



**Board of Directors
Agenda for In-Camera Meeting
Tuesday, April 26, 2022**

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|---|-----------------|
| 1. Agenda - Additions, Deletions, Approval | Decision |
| 2. Approval of Minutes – March 29, 2022 | 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 - 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 15th.

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.**

Date

Chair's Signature



Board of Directors
In-Camera Report from the Chief Executive Officer
 April 26, 2022

Communication and Counsel to the Board

2021 - 2022 Employee Attendance Report

Following is the Employee Attendance Report for April 1, 2021 to March 31, 2022.

Vacation, Comp, Sick time Hours and Leaves of Absence April 1, 2021 – March 31, 2022							
STAFF	Vacation Hours	Comp Hours Accrued	Sick Hours 2021-22	Sick Occurrence	% of Total Sick Time	Leave of Absence Days (3)	Notes
Alison	150	25.5	0	0	0	0	
Andi	7.5	0	0	0	0	0	<i>Started March 2022</i>
Cindy	112.5	25.5	14	2	4%	0	
Jane	225	-	0	0	0	1	Bereavement
Karen	150	5.5	42.5	7	13%	1.5	Family emergency
Kristy	0	0	0	0	0	0	<i>Started March 21/22</i>
Lauren	141	16.5	100	8	30%	2	Medical procedure; Family emergency
LeaAnn	156	19.5	0	0	0	1	Family emergency
Linda	150	16	64	7	19%	0	Medical procedure
Lindsay	112.5	24	0	0	0	0	
Lyndsey	112.5	15.5	63.5	9	19%	1	Family emergency
Paul	225	3.5	22.5	3	7%	0	
Sheryl	225	21.5	4.5	1	1%	0	
Stu	225	24	0	0	0	3	Bereavement
Sue	214	11.5	22.5	2	7%	0	
Total Hrs.	2,206	208.5	333.5				
Total Days	294	28	44			9.5	

Vacation and Statutory Holidays

Contact Brant provides 11 paid public holidays each year. Additionally, our Vacation and Holidays Policy provides paid vacation to employees based on the length of service. Vacation eligibility ranges from 3 weeks (112.5 hours) at start of employment to a maximum of 6 weeks (225 hours) after 15 years of service. Thirteen (13) full-time employees, plus 2 new hires, were eligible for 294 vacations days in 2021-22. Vacation time cannot be accumulated from one year to the next.

Compensatory Time:

The Hours of Work Policy outlines that Compensatory time may be granted due to hours worked over and above the regularly scheduled workweek. Staff must organize their schedule to work their appropriate number of hours in a regular workweek wherever possible. Compensatory time is approved at the discretion of the Chief Executive Officer if the additional hours of work are deemed necessary and not a detriment to the agency or the employee. Approved compensatory hours worked are compensated through approved lieu time off on the basis of 1 hour off for each 1 hour worked. The Policy states employees cannot accumulate over 22.5 hours of comp at any point in time.

In 2021-22, comp accumulation totaled 208.5 hours (28 days) which is similar to the previous year's 190 hours (25 days). In 2019-20, comp hours were much higher at 384.5 hours (51 days).

Sick Leave:

As outlined in our Sick Leave Policy, Contact Brant places a high value on attendance and the well-being of employees. Eligibility for sick leave is based on 1.25 days worked per month (15 days, or 112.5 hours, annually for full-time). Sick day eligibility cannot be accumulated from one fiscal year to the next.

In 2021-22, staff took 333.5 sick hours (44 days). Last fiscal year, we had 151 sick hours (20 sick days) – the lower amount is likely due to more COVID restrictions and working from home. This year's increase still does not meet the 2019-20 pre-COVID data of 437 sick hours (58 days) taken. We continue to have staff with any COVID symptoms work from home, if they feel well enough, rather than come into the office.

In 2021-22, we had 7 out of 15 (47%) employees with no sick days, compared to the previous year with 63% of staff with no sick days.

'Sick occurrences' is also an interesting statistic to consider. Sick Occurrences show a *pattern* of individual staff usage of sick time. Most instances were single days of sick time; however, we had several staff with multiple sick days in an occurrence due to either medical procedures as well as some testing positive to COVID.

Personal Emergency Leaves:

Contact Brant provides up to 3 paid personal days in a calendar year, for Family Responsibility Leave or Bereavement Leave for each employee.

There were 9.5 Personal Leave Days taken in 2021-22 compared to 3.5 days in 2020-21. All of the days taken in 2021-22 were paid. Requests were for Personal/Family Responsibility Leave (4 requests, totaling 4.5 days) and Bereavement (2 requests, totaling 4 days).

Information