



## Board of Directors Minutes for the Open Meeting Tuesday, October 25, 2022

### **Present:**

Vice Chair/Treasurer:

Kelly Skrzypek

Secretary:

Greg Hackborn

Directors:

Brian Konst, Laura Miedema,  
Jenna Dierick, Emily Miller,  
Elizabeth Abraham

Chief Executive Officer:

Jane Angus

Manager of Service Coordination:

Alison Hilborn

Executive Assistant:

Cindy Landry (recorder)

**Guests:** Andi Dimashkie, Grace Matson, Ellen Tansony, Craig Tustin, Ayesha Hameed

**Regrets:** Susan Fitzgerald

### **1. Call to Order**

Kelly Skrzypek called the meeting to order at 5:30 p.m.

### **2. Land Acknowledgment**

The Land acknowledgment was read, followed with a welcome to the URS Team. Introductions were made.

### **3. Presentation by Urgent Response Service Team**

The URS team introduced themselves and their role in the URS. The URS team provided a presentation using a few examples of clients that are accessing Urgent Response Services followed by Q&A.

One of the questions asked was how are we providing multi-disciplinary services? Bethesda and Hamilton Health Sciences 'flow through' contracts and have multi-disciplinary professionals; otherwise the Coordinators are contracting with multiple service providers. URS pivot on a daily basis – caseloads are higher than the MCCSS target.

### **4. Agenda - Additions, Deletions, Approval**

**Motion:** To approve the agenda.

Brian and Emily. **Carried.**

### **5. Conflict of Interest Declarations**

None declared.

### **6. Approval of Minutes – September 27, 2022**

**Motion:** To accept the minutes from September 27, 2022.

Greg and Laura. **Carried.**

## 7. Business Arising from Minutes - none

## 8. Executive Reports:

- a. Chair's Report – none
- b. Treasurer's Report – September 2022.  
Explanation for the high balance. A URS flow through provider has just recently cashed cheques for 5 months. We did not really start purchasing services until June, but believe with the high number of clients, we will use the money by the end of the fiscal year.

**Motion:** To approve the Treasurer's report.  
Laura and Greg. **Carried.**

- c. CEO's Report

**Motion:** To approve the Business Continuity Plan including the identification of the potential risks most likely to occur, as well as the critical business services.  
Greg Hackborn and Jenna. **Carried.**

**Motion:** To approve CEO's report as presented.  
Emily and Jenna. **Carried.**

## 9. Committee Reports

- a. Policy Review Committee – HR Policies. There are several new and the remainder are revised, as recommended by HRCovered.  
Previously, there was the option to work a 4-day work week and the revised policy does not include the option. We still provide flexible options including the option of working remotely and the option of working flex hours. There were scheduling challenges with the 4-day work week as some positions need to be available Monday – Friday during office hours. The focus needs to be on flexibility to meet client's availability, so if someone wants to work longer days to take another day off, they can make themselves available to early morning and evening scheduling. Discussion took place and the Board agreed with not including the 4-day work week at this time.

**Motion: To approve the revised HR Policies as presented.**  
Laura and Emily. **Carried.**

- b. Nominating Committee – no report.

## 10. New Business

- a. Agenda Schedule and Meeting Dates  
December meeting will be on the 3<sup>rd</sup> Tuesday, December 20, 2022. This will be a joint staff and board meeting starting with dinner, a presentation by the staff and followed with the board meeting.

**Motion: To approve date change of the Board meeting to December 20, 2022.**  
Greg and Kelly. **Carried.**

Elizabeth has indicated that 5:30 p.m. does not work well for her and was wondering if the Board would consider changing the time for a later start, preferably 7:00 p.m. There was discussion regarding the time change and several identified challenges with later meetings. No consensus was achieved, and with Susan not present, it was

decided to delay the decision until next meeting. Kelly and Jane will review by-laws and policy. An email will be sent out to the Board.

b. Strategic Priorities Work Plan Update

Jane continued with last year's plan, and added the implementation of URS.

**11. Correspondence** – none

**12. In-Camera**

**Motion:** To move in-camera at 6:19 p.m.  
Jenna and Brian. **Carried.**

**13. In-Camera Reports.**

**14. Adjournment**

Kelly adjourned the meeting at 6:40 p.m.

**Next Meeting:** Tuesday, November 22, 2022 at 5:30 p.m.

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Date

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Chair's Signature