



# FIREFLY

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

## BOARD OF DIRECTORS MINUTES

September 14, 2018

*Fort Frances*

PRESENT:	Debbie Larson Terri Sirman	Chris Bonner-Vickers Michelle Simone	Peter Harland
TELECONFERENCE:	Carlynn Bell	Kelly Graff	
REGRETS:	Julianne Jollymore	Kristin Ward	
STAFF:	Karen Ingebrigtsen Ashley Hoffmeister	Bruce Meisner Alison Farough (Teleconference)	Jennifer Marquis

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Ms. Larson called the meeting to order at 7:06 PM.

### SELECTION OF MEETING EVALUATOR

Dr. Harland offered to evaluate the meeting this evening.

### REVIEW OF AGENDA

Ms. Sirman asked to add 'Board Packages' to the agenda.

### DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were noted at this time.

### APPROVAL OF CONSENT AGENDA

MOTION #1     Moved by Terri Sirman  
                      Seconded by Chris Bonner-Vickers  
                      That the consent agenda of September 14, 2018 is accepted as presented.  
                      CARRIED

### BUSINESS ARISING

#### *Status on connecting with schools re: Youth Engagement*

Ms. Ingebrigtsen explained that FIREFLY is just beginning the school year and have been focused on preparing for accreditation; once this is complete schoolboards will be contacted seeking to engage with

youth leaders in schools. Ms. Ingebrigtsen also shared that she has heard that there is a large youth engagement session taking place in the near future in Kenora.

#### *Status on Brief Services model roll out to Dryden, Red Lake, and Sioux Lookout*

Ms. Ingebrigtsen shared that FIREFLY continues to work on implementation of the brief service model across the region. The manager tasked with implementing brief services is also covering the Red Lake office. As was noted in the July package we are working on training and developing.

#### *Governance Pulse and Action Plan*

Ms. Ingebrigtsen crafted an action plan based on the Board's discussion at the July meeting; this is included in the Accreditation guide.

#### *Peer to Peer Feedback*

In meeting in July it was determined not to use the tool presented and it was determined that instead, the Chair would reach out to each member individual and discuss attendance, goals, engagement in the board, etc. Ms. Larson indicates that she has held several meetings to-date and she continues to meet with members.

#### CEO REPORT & LEAD AGENCY REPORT

Ms. Ingebrigtsen shared that there was not the usual Service Report or client story included in the package; these will be included next month. She opened the floor to questions from both the CEO and Lead Agency report.

MOTION #2     Moved by Michelle Simone  
                      Seconded by Peter Harland  
                      That the September 2018 CEO report be approved as presented.  
                      CARRIED

MOTION #3     Moved by Terri Sirman  
                      Seconded by Chris Bonner-Vickers  
                      That the September 2018 Lead Agency report be approved as presented.  
                      CARRIED

#### INTEGRATED OPERATIONAL REPORT

Ms. Farough described the new integrated operational planning report. She then took the Board through the process the Strategy and Performance Team participated in to develop the integrated operational plan and how it links directly to strategy. Ms. Hoffmeister explained FIREFLY's goal of a just culture and the work included in the plan to meet this goal. She then shared some goals around efficiencies and spoke of how FIREFLY is implementing Lean to work toward both of these goals. Alison explained the format of the operational plans, areas of responsibility, the integrated approach and the impacts various components have on the work of others.

#### FINANCIAL REPORT

Mr. Meisner took the Board through the July 31, 2018 financial statements. A question and answer period followed.

MOTION #4     Moved by Chris Bonner-Vickers  
                  Seconded by Peter Harland  
                  That the financial statements for the period ending July 31, 2018 be accepted with the provision that the amended information regarding insurance be emailed to the Board once updated.  
                  CARRIED

#### COMMITTEE UPDATES

Mr. Bonner-Vickers described the Fiscal Advisory committee meeting indicating that the financial statements the Board had just reviewed and the one error in the budget line were reviewed. Additionally, there was a review of control weaknesses in the audit, of which there were none. The Management Letter from BDO was reviewed to determine this. Next month the committee will be reviewing the financial policies and procedures. Ms. Ingebrigtsen had also provided the committee with an update regarding the FIREFLY Foundation, which is currently being submitted to the Canada Revenue Agency for their consideration.

#### CORRESPONDENCE/READING

These items were shared to keep the Board apprised on developments with the new government. The Joint ADM message that was shared is regarding the go ahead for the transfer of school-based rehabilitation services for pediatrics from the Local Health Integration Networks (LHINs) to Children's Treatment Centres (CTCs) and FIREFLY. The target for this transition is between October and January. We will be conducting an assessment of the impacts internally in the next few weeks; however, Ms. Ingebrigtsen shared that impacts are small compared to other CTCs and that FIREFLY may be in a position to move ahead sooner.

#### NEW BUSINESS

*I. Strategic Planning:*

Ms. Ingebrigtsen explained that FIREFLY's strategic plan is coming due in 2019. FIREFLY has contracted with KTA & Associates to assist in the development of the updated plan. This is the same organization that FIREFLY worked with to develop the current strategic plan. Ms. Ingebrigtsen drew attention to the plan outlined by KTA which will be similar to the process followed in the past and will include a great deal of engagement with staff, stakeholders and clients to develop the new strategic plan. Additionally, KTA will work with FIREFLY to develop key measureables and a fulsome implementation plan. It is felt that in the future, FIREFLY will have capacity with the leadership of Ms. Alison Farough, Director of Strategy, to internally lead the process for strategic planning.

*II. Accreditation:*

A reminder that the Board survey is taking place at 5 PM on the 24<sup>th</sup> September at the Kenora FIREFLY office. Additionally, the Board is invited to the celebratory lunch and all-staff debrief by the surveyors on Thursday, September 27th.

Orange shirt day:

FIREFLY will be recognizing Orange Shirt day, which is in recognition of the survivors of residential school as well as those who did not survive. The staff will receive orange FIREFLY shirts as well as the mini Calls to Action booklets from the Truth and Reconciliation Council. The agency will recognize the day on Friday, September 28<sup>th</sup> as the actual day of recognition is on Sunday, September 30<sup>th</sup>. Ms. Ingebrigtsen provided the Board members in attendance each an orange shirt and a mini booklet.

*III. Board Annual Evaluation:*

This is being provided for the Board's information and will be reviewed by the Governance committee at its next meeting.

*IV. CMHO Conference:*

FIREFLY is able to send a couple of Board members to the Children's Mental Health Ontario Conference which is taking place November 26, 27 in Toronto. Interested Board members are asked to let Ms. Marquis know so she can make arrangements. Also, the OACRS conference is the week before the CMHO conference; if you are interested in participating, please let Ms. Marquis know. Ms. Bell is interested in the CMHO conference and Ms. Larson will be attending both conferences.

*V. Board Packages*

Ms. Sirman brought forward a suggestion that all board materials be paginated for easier reference of the Board. She also suggested she would like to see a cut-off date for new material. The Board agreed with the suggestion to include page numbers; however, they did not wish to see a cut-off date implemented. Additionally, Ms. Marquis will continue to utilize the SharePoint site as well for sharing of Board packages.

IN CAMERA

Motion #5      Moved by Terri Sirman  
                    Seconded by Peter Harland  
                    That the Board moves to in-camera at 8:38 PM  
                    CARRIED

Motion #6      Moved by Carlynn Bell  
                    Seconded by Chris Bonner-Vickers  
                    That the Board approves the June 15<sup>th</sup> and July 4<sup>th</sup> in camera minutes.  
                    CARRIED

Motion #7      Moved by Carlynn Bell  
                    Seconded by Peter Harland  
                    That the Board strike a sub-committee of two Board Directors plus the Chair to undertake the process of the CEO Performance review  
                    CARRIED

Motion #6      Moved by Chris Bonner-Vickers  
                    Seconded by Peter Harland  
                    That the Board moves back to the regular meeting at 9:44 PM  
                    CARRIED

EVALUATION

Dr. Peter Harland provided the evaluation of the meeting. He reported that we had good frank discussions. He commented that Ms. Farough and Ms. Hoffmeister did a very good job with their presentation on the Operations Plan. Dr. Harland commented that Ms. Marquis was highly organized and made sure we had all of the documents and information necessary for the meeting. Ms. Ingebrigtsen, as always, was intelligent and knowledgeable in the presentations of her materials. The Chair was challenged with ending the meeting on time due to the full agenda.

NEXT MEETING

Accreditation: Monday, September 24, 2018 in Kenora.

Regular meeting: Friday, October 26, 2018 in KENORA at 7 PM – dinner at 6 PM

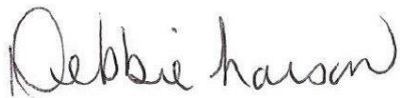
ADJOURNMENT

Having no further business, the Chairperson accepted a motion to adjourn at 9:46 PM.



\_\_\_\_\_  
Jennifer Marquis  
Recorder

\_\_\_\_\_  
Date



\_\_\_\_\_  
Debbie Larson  
Chairperson

\_\_\_\_\_  
Date