



**Board of Directors - In-Camera Meeting Minutes**  
**Tuesday, March 29, 2022**  
**Zoom Meeting**

**Present:**

Chair:	Susan Fitzgerald
Vice Chair & Treasurer:	Kelly Skrzypek
Secretary:	Greg Hackborn
Past Chair:	Mike DeBruyn
Directors:	Brian Konst, Laura Miedema
Chief Executive Officer:	Jane Angus
Lead Service Planning Coordinator:	Alison Hilborn
Executive Assistant:	Cindy Landry (recorder)

**Regrets:** Elizabeth Abraham, Alyssa Brimmer

**Call to Order**

Susan called the meeting to order at 6:07 p.m.

**1. Agenda - Additions, Deletions, Approval**

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

**2. Approval of Minutes – February 22, 2022**

**Motion:** To approve minutes from February 22, 2022.  
Kelly and Mike. **Carried.**

**3. Business Arising from Minutes**

None.

**4. Executive Reports**

- a. Chair's Report – no chair report
- b. CEO's Report

**Direction: 2021-2022 Year End Projection Budget**

**Motion:** To approve a 1% fiscal-only salary increase for April 1, 2021 to March 31, 2022.

Mike and Greg. **Carried.**

**2022 – 2023 Draft Budget**

The 2022 – 2023 budget has been drafted for board approval. Note the \$115,383 in ACA has not yet been assigned within the budget – some will be salaries and the remainder will provide some flexibility for the agency as we understand new service demands. Discussed the probable need at executive structure, including salary.

## **Executive Limitations – Cheque Approvals**

**Motion:** To approve the payment of \$7,847.58, 842.96 and \$22,018.67 to Jeff's at Work.

Mike and Kelly. **Carried.**

**Motion:** To approve the following invoices to CTS by Backupserver:

- a. \$24,241.39 for computer equipment;
- b. \$2,537.92 for the Phishing campaign; and
- c. \$2,140.11 for VPN.

Kelly and Greg. **Carried.**

**Motion:** To approve the automatic withdrawal for Cozzmic of \$6,311.05 made on March 15<sup>th</sup>.

Mike and Kelly. **Carried.**

## **Discussion about the Revision of the Executive Limit**

**Motion:** To approve an increase in the executive limitation to \$9,999.00.

Mike and Kelly. **Carried.**

## **Annual Executive Limitations**

Annually in March, the Board receives information on contracts and approves contractual obligations for the upcoming fiscal year.

### **Automatic Withdrawals**

#### **1. Sun Life**

**Motion:** To approve the monthly payment to Sun Life Benefits of approximately \$5,500 by monthly withdrawal for April 1, 2022 – March 31, 2023.

Laura and Greg. **Carried.**

#### **2. Ceridian**

**Motion:** To approve the bi-weekly automatic withdrawal for payroll expenses to Ceridian of approximately \$48,098 for April 1, 2022 to March 31, 2023, recognizing there could occasionally be some minimal one-time additional costs added to this.

Kelly and Greg. **Carried.**

#### **3. Ceridian HR Advisory Services**

**Motion:** To approve the monthly automatic withdrawal of approximately \$303.00 to Ceridian HR Advisory Services for April 1, 2022 to March 31, 2023.

Laura and Kelly. **Carried.**

## **Annual Contracts**

Contact Brant has a number of contracts valued at over \$5,000. 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; however the Board should be aware of and annually approve these expenditures over \$5,000.

1. CTS by Backupserver  
**Motion:** To approve the payment of the 2022 – 2023 contract with CTS by Backupserver for \$17,287.87.  
Mike and Greg. **Carried.**
2. Building Lease  
**Motion:** To approve the monthly lease payment of \$2,772 to Woodview Mental Health and Autism Services for April 1, 2022 to September 30, 2022.  
Kelly and Laura. **Carried.**
3. WSIB  
**Motion:** To approve the quarterly payments of approximately \$1,553 to WSIB for the annual coverage valued at over \$6,200.  
Mike and Greg. **Carried.**

### **Staffing – New Employee Negotiations for Benefits, Salary and Vacation**

Discussion/Direction for Vacation.

Jane wanted to let the Board Members know that she negotiated vacation for two staff in the past two years and this is not outlined in policy. Is this something the CEO should do, and is our vacation in line with other organizations? Suggestion that the policy committee look at the vacation policy and bring back to the board any direction.

Other discussion was that our vacation starting at 3 weeks is typical. If you are hiring for a senior position, then you may need flexibility to negotiate and increase the vacation. Jane noted it was 2 lead positions that negotiated vacation.

**ACTION:** Jane will research other locations to see what they are providing for vacation.

**Motion:** To approve the CEO's report as presented.  
Greg and Kelly. **Carried.**

### **5. New Business**

a. none

### **6. Correspondence**

no correspondence

### **7. Motion to Rise or Rise and Report**

**Motion:** To rise and adjourn out of in-camera at 6:53 p.m.  
Mike and Greg **Carried.**

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Date

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Chair's Signature