



**Board of Directors
Agenda for In-Camera Meeting
Tuesday, March 28, 2023**

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|---|-----------------|
| 1. Agenda - Additions, Deletions, Approval | Decision |
| 2. Approval of Minutes – February 28, 2023 | Decision |
| 3. Business Arising from Minutes | |
| a. | |
| 4. Executive Reports | |
| a. Chair's Report | |
| b. CEO's Report | Decision |
| 5. New Business | |
| a. | |
| 6. Correspondence | |
| a. | |
| 7. Motion to Rise or Rise and Report | Decision |



Board of Directors Minutes for the In-Camera Meeting Tuesday, February 28, 2023

Present:

Chair:	Susan Fitzgerald
Vice Chair/Treasurer:	Kelly Skrzypek
Secretary:	Greg Hackborn
Directors:	Laura Miedema, Jenna Dierick, Brian Konst, Emily Miller
Chief Executive Officer:	Jane Angus
Executive Assistant:	Cindy Landry (recorder)

Regrets: Alison Hilborn, Elizabeth Abraham

Call to Order

Susan called the meeting to order at 6:18 p.m.

1. Agenda

Motion: To approve the agenda.
Kelly and Laura. **Carried.**

2. Approval of Minutes – January 24, 2023

Motion: To approve the minutes from January 24, 2023.
Kelly and Brian. **Carried.**

3. Business Arising from Minutes - None.

4. Executive Reports

a. Chair's Report – nothing to report.

b. CEO's Report

Reviewed the CEO's report.

Motion: To approve the salary grid for 2023-2024 as presented.
Jenna and Brian. **Carried.**

Motion: To approve the recommendation to maintain the current mileage rate of \$0.51/km for 2023-2024.
Brian and Greg. **Carried.**

Motion: Approve the recommendation to identify the GIC as 'Restricted funds for future corporation pressures'.
Kelly and Greg. **Carried.**

Discussion / Direction on the 2023 -2024 Budget

No specific direction; Jane present a draft budget for approval at the March meeting.

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

5. **New Business**

a. Planning for the Future Updates

Kelly talked to Executive Recruiter that REACH used to recruit their new Executive Director. John is based out of Toronto and indicated most firms would be out of the GTA; John grew up in Hamilton and has clients all over the province. They can do a full line of services to help with job descriptions, marketing and placement of ads. \$24,000 was charged to REACH. Contact Brant is smaller and would probably be approximately \$19,500. They believe the hiring process would only take 2-3 months, maybe up to 6 months. Jane has indicated she will give lots of notice. Service also guarantees 18 months - if the person doesn't work out, they will find another candidate. They have worked with NFP, municipalities and government departments.

John asked about Jane's salary and he indicated the salary is a bit low, and the market rate would be more in the \$110,000 – \$125,000 range to interest someone at the managers level.

Laura indicated that comments back from REACH Board were positive about this company. They felt they were guided well. It was also a realization of what responsibilities the BOD has in this process. The consultant will help identify the questions and be there through the interview process - it is the Board's decision who they will hire.

Jane spoke to Scott Gregory, the MCCSS Program Supervisor, asking if the Ministry would help cover the costs of a recruiting firm, as well as supporting the agency to reach the appropriate salary level for a CEO. Scott does not think so but will explore what might be possible. He is interested in attending a Board meeting again in the Spring. Jane reiterated she does not have a retirement date set yet.

The Board felt this information is a good starting point, and that Headhunter firms are worth their money.

Noted that REACH still has the former ED, on the payroll in a contract position for a couple of years. He will come back a couple of times throughout the year at certain times (year-end, budget planning, reporting, etc.).

6. **Correspondence** – no correspondence.

7. **Motion to Rise**

Motion: To rise and adjourn out of in-camera at 7:00 p.m.
Greg and Jenna. **Carried.**

Date

Chair's Signature



Board of Directors
In-Camera Report from the Chief Executive Officer
March 28, 2023

Communication and Counsel to the Board

Riverside Hub

The GRCA has indicated that the Icomm Drive location (Farmer's Market site) is not feasible due to the floodplain. Willowbridge is relooking at the feasibility of their property at 54 Brant Ave and how many organizations could be accommodated in a new build.

Information

Annual Executive Limitations

Annually in March, the Board receives information on contracts and approves contractual obligations for the upcoming fiscal year. The Executive Limitation identifies the Board approves any payments over \$20,000.

Automatic Withdrawals

Several accounts request monthly automatic withdrawals, and some provide a small discount to encourage this. We require 2 signatures on cheques; to ensure operations are fiscally responsible and accountable, automatic withdrawals need to have annual Board approval.

1. Sun Life Benefits, our employee benefits provider, requests payments to be made by automatic withdrawal. Monthly premiums for employee benefits for the current 20 full-time employees will be approximately \$8,856 monthly, inclusive of SelectPath fees to manage our benefit plan. We can expect at least a 10% increase in benefit costs this year, which will be brought to the Board once we receive more information.

Recommendation: Approve the monthly payment to Sun Life Benefits of approximately \$8,856 per month by monthly withdrawal for April 1, 2023 – March 31, 2024.

Decision

2. Ceridian is our payroll company which completes the bi-weekly payroll through direct deposit to each employee, based on the Board's approved salary grid. They ensure the appropriate deductions are made from each employee's pay for income tax as well as their share of OPTrust Pension, the Benefit plan, Employment Insurance, and Canada Pension Plan. We anticipate adding Employee Health Tax deductions to Ceridian's role in the new fiscal year.

The bi-weekly payroll expense is by automatic withdrawal. The bi-weekly salaries will be \$49,998.28 as of April 1, 2023. The 2023-24 Ceridian payroll fees will be \$121.87 bi-weekly (approximately \$3,168.62 annually based on 26 payroll weeks).

OPTrust Select Pension costs for the employer and employee are currently \$1,425.59 each, totalling \$2,851.18 in pension deductions per payroll. The employer's annual cost is \$37,065.35.

Ceridian also completes the T4s annually and provides these to employees at a cost of \$87. When the year-end package is produced, the cost is \$52, based on the

current number of employees on the payroll. Costs are added for any form requests such as Record of Employment (ROE), adding new employees, and any extra pay runs. These added costs are minimal, usually under \$100.

Ceridian's bi-weekly payroll automatic withdrawal in 2023 – 2024 will be approximately \$54,670.

Recommendation: Approve the bi-weekly automatic withdrawal for payroll expenses to Ceridian of approximately \$54,670 for April 1, 2023, to March 31, 2024, recognizing there could occasionally be some minimal one-time additional costs added to this.

Decision

Annual Contracts

Contact Brant has a number of contracts, some valued at over \$20,000. Some of the contracts are paid in full with Board approval at the time of invoicing. Others are paid monthly by cheque, which require two signatures. The Board should be aware of our contracts, and annually approve contracts over \$20,000.

1. Building Lease - The lease for 643 Park Road North with Woodview is \$33,264 annually. Payments of \$2,772 are made monthly by cheque to Woodview. The lease includes utilities, Rogers's internet, the building's security system, shredding services, cleaning, and shared space costs. We have a 10-year lease that started in 2012; after 5 years, Woodview requested an increase, as allowable in the lease. In 2022, Woodview notified they would move to a year-to-year renewal as they plan to move into the Riverside Hub; there was no increase for the October 2023 to October 2024.

Recommendation: Approve the monthly lease payment of \$2,772 to Woodview Mental Health and Autism Services for April 1, 2023 to September 30, 2024.

Decision

2. CTS by Backupserver – Our IT contract through BackupServer Complete Technology Solutions Inc. is \$21,299 (\$24,067.87 with HST) annually, due in March for the upcoming fiscal year, based on 20 employees. The contract includes:
 - One email account for our process of submitting 'tickets' to IT, \$60.00
 - Secure off-site backup, \$1,200
 - IT Support Contract \$18,400
 - Antivirus Stack, \$1,639.

Recommendation: Approve payment of \$24,067.87 to CTS by BackupServer for the IT contract from April 1, 2023 to March 31, 2024.

Decision

3. URS Provider Contracts – All services provided through the Urgent Response Service are purchased from service providers serving the communities of Brant, Haldimand-Norfolk, Hamilton and Niagara. We sign annual contracts with these URS service providers. Most of our URS Provider contracts are "fee-for-service" agreements, meaning the providers invoice us monthly for their services as outlined in individual URS Plans for the clients we serve. At this time, all the Respite Services offered are through fee-for-service contracts. We are in the process of signing the contracts for 2023-24 and will bring this information to the next meeting.

Several of these URS Providers are OAP Providers and our contracts are "flow-through" agreements. These contracts commit the service provider to deliver the range of Interdisciplinary Consultation assessments to inform the URS Plans (social

work, occupational therapy, speech and language), as well as the Direct Caregiver-mediated Behavioural Intervention Services developed for the clinical service plan. Contact Brant pays these organizations an established monthly amount that is based on the target number of children to be served in the service provider's community and the funding committed to that community for these services. Bethesda and Hamilton Health Sciences operated under these contracts in the current fiscal year - this flow-through contracting is the ideal way to operate as it saves our URS Coordinators much time in seeking a service provider, plus helps these OAP Providers build staffing capacity.

- i. Bethesda Direct Services Inc. to be paid **\$65,484.66** each month (\$785,815.92 total) from April 1, 2023 to March 31, 2024 to serve 80 children and youth in the Niagara communities through Interdisciplinary Consultations and Direct Caregiver-mediated Services.
- ii. Hamilton Health Sciences to be paid **\$68,241.91** each month (\$818,902.92 total) from April 1, 2023 to March 31, 2024 to serve 83 children and youth in the Hamilton area through Interdisciplinary Consultations and Direct Caregiver-mediated Services.
- iii. Lansdowne Children's Centre - TBD
- iv. Haldimand Norfolk REACH - TBD

Recommendation: Approve the contractual agreement payments for URS purchase of services for April 1, 2023, to March 31, 2024 for:

- i. Bethesda Direct Services Inc. for \$65,484.66 monthly
- ii. Hamilton Health Sciences for \$68,241.91 monthly

Decision

Annual contracts for information:

4. WSIB – Workplace Insurance is based on the number of employees and is approximately \$8,214 annually. We pay approximately \$2,050 quarterly by cheque.
5. OPTrust Select Pension Plan – Contact Brant offers a modest pension plan for permanent employees. Contact Brant matches the employee's contributions of 3% of gross pay. This cost is included, and reported, in the Ceridian payroll.
6. Intact Financial Corporation (ITC), formerly Frank Cowan Insurance – The Board annually approves our insurance policy and payment in September/October. The payment is made by cheque following Board approval. Insurance costs for 2022-2023 were \$16,263.32. We can anticipate another significant increase in September and are currently estimating 20%.
7. EMHware is contracted to provide our client database. The contract covers hosting, domain, security, software upgrades, technical support, and user license. We have not yet received the invoice but anticipate it will be approximately \$3,978.73.

Note: We have a credit of \$37,940.11 from some modules that we paid for but found they were not useful. We are using this credit to address requested changes to our database set-up and forms.

8. Pitney Bowes - We lease a postage machine from Pitney Bowes, which is billed quarterly (\$186.31/quarter), totalling \$745.24 annually. We add postage as required and pay separately for the postage by cheque.

9. Bell Mobility – Our Bell mobility contract for 16 cell phone users costs approximately \$3,865 annually. The cell phone plan costs \$21.53 per phone. We average \$5.00 for work-related long-distance charges, which equals approximately \$322 per month in charges. Personal charges are recorded.
10. Cozzmic Communications is our business phone provider. Phone lines cost \$30 per line per month for 5 lines; the fax line costs \$14.99 per month; and three phone numbers (519-758-8228, 519-752-1839, and 877-613-3422) cost \$4.99 each per month. There is an additional charge of \$0.04/minute for incoming calls on the 800 line, costing an estimated monthly cost of \$20/month bringing the total monthly to approximately \$208 (\$2,495 annually).
11. Canon Photocopier is our printer, copier, scanner and fax machine. In March 2019, we entered into a joint lease agreement with Woodview which contracts with Canon for both the equipment lease and maintenance contract. The joint lease agreement, which gives us access to Woodview's colour printer, costs \$190 per month. The total cost is \$2,280 annually and payments are made monthly to Woodview by cheque. We are looking at moving to our own contract with Canon with an estimated monthly cost of \$145 per month (\$1,740 annually).
12. Microsoft 365 Business Desktop is installed on all workstations and laptops. This updates the Microsoft Office suite (Outlook, Word, Excel, Teams, PowerPoint) on a regular basis. Effective February 2023 we are receiving 10 free users and charged a monthly subscription for 10 licenses at \$3.80 per license (\$474.00 annually).
13. Tranmer Web Services hosts our Contact Brant website and the Community Information website and the domain registry. Webhosting is \$19 per month (\$236.98 annually) and the Domain Register is \$20 per domain (contactbrant.com, contactbrant.ca, contactbrant.net, and info-bhn.ca) totalling \$90.40 annually.
14. KCL Software Solutions is the IT provider and support for CIOC, our Community Information platform. The annual fee is approximately \$3,660.
15. SelectPath manages our employee benefit plan, currently with Sun Life. They charge a monthly fee of \$273.22 (\$3,278.62 annually) which is included in our Sun Life benefit costs.
16. Employee Health Tax (EHT) – Our agency is exempt from the first \$1M in salaries in a calendar year, and then pays 1.95% of the balance of salaries. Our projected costs for 2023 – 2024 are \$7,793. Once salaries total over 1.2M annually, we will need to submit monthly. We plan to have Ceridian take on this reporting role.
17. Octopus Red – Support our website design and are now posting Google ads costing an average of \$240 - \$250 per month (\$3,000 annually).
18. LastPass – Password Manager software currently costs \$2,062 annually. We are looking at other Password Managers as this hasn't met all our needs.
19. Zoom – 9 accounts at \$200 each totals \$2,034 annually with HST.
20. Adobe Creative Cloud – Annual subscription costs \$623.62 / year.
21. HRCovered provides Human Resource support services and consultations. We paid for a 2-year Human Resource Compliance & Health and Safety package (\$6,144.09) effective August 2022.

Information