

APPROVED

**John Howard Society of Saskatchewan
Minutes – Board of Directors
Saturday, January 20, 2018
8:30 – 2:00 p.m.**

Attendees:		
Christine Boyczuk, Chair	Gordon Braun (regrets)	Peter Braun (regrets)
Pauline Busch	Benedict Feist	Robert Kowalchuk
Ashala Naidu (resigned Jan. 19)	Anna Robinson	Tammy Williams (regrets)
JHSS Staff		
Jaime Boldt	Cindy Babcock	Roger Bucsis (regrets)

ITEM	SPEAKER	NOTES	ACTION/MOTION
1. Introduction & Remarks	C. Boyczuk	<p>The meeting was called to order at 9:11 a.m.</p> <p>B. Kowalchuk acknowledged First Nations People and Treaty Lands Five – “I want to acknowledge that we are all Treaty People and are blessed to live and learn on Treaty 4 territory, the traditional homeland of the Cree, Salteaux, Nakota, Dakota, Lakota and Metis.”</p> <p>Members of the Board will be asked at each Board meeting to read the acknowledgment of First Nations People and the Treaty Lands.</p> <p>C. Boyczuk asked P. Busch to read this acknowledgement at the upcoming Board meeting in April. Cindy will include this wording in the Board Agenda for each meeting.</p>	<p>Action: A Board member at each meeting will be asked to read the First Nations People and Treaty Lands Acknowledgment – All</p> <p>Action: P. Busch will read acknowledgement of First Nations People at April Board Meeting- P. Busch</p> <p>Action: Add First Nations acknowledgment to each board Agenda – C. Babcock</p>
2. Approval of Agenda	C. Boyczuk	<p>The agenda was approved with the following additions:</p> <ul style="list-style-type: none"> - Item 3.2 – approval of In-Camera meeting to be at beginning of Board meeting - Approval of Motions from In-Camera meeting - Jan 11, 2018 	<p>Moved by A. Robinson, seconded by B. Feist to accept agenda with additions. CARRIED</p>

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<p>3. Approval of Minutes – November 15, 2017</p> <p>Approval of Special In-Camera Board Meeting Minutes – January 11, 2018</p>	<p>C. Boyczuk</p>	<p>Minutes were reviewed and motion for approval of minutes put forward.</p>	<p>Motion by B. Feist, seconded by R. Kowalchuk that the minutes of November 15, 2017 be approved as presented. CARRIED</p> <p>Motion by B. Feist, seconded by R. Kowalchuk that the minutes of the Special In-Camera Board meeting held January 11, 2018 be approved as presented. CARRIED</p>
<p>Approval of Motions from Special Board Meeting – January 11, 2018</p>	<p>C. Boyczuk</p>	<p>Christine asked for members of the Board to accept the following 3 motions from the January 11 Special Board meeting:</p> <ul style="list-style-type: none"> - Pauline Busch be appointed to the JHSS Board of Directors - To remove the position of Strategic Development, hire an Director of Judicial Programs in Saskatoon, and hire a property manager on a contract basis in Saskatoon and - J. Boldt will assume the role of Acting CEO until further notice at the rate agreed to by the JHSS Board of Directors. 	<p>Motion by A. Robinson, seconded by R. Kowalchuk that Pauline Busch be appointed to the JHSS Board of Directors. CARRIED</p> <p>Motion by B. Feist, seconded by A. Robinson to remove the position of Strategic Development, hire a Director of Judicial Programs in Saskatoon, and hire a property manager on a contract basis in Saskatoon. CARRIED</p> <p>Motion by B. Kowalchuk, seconded by B. Feist that Jaime Boldt will assume the role of Acting CEO until further notice at the rate agreed to by the JHSS Board of Directors. CARRIED</p>

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<p>4. Business Arising – November 15 and prior</p> <p>4.1 JHS National Conference</p> <p>4.2 Criminal Reference Check</p>	<p>C. Boyczuk</p>	<p>C. Boyczuk reviewed the action list and reported items in yellow have been completed and would be removed for the next business arising</p> <p>Christine reported on the JHS National Conference going to be held in Saskatoon in October 18, 19 and 20.</p> <ul style="list-style-type: none"> - Thursday, October 18 JHSS will host an event for our chapter – could be an event at Remai Gallery showcasing prison art, etc. - A. Robinson is attending JHS conference in February and will follow up with Catherine Latimer to get more information <p>C. Babcock provided information on criminal reference checks and handed out letters for members to take to the Police and/or RCMP.</p>	<p>Action: Remove completed items off of Business Arising document – C. Babcock</p>
<p>5. Consent Agenda</p> <p>5.1 Executive Limitations</p>	<p>C. Boyczuk</p>	<p>Christine reviewed the Executive Limitations around:</p> <ul style="list-style-type: none"> - Emergency Executive Continuity - Staff Treatment - Risk Management and Asset Protection <p>The Emergency Executive Continuity in the event Jaime is not available would be Roger Bucsis who is the longest serving person on Senior Management Team. Jaime to reconfirm this.</p> <p>Christine reported a Risk Management Policy for JHSS as a whole is currently been discussed at the Governance Committee. Provide copy of Risk Management Policy to Bob Kowalchuk</p>	<p>Action: Confirm next person in line for Emergency Executive Continuity after Jaime Boldt – J. Boldt</p> <p>Action: Provide copy of Risk Management Policy to B. Kowalchuk – C. Babcock</p>
<p>6. CEO Update</p> <p>6.1 Interim Ends Report</p> <p>6.2 Fine Option Program</p> <p>6.3 Video Update</p> <p>6.4 Cedar House Update</p> <p>6.5 Community Residential</p>	<p>J. Boldt</p>	<p>Interim Ends Reports - J. Boldt reported ends Reports from JHSS will be provided in a different format that will be easier to read. Jaime, Christine and Cindy will work on this. Christine reported the CEO would provide an update of these strategic priorities at a higher level in a document to the Board.</p> <p>Fine Option Program – No information has yet been received concerning the Fine Option Program.</p>	

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		<p>Video Update – Bamboo shoots continues to work on the video with a draft completion date of February 20, 2018. Video has been moved up to 10 minutes from 5 in order to showcase JHSS branches, programs, etc.</p> <p>Cedar House Update – Jaime reported \$55,556 has conditionally been allocated to the project with some conditions attached from the Homelessness Partnering Strategy. She met with Sask. Housing on Jan 10 and approval was received to transfer conditional loan over to new property. Next step is for Ministry of Social Services to make a decision. Letter is being prepared from JHSS asking for timely decision due to pressing repairs. If no response is received from MSS, JHSS Board will need to get involved.</p> <p>Community Residential – Correctional Services Canada approached JHSS about a Federal halfway house in Regina. A letter of intent is being drafted for the beginning of February. They are currently gathering information on this. Likely a 15 bed facility. Monies for capital start-up may not be available from Feds but Provincial funding may be available.</p> <p>Jaime Boldt provided a thorough update on key opportunities relating to Regina, Saskatoon, Moose Jaw and Provincial branches. A Social Media Update was also provided (Facebook, Twitter). Board members briefly discussed social media and requested Executive Director Jaime Boldt to speak with Lorne Schaffer, Communications Consultant about JHSS current communication strategy. Review communication strategy with Lorne and come back to JHSS Board on the plan and its effectiveness and how does JHSS wish to manage it. Jaime suggested that a survey be sent to all staff on current communications and effectiveness of the communication strategy.</p> <p>Jaime also discussed:</p> <ul style="list-style-type: none"> - Prince Albert branch – programs and events - She meets once a month with key stakeholders about 	<p>Action: Review JHSS Communication Strategy with Lorne Schaffer and come back to Board with a plan on its effectiveness and how does JHSS wish to manage this. Complete a survey with staff to solicit their input around communications and how they see it going forward – J. Boldt</p>

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		<p>the program</p> <ul style="list-style-type: none"> - Confident that program will continue. Pilot program comes to an end March 31, 2018 - Moose Jaw – group has approached JHS for providing services to youth using springboard programming - presentation will be made in mid-Feb to group - Regina Social Programs – submitting a letter of intent for house for gender and sexually diverse youth paired with an application to support housing same population experiencing intimate partner violence – nothing like this in Canada – a federal application – could be a leading edge program - Expansion of LYNC program possible with adult re-integration program - Springboard program started in January, 2018 – this is a free program that offers anger management, cultural components, etc. Benefit for JHSS is that we own the program. - Regina funding (\$25,000) for 2018 received for CIF program – life skills, etc. - Regina funding received for Youth Justice Fund for three years approximately \$150,000 a year until March, 2021 – developing a Cornerstone classroom program for high risk offenders. Currently have these clients but do not have programming. Jaime will follow-up with Anna Robinson to discuss e-learning software that may be used for programming. - Saskatoon – a Director of Judicial Programs will be hired in Saskatoon whose role may also include institutional supports in the jails in Saskatoon. Have been working in a collaborative partnership with E Fry in Saskatoon. Jaime passed around a human rights in action handbook for provincially sentenced prisoners in Saskatchewan to Board members. B. Kowalchuk expressed an interest in receiving the document. B. Feist advised that he had participated in writing prison law pieces in this document - Jaime reported 2 bedrooms have been made available in the basement of Bert's place for youth that have 	<p>Action: Contact A. Robinson to discuss e-learning software – J. Boldt</p> <p>Action: Send copy of handbook to B. Kowalchuk – C. Babcock</p>

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		<p>been aging out of the house – and they have nowhere to go.</p> <p>Christine thanked Jaime for her report. This level of information is very valuable for the Board.</p>	<p>Moved by B. Kowalchuk, seconded by P. Busch to approval the CEO report as presented. CARRIED.</p>
<p>7. Financial Update</p> <p>7.1 Financial Position Oct 31, 2017</p> <p>7.2 MSS Restricted Reserve Spending Approval</p> <p>7.3 Update – Director of Finance</p> <p>7.4 HR Update</p>	<p>J. Boldt</p>	<p>Financial Position – J. Boldt provided a financial update on behalf of Roger Bucsis. She reported an Audit and Finance Committee had been held earlier this week. Provincial leadership deficit has been allocated due to staff allocated dollars and a zero balance is estimated. Moose Jaw and Regina general accounts is overspending compared to budget, but has additional offsetting revenue. Jaime reported Saskatoon deficits would get to a surplus. Current deficits are mostly due to collective agreement and benefits (SDO's) and over-estimation of backfill. Jaime reported there would be a reallocation of salary dollars placed in the Prince Albert budget for her role.</p> <p>MSS Restricted Reserve Spending Approval Motion – J. Boldt reported MSS provides \$17,000 a year for building maintenance and furniture for all of our houses. Any monies left over JHSS can request for these monies to be transferred over into a reserve account. She reported the total reserve at this time is \$156,437. Once JHSS spends over \$17,000, a letter is required for submission to the Ministry in order to get approvals to spend this money currently held in the reserves. The Expense Transfers 2017-18 motion included in the Board package requires Board approval. The requested amounts are: total MSS building maintenance spending of \$19,711 and total MSS furniture and equipment of \$3,148 as of January 16, 2018. It was noted this does not include the flood expenses from Cedar house. A motion was put forward to the Board to approve these expenses. JHSS reserve is very healthy. JHSS currently has \$90,000 from last year that was not spent, and a request is currently with the Ministry to see if these dollars can be placed in the reserves.</p>	<p>Moved by A. Robinson, seconded by B. Feist that the Board approve the expense transfers for the 2017-18 as presented. CARRIED.</p>

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		<p>HR Update – The HR update was provided as a result of a request from the Board in September. Jaime reported that turnover rate has improved substantially. Casual staff are hired as back-up for the houses. They are often staff who are looking for full-time roles. Jaime reported terminated staff are those who have left their job and/or have been terminated by JHSS. There are currently 84 staff. Members discussed staff retention, morale, etc. The group suggested a Staff Engagement Survey be completed on an annual basis. A discussion with senior staff was suggested - Jaime and Monique.</p>	<p>Action: Meet with HR Administrator to discuss potential of a Staff Engagement Survey – J. Boldt</p>
<p>8. If Not Us, Then Who?</p>	<p>J. Boldt</p>	<p>Jaime discussed the story in the JHSS December newsletter about a Saskatoon caseworker who went above and beyond the call of duty and created an opportunity that was a lasting memory for one of our youths.</p> <p>She also discussed the Cornerstone Drop-in space (which has recently been recreated) for clients who need help in computer training, life skills, math, require clothing, read a paper, need help, etc. One of our volunteer youth currently help out with this drop-in space. There is no funding provided for the space. Jamie reported stats are kept on the number of people that use the services of this drop-in space. Board members suggested this might be good data for the Annual Report.</p>	
<p>9. Governance Committee Report</p> <p>9.1 Vice Chair Role 9.2 Board Recruitment 9.3 Approval of Complaints Whistle Blower Policy 9.4 April Board and Retreat 9.5 AGM/Board 9.6 Governance Minutes – Nov 6 and Dec 4, 2017</p>	<p>C. Boyczuk</p>	<p>Vice Chair Role – C. Boyczuk reported Anna Robinson has agreed to take on the Vice Chair of the Board role. A motion was put forward by the Board.</p> <p>Board Recruitment – Christine reported the Board has 3 interested applicants. This will be discussed at the next Governance Committee meeting. Christine reported the Board needs to recruit a new member with a financial background. She indicated a new Board member will be required from Saskatoon with a financial skillset. Christine will approach Keith Martel, CEO of First Nations bank in Saskatoon. Board members were also asked to submit any potential nominees</p>	<p>Moved by B. Kowalchuk, seconded by B. Feist that Anna Robinson be appointed as Vice Chair of the Board. CARRIED.</p> <p>Action: Approach Keith Martel in Saskatoon on joining JHSS Board – C. Boyczuk</p> <p>Action: Board members to submit any potential names for Board – Board members Moved by A. Robinson,</p>

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		<p>Approval of Complaints Whistle Blower Policy – Christine advised of one amendment to the policy, page 3 of 3, under Report to the Board, first heading – Whistleblower to be changed to Complaints. Motion was put forward by Board.</p> <p>Christine reported a motion was required by the Board in order to apply for accreditation with Imagine Canada. She advised JHSS Board has to meet certain criteria at a Level 3 of Imagine Canada standards. Imagine Canada ensures that Boards are complying with certain standards, and provides accreditation for those organizations who are meeting these standards. Motion was put forward.</p> <p>April Board and Retreat Dates – Christine reported April 27 and April 28 were the proposed dates for the Board Retreat and Board meeting. Retreat may cover items around organizational structure, etc. Retreat will likely be a ½ day in-person meeting.</p> <p>AGM/Board meeting – scheduled at this time for June 22. Governance Minutes – the Governance minutes of November 6 and December 4 were moved for approval by the Board.</p>	<p>seconded by P. Busch to approve the Complaints Whistle Blower Policy with the revision identified in the Board minutes. CARRIED.</p> <p>Moved by B. Kowalchuk, seconded by A. Robinson that JHSS apply for accreditation status with Imagine Canada. CARRIED.</p> <p>Moved by B. Kowalchuk, seconded by B. Feist that the Governance minutes of November 6 and December 4 be approved as presented. CARRIED.</p>
<p>10. Audit & Finance Committee Report</p> <p>10.1 Risk Management Policy 10.2 Insurance Coverage 10.3 Review of SLT Expenses</p>	<p>C. Boyczuk</p>	<p>Christine provided the Audit and Finance Committee Report on behalf of Gordon Braun who was unable to attend the Board meeting.</p> <p>Risk Management Policy – Christine reported a draft management policy has been prepared by Cindy and will be reviewed at an upcoming Governance Committee meeting. Copy of risk policy to be provided to B. Kowalchuk</p> <p>Insurance Coverage – Unsure of insurance topic – will review and come back to Board.</p> <p>Senior Leadership Team Expenses – Board agreed that CEO expenses will only be required for reporting purposes to the Board. This is a requirement under Imagine Canada.</p>	<p>Action: Provide copy of Risk Management Policy to B. Kowalchuk – C. Babcock</p> <p>Action: Review Insurance discussion and bring back to Board if required – C. Boyczuk</p>

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		<p>It is the Board’s due diligence to review expenses only for CEO. Process going forward will be for the Audit and Finance Committee to review the CEO expenses and will be provided to the Board for information under the Chair’s report. Important to note that the CEO guidelines are put forward by the Board of Directors.</p>	
<p>11.0 Funds Development Committee Report</p> <p>11.1 Individual and Corporate Donors</p> <p>11.2 Other</p>	<p>A.Robinson</p>	<p>Funds Development Committee Meeting – Anna reported that a sub-committee (Fundraising) of the Funds Development Committee are looking at hosting a one-day event on Cannabis with a panel and breakout groups. Looking at date of June 13. Bob suggested someone from WCB would be a good addition to the panel as well as a HR discussion. Christine spoke about attracting potentially 200 people with costs of around \$200 - \$225 for the one-day event. B. Feist will provide some speakers names who recently spoke at a Cannabis workshop.</p> <p>Christine advised grant applications would be initiated to farm credit corporation and public safety if the Board approved moving forward with this event. A motion was put forward by the Board to proceed with a one-day fundraising event. More details will follow about the JH National Conference in October, 2018.</p> <p>Individual and Corporate Donors – Christine reported on three potential ideas for donating – (a) Individuals donate as a Board – small amounts – usually an accepted practice by Board – look at 100% Board giving. (b) Board is willing to provide a list of donors who might contribute to JHSS, which may include corporate donors. (c) JHSS would meet face-to-face with donors on an individual basis.</p> <p>Bob reported JHSS requires a good donor profile. May need to look at a staff person or someone with donor fundraising experience to work on a long-term project of bringing in monies. He mentioned that Tanya had spoken to the Board earlier on how to do an Ask. It was suggested that we approach Tanya to come in and do a presentation to the Board. Christine provided a summary of fundraising</p>	<p>Action: Provide names of speakers who recently spoke at a Cannabis workshop - B. Feist</p> <p>Moved by B. Kowalchuk, seconded by B. Feist to proceed with organizing a one--day fundraising event on June 13. CARRIED.</p> <p>Action: Contact Tanya to present to Board on Fundraising and How to Do</p>

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		<p>activities to date: one day conference in June and letters are been prepared by Cindy to be sent to service clubs. First step is the Ask. Mandate of service clubs is to respond to letters of ask.</p> <p>Anna asked Board members if there is anything that they would like to bring forward to JHS National. Board agreed to report the following:</p> <ul style="list-style-type: none"> - No concerns on the Affiliation agreement - Advised G. Fleet is on a leave - Board has created new committees <p>A. Robinson will report on the above items to JHS National.</p>	<p>an Ask – C. Boyczuk</p> <p>Action: Provide comments to JHS National from JHSS Board – A. Robinson</p> <p>Moved by A. Robinson, seconded by B. Feist to accept the Funds Development Committee Report and report items to National Office. CARRIED.</p>
<p>12.0 New Business</p> <p>12.1 Board Meeting Dates – 2018 to 2019</p> <p>12.2 Affiliation Agreement</p> <p>12.3 Review of Strategic Priorities</p>	<p>C.Boyczuk</p>	<p>Board Meeting Dates - Christine discussed the Board meeting dates and the rational on moving the majority of meetings to the 4th week of the month.</p> <p>Affiliation Agreement - discussed above. No concerns were noted on the proposed Affiliation Agreement from National office. A. Robinson will report to National office.</p> <p>Review of Strategic Priorities – A new Mission Vision, Values and Ends document was provided to Board members. It was agreed that the Who, What, Where only belongs on the reports and not on the actual Values document. Christine summarized the strategic priorities that were discussed at the September Board meeting. A strategic framework was also handed out which is what the CEO will be reporting on at each Board meeting. An item on this framework was re-structure of the organization which was provided to the HR Committee by G. Fleet. B. Kowalchuk reported the draft re-structure was not approved by the HR Committee. Christine provided an update to the Strategic Priorities document, Governance (page 3). The following items were reviewed:</p> <ul style="list-style-type: none"> - Establish Human Resources Committee – Complete - Establish Funds Development Committee – Complete 	<p>Moved by B. Kowalchuk, seconded by P. Busch to approve the proposed board of Directors meeting dates for 2018 – 2019 as presented. CARRIED.</p> <p>Action: Remove Who, What, Where off of original document Vision document. This will only be placed on reports – C. Babcock</p>

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		<ul style="list-style-type: none"> - Review Vision, Mission, Values and Ends – Complete - Comply with Imagine Canada – in process - Development of cultural competency throughout the Society – in process - Undertake collaborative initiatives related to defined target groups, government stakeholder engagement, etc. – discussed briefly <p>Christine advised that a dashboard document would be created to provide the Board with an update of the CEO's priorities that have been completed, are in progress or not yet completed (Green, yellow, red model).</p> <p>P. Busch advised she would be interested in joining a JHSS Committee. Board members agreed that Pauline be appointed as a member of the HR Committee.</p>	<p>Action: Add Pauline Busch to the HR Committee meeting list – C. Babcock</p>
13. Lunch		Lunch held after Board meeting.	
14. In-Camera Meeting 14.1 Approval of Minutes – January 11, 2018	C.Boyczuk	<p>The meeting started at 8:41 a.m. and adjourned at 9:10 a.m.</p> <p>The minutes of the January 11 In-Camera meeting were handed out at the January 20 In-Camera meeting</p> <p>The minutes for the In-Camera meeting for Thursday, January 11, 2018 were reviewed and approved as presented.</p>	<p>Moved by B. Feist, seconded by R. Kowalchuk that the minutes of the Special In-Camera Board meeting of January 11, 2018 were approved as presented. CARRIED.</p>
15. Upcoming Board Meeting	C. Boyczuk	The upcoming Board meeting will be held April 27 and April 28. April 27 will be a half day Board Retreat with a Board meeting on Saturday, April 28.	
16. Adjournment		The JHSS Board of Directors meeting adjourned at 12:02 p.m.	Moved by A. Robinson that the meeting be adjourned.