Almaguin Highlands Community Living

**BOARD MEETING MINUTES**

December 11, 2018, 9:30 am

**Present:** MaryAnne Maloney, Lynda Mee, Karen Geisler, Jackie Matthews, Melanie Jolliffe, Steve Todoroff, Cathy Lymburner

**Advisors:**

**Regrets:** Margaret Hirth

**Staff**: Kerry Carnevale, Karen Parkes

**Call to Order**

Meeting called to order @ 9:31 a.m. by Chair, MaryAnne Maloney. MaryAnne welcomed Melanie and Steve as new members of the Board.

*Adoption of Agenda*

* Moved by Steve Toderoff; seconded by Melanie Jolliffe, that the agenda be adopted as amended. Carried.

Advisor’s Report

* Not available today

*Adoption of Previous Minutes*

Moved by Cathy Lymburner; seconded by Jackie Matthews that the minutes of November 13, 2018 be adopted as amended. Carried

*Business Arising from the Minutes*

* Steve asked about the new property and the old high school. Kerry is meeting with Lyall Hall next week.

Financial Reports – Karen Parkes

Board Report

* Balance $1,433.12. There were some transactions regarding memberships and a cheque to Jackie for the gift for Vi Montpetit. Funds from the Board presently come from memberships only. The Board account has funds due to the sale of a building.

AHCL Financial Report

* Not much change than last month. The deficit of $84,226.58. This will be a pressure reported to the Ministry. It will be March before we know the relief that will be extended to us. Total adult program deficits is $88,391.08. The deficit was created because an individual placed in family care had difficulties and was moved to an adult facility. This is a supported independent living building, but the individual needs night time supports. The ministry looks at the deficit and where it comes from. Lisa Graham, program supervisor, is aware and in close contact regarding the deficit.

*Executive Director’s Report*

* Kerry noted that if board members questions about any items relating to Board matters and Community Living, then to let him know and he will advise.
* Collective Bargaining
	+ The conciliation meeting was scheduled for December 10, 2018, therefore Kerry will provide the Board with the entire results at December 11th Board of Directors meeting.
	+ The conciliation meeting took place yesterday. They have ended up with a three year deal. This year is almost past so there are two years left in the agreement. For this year it was equivalent to about 1% increase. They have agreed on a 20 cent increase this year. This is retroactive to March of this year (2018). Next year is 15 cents increase and .5% to pension. Year three (2020-2021) is another 15 cents an hour and .5% to pension. OPSEU wanted a three year deal and knew that they were looking at that and if they didn’t get a deal for three years they could be looking at wage freezes. It’s not a lot but it all that they could afford. The union was looking for 60 cents an hour initially and have agreed to the above. This contract does not have to approved by the ministry. Once it’s ratified by OPSEU, then the Board of Directors will have to approve it. They have signed a memorandum of settlement, and it’s all in a document. Next week they will be at the office and the employees at this end of the district will attend and will have to vote. Then they will go to Powassan the next day and they will vote. Once they have ratified it will be voted on by the Board. The Board has sent representatives in the past but this is not required. The Board usually gives a mandate prior to negotiations. Other requests such as an increase to mileage were taken off the table. Bill 148 has been rescinded equal pay for equal work is gone. May have to call a special meeting to ratify the agreement.
* Holiday Business Hours
	+ AHCL main office in Sundridge and satellite office in Powassan will be closed from Tuesday December 25, 2018 – Tuesday, January 1, 2019 inclusive. Both office locations will be checked intermittently by staff during the holidays for possible security/maintenance issues. Kerry mentioned that as part of a letter of understanding in the collective agreement the Board provides full time employees with three paid leave between Christmas and New Years. Kerry said thank you on behalf of all employees. This is no longer part of the collective agreement, so a decision is made but the Board each year as to whether these days will be awarded. This is the year that we would have to make a motion to approve. The union wanted to use the three days as a negotiating tool, therefore it was removed from the collective agreement. This needs to be added to the yearly calendar as an item that needs to be attended to each year. This could be included in the motions at the AGM. Kerry is usually on-call during that period.
* Alliance Information Management Systems – AIMS
	+ A two week hands on instruction phase was completed November 5-9 and November 12-16, 2018, resulting in all employees being trained in the use of the new AIMS system.
	+ There is still a great deal of work to be done in regards to AIMS but training and familiarity with the system has been a significant accomplishment.
	+ All staff are trained on the system. All staff can enter information that is updated in a main file. There are levels of accessibility. The system is strictly for everything associated to individuals who are supported. Then staff who work with certain individuals can access that information. It is internet based, so staff can access the information at home. It is client-based software.
	+ We have compliance reviews with the ministry. They look at policies and all files. Now all information will be in the system easily accessed. For example Third Party Financial Reviews will be reviewed by the board and then entered into AIMS. The ministry decommissioned SIMS, and AIMS seemed to be the best system available.

*Correspondence*

* No correspondence

*Other Business*

* No other business

Motion to adjourn by Jackie at 10:51 a.m.

Minutes recorded by: *Lynda Mee*

**NEXT MEETING: Tuesday, January 8, 2019 @ 9:30 a.m.**

**No additional motions**

**Almaguin Highlands Community Living**

MOTION: No. 1

Date: , 2018

Moved by:

Seconded by:

Be it Resolved that:

 “The Board of Directors of Almaguin Highlands Community Living approves ” *Carried.*