



# FIREFLY

## BOARD OF DIRECTORS MINUTES

December 4, 2018

*Kenora*

PRESENT:	Debbie Larson Terri Sirman	Chris Bonner-Vickers Carlyne Bell	Peter Harland Julianne Jollymore
REGRETS:	Kelly Graff	Michelle Simone	
ABSENT:	Kristin Ward		
STAFF:	Karen Ingebrigtsen Bruce Meisner	Jennifer Marquis Tammy Hanstead	Alison Farough

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Ms. Larson called the meeting to order at 7:02 PM. Ms. Larson commenced the meeting by introducing Ms. Hanstead as the new Executive Assistant.

### SELECTION OF MEETING EVALUATOR

Ms. Sirman offered to evaluate the meeting this evening.

### REVIEW OF AGENDA

The agenda was accepted as presented.

### DECLARATION OF CONFLICT OF INTEREST

No conflict of interests were declared.

### APPROVAL OF CONSENT AGENDA

MOTION #1 Moved by Chris Bonner Vickers

Seconded by Peter Harland

That the consent agenda of December 4, 2018 is approved with the amendments to the regrets at the Oct 26<sup>th</sup> meeting to identify that Ms. Sirman was not present and the change in date in the Nov. 13, 2018 special board meeting.

CARRIED

### BUSINESS ARISING

*Amendments to in-camera minutes:* Ms. Sirman noted the minutes did not reflect the full discussion that took place with respect to the roundhouse cost. She wished to have it noted that Ms. Sirman and others had expressed concerns about the cost. The minutes will be amended to reflect this discussion.

*Recruitment:* Ms. Larson shared that three applicants will be interviewed for the open board positions. Ms. Larson, Ms. Sirman and Ms. Ingebrigtsen will conduct interviews Friday, December 7<sup>th</sup> in Sioux Lookout and Dryden and in Red Lake on Monday, December 10<sup>th</sup>.

Ms. Ingebrigtsen shared that FIREFLY has connected with the Rotary clubs in Kenora and Dryden. She shared that the date provided for the Dryden session would not work for her schedule and that she would provide the date when it was received. She provided the two options for dates for the Kenora Rotary meeting and invited Board participation. Ms. Sirman and Dr. Harland offered to attend. Ms. Bell offered to attend the Dryden meeting when the date is selected. Ms. Ingebrigtsen shared that a PowerPoint will be developed for the presentation.

*Youth Engagement:* Ms. Ingebrigtsen spoke of the New Mentality group, which presents at the Children's Mental Health Conference – this is the organization that will be attending our area for the youth conference in Kenora. The group anticipates this work will begin in the new year.

#### CEO REPORT & LEAD AGENCY REPORT

Ms. Ingebrigtsen highlighted the blessing of the Roundhouse which took place the last week of November. She then shared that she and Ms. Larson had attended the OACRS conference and participated in a session on cyber security. As a result, Ms. Ingebrigtsen has requested that Ms. Hoffmeister, Director of Systems and Performance Management, attend an upcoming Board meeting to review FIREFLY's cyber security. Ms. Ingebrigtsen shared that longtime Board Chair of FIREFLY, Jackie Mitchell's husband had passed away on Sunday. Ms. Marquis was asked to send condolences on behalf of the Board.

There was a discussion regarding the repatriation of youth. Ms. Ingebrigtsen provided information regarding the goals of Jordan's Principle funding which include young people receiving services within their home community. Local resources such as stabilization units will still need to be put in place to support high needs children and youth.

MOTION #2      Moved by Terri Sirman  
                            Seconded by Julianne Jollymore  
                            That the November 2018 CEO report and Lead Agency report be approved as presented.  
                            CARRIED

#### SERVICE UPDATE

Ms. Farough reviewed the Service Update with the Board sharing that the priority approaches indicate the areas of focusing within the operational plan. Significant changes and challenges are also provided within the report. A question and answer period followed.

MOTION #3      Moved by Chris Bonner-Vickers  
                            Seconded by Peter Harland  
                            That the November 2018 Service report be accepted as presented.  
                            CARRIED

#### FINANCIAL REPORT

Mr. Meisner presented the October 31, 2018 financial statements to the Board. The GIC statements were also provided to the Board. A question and answer period followed.

MOTION #4     Moved by Julianne Jollymore  
                  Seconded by Terri Sirman  
                  That the financial statements for the period ending October 31, 2018 be accepted as presented.  
                  CARRIED

#### QUALITY OF CARE

Ms. Larson reminded the Board that this standing item was recommended by the Accreditation surveyors. She described a safety session that she and Ms. Ingebrigtsen attended at the Children's Mental Health Conference. Ms. Ingebrigtsen added that it was inspirational to hear the process a hospital had undertaken to commit to a goal of zero harm to patients.

Ms. Ingebrigtsen then shared that there had been changes to the serious occurrence reporting process. She described the requirement of FIREFLY to report occurrences. FIREFLY is now required to report any child that indicates any suicide ideation which has increased the number of serious occurrence reports.

#### STRATEGIC PLANNING UPDATE

Ms. Marquis provided an update regarding the strategic planning process to the Board with highlights of the number of participants in the survey.

#### COMMITTEE UPDATES

Governance and Quality Committee: Mr. Bonner-Vickers brought forward Dr. Harland's identified issue of the immediate needs of children and youth with respect to high risk situations and crisis. Dr. Harland highlighted the lack of immediate psychiatric services in our area. Ms. Ingebrigtsen agreed with Dr. Harland with respect to the lack of services sharing that Ms. Farough is working to understand the approaches of each of the hospitals in our service area. Access to specialized services and assessment beds in Thunder Bay are very limited. Tele-psychiatry is available and well used in our area. She shared work that FIREFLY is supporting to address some of these issues. Funding has been requested for intensive services and stabilization beds. Work is underway to support existing crisis pathways through local service partnerships. A question and answer period followed.

Fiscal Advisory Committee: Ms. Jollymore shared that the financial statements were reviewed in detail and no concerns were noted.

#### CORRESPONDENCE/READING

Ms. Ingebrigtsen provided an article that was presented by the Northern Ontario School of Medicine (NOSM) highlighting partnership with FIREFLY on clinical learning. She provided information on work that Ms. Hummelbrunner is leading on clinical training. Ms. Sirman suggested that the Board express appreciation to Ms. Hummelbrunner in a letter for this work. Ms. Marquis will draft for Ms. Larson's review.

## NEW BUSINESS

### *I. Tendering Process*

Ms. Sirman asked if FIREFLY has a policy in place for tendering which identifies monetary limits for which tendering would take place via and open tendering process or via invitation. Ms. Ingebrigtsen shared the policy with the Board. Ms. Sirman expressed concern with the possible liability of the contractor and sub-contractors FIREFLY is utilizing for the Roundhouse build. Mr. Meisner indicated that there is no concern with liability as the contractor holds his own WSIB WSIB coverage of which we receive a clearance certificate to prove it. He shared that FIREFLY does use both the invitation and open tender process. The invitation process was selected for this project due to a quick turnaround requirement for the build and FIREFLY being aware that there were several local contractors who were not available for a build during this time period. The Board decided that the policy will be taken to the Fiscal Advisory Committee for further review. Ms. Sirman is suggesting that there be a dollar amount for which open tender process be utilized. Ms. Sirman is suggesting \$150,000 be the amount at which this process should take place. Ms. Larson suggested that the organization review the tendering process policies of agencies in the sector and bring those forward to the committee. Ms. Ingebrigtsen and Ms. Hanstead will work on compiling this information for the committee.

## IN CAMERA

Motion #6      Moved by Peter Harland  
                    Seconded by Terri Sirman  
                    That the Board moves to in-camera at 8:10 PM  
                    CARRIED

Motion #7      Moved by Julianne Jollymore  
                    Seconded by Carlyne Bell  
                    That the Board approves the October 26, 2018 and November 13, 2018 in-camera minutes with the amendments to the November 13, 2018 special meeting in-camera minutes.  
                    CARRIED

Motion #9      Moved by Peter Harland  
                    Seconded by Terri Sirman  
                    That the Board moves back to the regular meeting at 8:33 PM  
                    CARRIED

## EVALUATION

Ms. Sirman expressed that there was a lot of dialogue and that the meeting progressed very quickly given the number of items to discuss.

## NEXT MEETING

Regular meeting: Tuesday, January 29, 2018 at 7 PM via teleconference.

## ADJOURNMENT

Having no further business, the Chairperson accepted a motion to adjourn at 8:35 PM.



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Jennifer Marquis  
Recorder

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Date



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Debbie Larson  
Chairperson

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Date