

Minutes

Board of Directors Meeting

Date/Time: July 6, 1:30-3:30 via Microsoft Teams

Attendees: Scott Semple Chair, Emily Leslie, Brian Devlin, Pytor Hodgson (depart 2:45), Marie-Line Jobin (depart 2:30), Betty Jo Dean, Carol Ravnaas

Regrets: Dr. Kim Morrison Jennifer Foster, Dr. David Messenger,

Guests: Denise Cumming, Chair Board of Directors, Kingston & Frontenac Housing Corporation, Mary Lynn Cousins Brame, CEO, Kingston & Frontenac Housing Corporation
Katie Mahon, Senior Manager, Audit, KPMG

Item	Topic	ACTION/MRP
1.	<p>Welcome</p> <p>Declaration of Conflict of Interest</p> <p>S. Semple welcomed members to the meeting.</p> <p>No conflicts of interest were declared.</p>	
2.	<p>Presentation: Kingston & Frontenac Housing Corporation</p> <p>Denise Cumming, Chair of the Board of Directors for Kingston & Frontenac Housing Corporation (KFHC), and Mary Lynn Cousins Brame, CEO, KFHC were introduced and presented information regarding the KFHC. Information provided included mandates and governance, KFHC portfolio of housing, current collaboration with AMHS, as well as challenges and issues.</p> <p>D. Cumming and M. Cousins Brame proposed a 2 or 3-hour facilitated strategic discussion between AMHS, KFHC, and Kingston Home Base Housing (KHDH) board members to:</p> <ul style="list-style-type: none"> – Review current scope of services; – Identify gaps within the current services and housing system; – Collectively and separately advocate for legislative changes. – Identify key partner organizations and systems to establish a working group. – Identify and develop priorities and conclude the session with action items <p><u>Discussion points following the presentation:</u></p> <ul style="list-style-type: none"> – D, Cumming indicated the hope is to achieve a to-do list of who to partner with to have a more successful housing service in the community. The thought is that AMHS and KHBH would help to solve the questions and challenges that KFHC faces. – There needs to be a broader plan with many agencies and organizations that are already involved with this issue. 	

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	<ul style="list-style-type: none"> – A community direction going forward is needed as every group or agency/organization is working on this issue with their own individual plan. – A strong client voice could provide a positive step to help with direction forward. – Start with a smaller group to build a foundation for providing supportive and sustainable housing and then provide the plan to a bigger group to obtain a solution for people struggling with mental health and addiction issues. Then provide the solution to counties and municipalities to help move it forward. – How to gauge the success of AMHS and KFHC housing? <p>The AMHS Board will make a decision/motion and respond to D. Cumming and M. Cousins Brame regarding a facilitated Board to Board meeting with KFHC, KHBH, and AMHS to discuss housing issues and possible solutions.</p>	<p>The Board to make a decision/motion regarding a Board to Board meeting to discuss housing issues and solutions and respond to KFHC</p>
3.	<p>Audit Report</p> <p>Katie Mahon, Senior Manager, Audit, KPMG presented an overview of the 2021-2022 Audit Report and audited financial statements. A more in-depth review was provided to S. Semple, Board Chair, Dr. D. Messenger, Board Treasurer, Jessica Dressler, Manager Finance, and B. Dean. No significant findings were reported.</p> <p>Moved by P. Hodgson, seconded by B. Devlin</p> <p>MOTION: That the Board approve the transfer of \$82,764 from unrestricted and externally restricted net assets to internally restricted net assets as reported in the draft March 31, 2022, audited financial statements.</p> <p>Carried</p> <p>Moved by B. Devlin, seconded by E. Leslie</p> <p>Motion: That the Board accept the Auditors report and approve the March 31, 2022, audited financial statements as presented.</p> <p>Carried</p>	
4.	<p>Consent Agenda Items</p> <ul style="list-style-type: none"> a) Approval of the Agenda b) Minutes of May 25, 2022 c) Minutes of April 14, 2022, Board Governance Working Committee d) FLS Committee Report e) CFAC Report f) Risk Report for 2022/23 Q1 	

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	Moved by B. Devlin, seconded by E. Leslie MOTION: That the Consent Agenda Items, be approved Carried	
5.	Board Governance Working Group a) Minutes of May 27, 2022 b) Discussion items in minutes This item was deferred. J. Foster will provide a summary of discussion items in the minutes of May 27. She will also be making note of the process for election at the AGM. Once the summary is received, an electronic vote could be held.	J. Foster to provide a summary of discussion items in the minutes of May 27, 2022, Board Governance Working Group
6.	New Board Member application from Client and Family Advisory Committee (CFAC) Member Randy Mitchell A discussion was held regarding interviewing new board members. Suggestions included the Chair of the Board Governance Committee and perhaps a small committee could interview prospective new board members. The Chair of the Board Governance Working Committee would make recommendations to accept new Board members. The new board member will be elected at the AGM. It was noted that the language in the Bylaws under Article 5.08- Directors by Virtue of Office regarding the CFAC Chair on the board should be considered to add "or delegate/designate".	C. Ravnaas or B. Dean to contact R. Mitchell regarding the process of becoming a board member
7.	MSAA Declaration of Compliance The Agency's Multi-Sector Accountability Agreement (MSAA) requires an annual declaration of compliance within 90 days of year-end. In summary, the MSAA has remained unchanged, and the Agency is in compliance. Moved by B. Devlin, seconded by E. Leslie Motion: That the 2021-2022 Declaration of Compliance be approved. Carried	
8.	JEL Performance Targets for 2022/23 This item was deferred.	
9.	Joint Executive Leadership Report B. Dean provided an overview of the pre-circulated Joint Executive Leadership Report which included information regarding agency updates on the ICH, current financial and service status statistics as well as risk items for this period.	
10.	Other/New Business a) Summer Board Meeting Generative Discussion Topic This item was deferred. B. Dean will discuss this with S. Semple.	

Item	Topic	ACTION/MRP
11.	Round Table	
12.	Adjournment The meeting was adjourned at 3:25.	
13.	Date of Next Meeting August 24, 2022 <ul style="list-style-type: none"> – Generative Discussion – Topic TBD – 2022-23 Q1 Review of JEL Work Plan and QIP Review 	

Board Portal: <https://board.amhs-kfla.ca/wp-login.php>

Chair: Scott Semple

Vice-Chair: Jennifer Foster

Secretary: Emily Leslie

Treasurer: Dr. David Messenger