



FIREFLY

BOARD OF DIRECTORS MINUTES

February 19, 2019

Teleconference

PRESENT:	Debbie Larson Terri Sirman Kim Vares	Chris Bonner-Vickers Carlyne Bell	Michelle Simone Julianne Jollymore
REGRETS:	Kelly Graff	Peter Harland	Caroline Collins
ABSENT:			
STAFF:	Karen Ingebrigtsen Tammy Hanstead	Bruce Meisner	Ashley Hoffmeister

Ms. Larson called the meeting to order at 7:00 PM.

SELECTION OF MEETING EVALUATOR

Mr. Bonner-Vickers 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 Julianne Jollymore
 That the consent agenda of February 19, 2019 is approved with the addition of Service Impact Update to section 7A
 CARRIED

BUSINESS ARISING

Strategic Planning Update:

Mr. Jay Kaufman from KTA updated the Board regarding Strategic Planning process. The All Staff event was postponed due to the weather; it is rescheduled for late March. The process of interviewing Stakeholders has begun. These interviews help to get an in depth understanding of perceptions of FIREFLY. This is a significant part of the strategic process.

Mr. Kaufman updated the Board with the survey results, sharing that a significant number of people participated with the process. There was great representation and a lot of information gathered through this process.

The information from the survey helped to inform key discussion points at the Focus Group sessions held in January with staff and community partners and facilitated by Karen Beitel.

A question and answer period followed.

CEO REPORT & LEAD AGENCY REPORT

Ms. Ingebrigtsen updated the Board regarding the leaked Government documents, highlighting that our Lead Agency funding will continue for this year and that we will have more details in the near future.

A question and answer period followed.

Mr. Bonner-Vickers asked a question relating to the Autism program. In the past, have we asked what the income of families was?

Ms. Ingebrigtsen explained the history of Autism funds and reviewed the proposed new funding model where families will receive the funds directly and it will be income based. This model could mean that families would not receive enough funds to access services for their child and has potential to have a negative impact on agencies providing services. This could mean that FIREFLY may see more autistic children seeking services in the future.

At this time, FIREFLY only receives “flow-through” funds for families with a child or children diagnosed with Autism.

A question and answer period followed.

Ms. Ingebrigtsen informed the Board that members will be updated as information is received.

Ms. Ingebrigtsen updated the Board relating to Ms. Doerksen’s secondment with the Ministry of Education. Ms. Farough and Ms. Larsson will assume Ms. Doerksen’s key responsibilities.

MOTION #2 Moved by Kim Vares
 Seconded by Michelle Simone
 That the February 2019 CEO report and Lead Agency report be approved as presented.
 CARRIED

SERVICE UPDATE

Ms. Ingebrigtsen spoke to the January 2019 Service Impact Update.
There were no questions regarding the January 2019 Service Impact Update.

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

FINANCIAL REPORT

Mr. Meisner presented the January 2019 financial statements to the Board. The GIC statements were also provided for the Board. A question and answer period followed.

MOTION #4 Moved by Terri Sirman
 Seconded by Kim Vares
 That the financial statements for the period ending January 31, 2019 be accepted as presented.
 CARRIED

QUALITY OF CARE

Nine Months in Review:

Ms. Hoffmeister presented the Nine Months in Review for the Board. She noted that service referrals were higher in October, November and December due to school start up. Ms. Hoffmeister shared with the group the wait lists are related to staff vacancies. With recent hires and recruitment efforts, it is hoped that there will be a full staffing compliment by June/July. Recruitment of qualified staff is a priority of Human Resources. .

A question and answer period followed.

Staff were asked if exit interviews were conducted and if reasons for leaving were tracked. It was noted that staff leave FIREFLY for other opportunities. Ms. Ingebrigtsen added that new graduates come to FIREFLY for an excellent first employment experience and then use this work experience as a launching pad to secure other positions. It has been FIREFLY's experience that some staff were leaving for higher salaried positions and pension plan however, with the recent contract increases and defined pension plan, it is hoped that there will be fewer departures related to salary and pension.

Ms. Larson asked about the average wait times in relation to last year. Ms. Hoffmeister will gather the data and share with the Board after quarter four.

Infection Control:

Ms. Hoffmeister updated the group regarding Infection Prevention and Control Standards relating to the cleaning of Therapy Rooms. A new policy has been developed to address cleaning standards and log sheets placed in therapy rooms to document cleaning. The new policy was due to Accreditation Canada by February 28, 2019.

A question and answer period followed.

Chris Bonner-Vickers expressed his gratitude to Ms. Hoffmeister for her efforts.

COMMITTEE UPDATES

Fiscal Advisory Committee: Ms. Jollymore shared a couple of highlights from the meeting. The Fiscal Advisory Committee will be meeting on March 8th in Dryden to review details of the proposed FIREFLY 19/20 budget.

FIREFLY Foundation: Ms. Ingebrigtsen updated the Board, sharing that Letters Patent are now issued incorporating the foundation and the forms are being completed to finalize the post-incorporation organizational documentation, which are required to submit to the CRA.

CORRESPONDENCE/READING

There is no correspondence at this time.

NEW BUSINESS

There is no new business at this time.

IN CAMERA

Motion #5 Moved by Chris Bonner-Vickers
 Seconded by Michelle Simone
 That the Board moves to in-camera at 8:10 PM
 CARRIED

Motion #6 Moved by Terri Sirman
 Seconded by Kim Vares
 That the Board approves the January 29, 2019 in-camera minutes.
 CARRIED

Motion #7 Moved by Julianne Jollymore
 Seconded by Chris Bonner-Vickers
 That the Board moves back to the regular meeting at 8:30 PM
 CARRIED

EVALUATION

Mr. Bonner-Vickers provided the evaluation of the meeting. He said it was a great meeting. He remarked that the meeting was fast paced and there were excellent presentations by Mr. Kaufman, Ms. Hoffmeister, Mr. Meisner and Ms. Ingebrigtsen.

NEXT MEETING

Regular meeting: Tuesday, March 19, 2019 at 7 PM via teleconference.

ADJOURNMENT

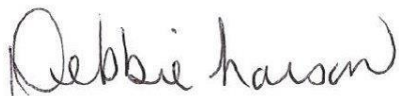
Having no further business, Ms. Sirman moved to adjourn the meeting at 8:35 PM.



Tammy Hanstead
Recorder

March 4, 2019

Date



Debbie Larson
Chairperson

March 4, 2019

Date