



BOARD OF DIRECTORS MINUTES

March 24, 2020

Skype/Teleconference

PRESENT VIA	Debbie Larson	Carlynn Bell	Peter Harland
SKYPE:	Michelle Simone	Kim Vares	Caroline Collins
	Jennifer Esterreicher	Alisha Dasti-Hill	Tana Troniak
PRESENT VIA	Julianne Jollymore	Chris Bonner-Vickers	
TELECONFERENCE:			
REGRETS:	None		
STAFF VIA SKYPE:	Karen Ingebrigtsen	Bruce Meisner	Ursula Larsson
	Jackie Hummelbrunner	Karim Suleman	Tammy Hanstead

Ms. Larson called the meeting to order at 7:02 p.m.

QUALITY OF CARE

Ms. Larson commenced the meeting by introducing “FIREFLY Autism Fee for Service Planning” presenters, Jackie Hummelbrunner and Karim Suleman.

Ms. Hummelbrunner presented the “Ontario Autism Program – Project Private Delivery Enterprise Risk Management Framework – Guide” to the Board. A question and answer period followed. Mr. Bonner-Vickers expressed his concern for families with lower income, how will these families access service. Ms. Hummelbrunner shared that this has been identified as a risk, noting that children diagnosed with Autism have received funding to purchase services. Mr. Suleman added that FIREFLY will provide equitable service for all children in the Region. Ms. Hummelbrunner noted that the document presented tonight, has been revised since the Risk Assessment was shared with the Board. Ms. Hanstead will share the Revised Risk Assessment with the Board.

Mr. Suleman presented “FIREFLY Autism Fee For Service Planning” to the Board. Mr. Suleman highlighted that FIREFLY will provide Fee For Services by April 2020, starting with behavioural therapy and expanding to more services for families. A question and answer period followed. Mr. Suleman shared that there are currently two ABA (Applied Behaviour Analysis) Therapists for our Region. ABA Therapists will provide service to clients in the client’s communities, as well as virtually. Mr. Suleman noted that April is Autism Awareness Month, with April 2nd being World Autism Awareness Day. Due to COVID-19, the flag raising ceremonies at City Halls to raise awareness in Kenora, Sioux Lookout and Red Lake will not be public events.

Ms. Larson thanked Ms. Hummelbrunner and Mr. Suleman for their hard work and dedication to the Fee for Service Planning for FIREFLY Autism Services.

EVALUATOR SELECTION

Ms. Bell volunteered to evaluate the meeting this evening. Ms. Collins requested details relating to the evaluation process. A discussion followed. Ms. Larson will research meeting evaluations and share with the Board. Ms. Hanstead will create a rotating schedule of Board member evaluators for future meetings.

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 Caroline Collins
 Seconded by Julianne Jollymore
 That the consent agenda of March 24, 2020 be approved.
 CARRIED

BUSINESS ARISING

Board Retreat

Ms. Ingebrigtsen provided an update to the Board regarding the planning of the Board Retreat scheduled for May 1st and 2nd. Due to COVID-19, restriction of travel and closure of venues, Ms. Ingebrigtsen suggested that the Retreat and Board Meeting be held on Tuesday, April 28, 2020 via Skype. A question and answer period followed.

- Wednesday, April 22nd at 5:00 p.m. - Fiscal Advisory Committee Budget Meeting and Review of Financial Statements ending March 31, 2020
- Tuesday, April 28th at 5:00 p.m. – Governance and Quality Committee Meeting
- Tuesday, April 28th at 7:00 p.m. – Board Meeting/Retreat
 - Gillons Insurance Broker Presentation
 - Board Meeting
 - Overview of All Nations Health Partners
 - Brief Board Governance Presentation

FIREFLY Board of Director Evaluations

Ms. Hanstead shared that five evaluations have been received from Board members. Ms. Larson asked the Board to send evaluations to Ms. Hanstead, a report will be prepared and presented to the Board Development Committee on May 30, 2020.

CEO and LEAD AGENCY REPORT

Ms. Ingebrigtsen provided the CEO and Lead Agency update to the Board, highlighting the amazing work of the FIREFLY Leadership Team, working together to support staff in providing virtual services from their homes. The FIREFLY COVID-19 Planning Team came together on Sunday, March 15th, and on Monday, March 16th staff were advised that they would be working from home. FIREFLY staff are offering virtual services for mental health, occupational, speech and physical therapy. This information has been shared with families and stakeholders, as well as through media interviews and social media.

Ms. Ingebrigtsen shared that FIREFLY has been deemed an essential service. A question and answer period followed.

MOTION #2 Moved by Julianne Jollymore
 Seconded by Carlynn Bell
 That the March 2020 Lead Agency Report and March 2020 CEO Report be approved as presented.
 CARRIED

FINANCE

Mr. Meisner presented the draft financial statements ending February 29, 2020. Mr. Meisner noted that FIREFLY has not received the quote from Gillons Insurance Brokers at this time, noting that additional insurance coverage for the Roundhouse will be submitted for quote once the Roundhouse Policy has been approved. Mr. Meisner shared that notice was received from the Ministry of Children, Community and Social Services(MCCSS)today, stating that MCCSS program surpluses may be transferred to other programs, as well as funds received to cover COVID-19 expenses.

MOTION #3 Moved by Julianne Jollymore
 Seconded by Carlynn Bell
 That the financial statements for the period ending February 29, 2020 be accepted as presented.
 CARRIED

SERVICE REPORT

Ms. Larsson reviewed the March 2020 Service Report with the Board, noting that the report is lean due to the rotating school strikes. She noted some FIREFLY staff had already begun to provide service to families virtually which has made the transition to working from home due to COVID-19 somewhat easier. The Sioux Lookout and Red Lake Teams were informed on Friday, March 13th that the buildings they provide service from would be closed starting on Monday, March 16th. The teams were fully set up and providing service from their homes by Monday morning. Ms. Larsson shared that about 150 FIREFLY staff are now working from home, only a few remain in the Dryden and Kenora offices. Ms. Larsson is proud of the FIREFLY Team, noting that we truly are “All in this together”.

A question and answer period followed. Ms. Larson asked for details relating to the Employee Engagement Survey. Ms. Larsson shared that 90% of FIREFLY staff completed the Employee Engagement Survey. Ms. Ingebrigtsen shared that FIREFLY will receive the results from McLean and Company about six weeks after the survey closing, which was on March 11th. Ms. Ingebrigtsen will ask Ms. Gaudet to present the results from the Employee Engagement Survey to the Board.

MOTION # 4 Moved by Kim Vares
 Seconded by Peter Harland
 That the March 2020 Service Report be accepted as presented.
 CARRIED

STRATEGIC PLAN

Strategic Plan update deferred to the next Board meeting.

COMMITTEE UPDATES

Fiscal Advisory Committee

Ms. Larson shared that the Fiscal Advisory Committee planned the Budget Review Meeting for Wednesday, April 22, 2020 at 5:00 p.m. via Skype.

CORRESPONDENCE/READING

None

NEW BUSINESS

None

IN CAMERA

In Camera deferred to the next Board meeting.

EVALUATION

Ms. Bell provided the evaluation, noting her appreciation that the meeting started on time. The Autism presentation painted a clear picture of fees for service and FIREFLY’s involvement. Ms. Ingebrigtsen’s CEO reports were a great update, sharing details relating to FIREFLY’s response to COVID-19, highlighting staff ability to work from home.

NEXT MEETING

Tuesday, April 22, 2020 at 7:00 p.m. via Skype

ADJOURNMENT

Having no further business, the Chairperson accepted a motion to adjourn at 8:44 p.m.



Tammy Hanstead
Recorder

April 7, 2020

Date



Debbie Larson
Chairperson

April 7, 2020

Date