms. Greene did a good job with the presentation on the Foundation. She liked how the presentation of the strategic plan moved from the past to present and future. The meeting flow was quick and efficient. Ms. Vares likes how the safety plan and the financial information comes to the full Board. She is looking forward to the redesign of the service report. Ms. Vares finished her evaluation by saying how proud she is to be part of such an ethical Board.

NEXT MEETING

January 26, 2021 – 7:00 p.m.

ADJOURNMENT

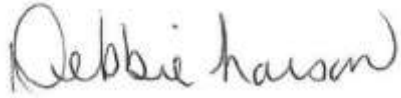
Having no further business, the Chairperson accepted a motion to adjourn at 9:16 p.m.



Tammy Hanstead
Recorder

January 26, 2021

Date



Debbie Larson
Chairperson

January 26, 2021

Date