

APPROVED

**John Howard Society of Saskatchewan
Minutes– Board Meeting
Travelodge Hotel – Ascot Room
Saturday, June 23, 2018
8:30 – 3:00 p.m.**

Attendees:		
Christine Boyczuk, Chair	Gordon Braun	Peter Braun
Pauline Busch (regrets)	Benedict Feist	Robert Kowalchuk (regrets)
Michelle Caron	Anna Robinson	Tammy Williams
JHSS Staff		
Jaime Boldt	Cindy Babcock	Roger Bucsis

ITEM	SPEAKER	NOTES	ACTION/MOTION
1. Call to Order and Opening Remarks	C. Boyczuk	The meeting was called to order at 8:58 a.m. Christine welcome Board members to the meeting. She discussed the AGM and the 60 th anniversary celebrations held on June 22. Christine asked if there were any items the Board thought we might change. Board member suggested the potential of having the AGM in the early afternoon or a breakfast meeting. Board had no comments concerning any changes that might be made in the Annual Report.	
2. Acknowledgement of First Nations People and Treaty Lands		The acknowledgement of First Nations People and Treaty Lands was read out by R. Bucsis.	
3. Introduction of New Board Member – Michelle Caron	C. Boyczuk	Christine introduced Michelle Caron to members of the Board. Christine provided a summary of Michelle's distinguished career and resume. Michelle is representing Prince Albert. Michelle spoke to the Board on her goals and reasons for joining the JHSS Board.	
4. Approval of Agenda	C. Boyczuk	The agenda was approved as presented	Moved by B. Feist, seconded by G. Braun to accept the agenda as presented.

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<p>5. Approval of Minutes – April 27 Board meeting and April 28 Board Retreat</p>	<p>C. Boyczuk</p>	<p>Board meeting minutes of April 27 and Board Retreat minutes of April 28 were approved as presented.</p>	<p>CARRIED</p> <p>Moved by G. Braun, seconded by P. Braun to accept the minutes of April 27, 2018 as presented.</p> <p>Moved by G. Braun, seconded by B. Feist to accept the Board Retreat minutes of April 28, 2018 as presented.</p>
<p>6. Business Arising ending April 27, 2018</p>	<p>C. Boyczuk</p>	<p>The Business arising document was reviewed and updated (refer to Business Arising list – June 4).</p> <p>New JHSS Members information to be placed on JHSS website once a list of benefits has been drawn up.</p>	<p>Action: Membership benefits to be drafted and placed on JHSS website – C. Boyczuk & C. Babcock</p>
<p>7. Consent agenda</p>	<p>C. Boyczuk</p>	<p>Board President asked to remove the Executive Limitations from the Consent agenda. She reported the Board had been involved earlier in reviewing the Carver model of Board Governance. One of the items from this model was letting the CEO know what that person can and cannot do. The HR Committee drafted a job description and expectations of the CEO. The Executive Limitations are good to have in conjunction with the job description. Christine reported the CEO often signs off on each executive limitation and they are brought forward to each Board meeting. Some of the Executive Limitations are often done by the Director of Finance with the CEO signing off. Christine suggested this sign-off would come through the Audit and Finance Committee and then go to the Board. It is important to note that the Board has completed their due diligence and will not be held liable. The CEO is accountable to the Board. The National Board discusses their and each meeting and the CEO reports she/he is in compliance. There is a chain of accountability. Board President and CEO to discuss what the best plan is to deal with the Executive Limitations, and to come back to the Board with a plan for their consideration. C</p>	<p>Action: Board President and CEO to meet to discuss process for executive limitations that appears on Board meeting agenda. Once process is drafted, bring back to Board for consideration – C. Boyczuk & J. Boldt</p>

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		<p>Consent agenda to include committee meeting minutes and remove executive limitations from consent agenda. Executive Limitations to be placed under New Business to review and discuss further. The approval of the Consent agenda which includes Committee meeting minutes was approved. A motion was put forward</p>	<p>Motion: Moved by M. Caron, seconded by B. Feist to remove executive limitations from the consent agenda and add under New Business. CARRIED</p> <p>Motion: Moved by T. Williams, seconded by P. Braun to approve the consent agenda with committee minutes. CARRIED</p>
<p>8. CEO Update</p>	<p>J. Boldt</p>	<p>8.1 Cedar House Update – Jaime provided an update to the Board on Cedar House.</p> <ul style="list-style-type: none"> - April 25 – MSS sent a letter approving funding for rental of a new property - Jaime met with SHC, MSS, SHOP researched current rental and housing market - May 15 – JHSS sent a letter to MSS requesting the use of rent money to be paid to JHSS not to a third party - Awaiting response from MSS - Possibility that Bert's place will be moving - 2 rentals potentially available - Original letter from MSS was monies could only be used for rent - Cedar House inspection in October will not be approved. - Group discussed prior motion of approving \$100,000 for Cedar House. Confirm wording of motion and provide at upcoming Board meeting in September. Board thought motion was brought forward by G. Fleet. J. Boldt advised if MSS declined request, next step would be to approach Minister's office. - Board agreed that JHSS has to be prepared in the event of an emergency, we have the reserves - Anything catastrophe, we have to be sure we are prepared. Board needs confirmation that a motion was 	<p>Action: Provide previous motion to Board when more details are received concerning Cedar House and \$100,000 – C. Babcock</p>

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		<p>actually completed concerning Cedar House.</p> <ul style="list-style-type: none"> - C. Boyczuk advised when a firm plan is available for Cedar House, the Board will have a conference call (even if it is summer) to ensure a motion confirming the dollar value, etc. is in place. <p>8.2 Fine Option Program - Jaime reported she received a letter from the Ministry on June 19 indicating a September expected response date concerning the Fine Option program. Jaime provided background information on the program to Michelle Caron, new Board member. The program may include running Fine Option program in south, central and northern Saskatchewan. Jaime advised the hold-up is around electronic billing and the registration process. RAMP also applied to for the Fine Option program.</p> <p>C. Boyczuk left the Board meeting due to an emergency – no quorum.</p> <p>8.3 Video – Video was completed June 22. Board of Directors will be provided with a copy via link. Next showing of the video will be at the JH Canada Conference in Saskatoon during the JHSS event on Thursday evening, October 18.</p> <p>Restorative Justice Week - Jaime reported she is working on a national conference with the Saskatchewan Restorative Justice Network. Saskatoon is the location for this year’s national restorative justice conference. JHSS is providing funding for the conference logistics and will be refunded for all costs. The event will be held on the Sunday evening of Restorative Justice Week and we will have our video played at the conference. Restorative Justice Week will start on the Sunday, November 18 to November 25. Events will be hosted in Regina and Moose Jaw. Prince Albert may be linked to Saskatoon event. A suggestion was made to put JHSS video on SaskTel On Demand and also connect with Access TV.</p>	<p>Action: Coordinate a Board meeting (conf. call) once firm plan for Cedar House has been established in order to approve motion on funding, etc. – C. Babcock</p>

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		<p>8.4 Transitional Housing – Jaime reported JHSS had applied for a grant to Homelessness in Regina for a transition home for street youth who identify as gender and sexually diverse. What JHSS knows from the community – is that it is not the best to have a common population living in a home together since there is a lot of risk. She reported an application for a house was submitted (it would have been sustainable in a year), but JHSS did not get the funding. Homelessness recognize this is a priority but two new projects were developed for indigenous organizations. A meeting with a property management company has been set up concerning a property on Regina Avenue. Jaime reported JH Regina office was very active in Pride Week with a booth at the farmer’s market, and a barbeque to kick of the week. JHSS is seen as a friendly organization, and discussion at the events was around what we are doing around this topic.</p> <p>8.5 Canadian Border Services Act – JH Canada has approached CBS concerning people who are been put into jails that may be deported. JH Canada recognized this and wanted to address this issue across the country. This is very new for JH Canada. JH Canada approached JHSS in January with an initial conversation on what is happening in Saskatchewan. The idea is to reduce the number of detainees being held in institutions (average 7 per year in Saskatchewan). A MOU will be drawn up and will be based on the number of clients that are referred. Suggestion will be for casual staff to do case management piece. Jaime advised JH Canada and branches were chosen for this project since we do case management and know ow to work with risky populations.</p> <p>Gordon Braun reported National Board feels we are helping to solve a significant problem that federal agencies are having. There are significant benefits in doing this on a sustainable cost recovery basis. Jaime reported that JHSS</p>	

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		<p>may be required to build a screening process. Our IT security in our Provincial office was enhanced as a result of this program. We were not a secure office for IT. Next steps will be to ensure our case managers will have to be screened, case plan to be drawn up, etc. If there are no referrals, there is no revenue. Jaime to update Board at next meeting concerning any referrals, etc.</p> <p>5.6 Other – Lync program – An expansion/change to the LYNC programs has been provided by the ministry. WE will be piloting this program provincially with a new staff person starting in late June. The program will no longer focus on youth but will move to adults only, and will be run out of Saskatoon. Official contract to come in August. Some interesting byproducts of this program will be: CRA – offer to give us volunteers, and train our staff to go into institutions do taxes for clients. FASD Sask. Network are interested in diagnosing individuals while in custody.</p> <p>CEO Update – Jaime also discussed Project Access Groups – Classic, E Fry, U of S Law Program and Mennonite Central. The direction of this advocacy group is working on a draft letter going out to institutions to request policies. Federal government policies are easily accessed. Provincial institutions will not release policies. Each institution has their own policies. It is difficult for JHSS to respond to inmates when we do not know the policies in each institution. Letter is getting sent to all institutions requesting policies. This summer’s proposed project is “Do It Yourself Habeas Corpus Guide” in response to government’s internal memo and segregation.</p> <p>Board members put forward a motion to accept CEO report.</p>	<p>Motion: Moved by G. Braun, seconded by M. Caron to approve CEO report as presented. CARRIED</p>
9. Financial Update	R. Bucsis	9.1 2018 Auditor’s Report – Roger spoke to the Auditor’s report. He reported there were no significant changes to	

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		<p>the financial statements. Three recommended entries concerning fund accounting were suggested.</p> <p>9.2 Other - Roger briefly discussed the Constructive Services letter from the Auditor. This letter to be discussed at the next Audit & Finance Committee Meeting for review and approval.</p> <p>Anna Robinson arrive at meeting at 10:47.</p> <p>Payroll processing – not completed during last quarter due to rollout of new payroll process.</p> <p>Taxable benefits – Roger reported all long service awards that were in excess of \$500 would be considered taxable benefits.</p> <p>Roger discussed financial items that appeared in the Annual Report. He reviewed unrestricted reserves and reported JHSS should be building more reserves, as 3 months is not adequate. Jaime reported many organizations reserves range from 3 to 6 months.</p> <p>Roger reported Not for Profit organizations often require Board approval before they dip into segmented funds for reserves. At this time, there are no real rules between operating funds, etc. R. Bucsis recommended that this item (internal reserves) be further discussed at the Audit & Finance Committee.</p> <p>Board members motioned to accept Director of Finance report. Moved by Peter B Seconded by Anna</p>	<p>Action: Constructive Services letter from Auditor to be discussed at next Audit & Finance Committee meeting – R. Bucsis</p> <p>Action: Explore a line of credit in the event reserves are not adequate something catastrophic occur – R. Bucsis</p> <p>Action: Discuss internal reserves at Audit & Finance Committee meeting – R. Bucsis</p> <p>Motion: Moved by P. Braun, seconded by A. Robinson to accept the Director of Finance report. CARRIED</p>
10. If Not Us, Then Who	J. Boldt	Jaime reported the story was on Pride Week – held last week. JHSS staff decorated a truck as a trans unicorn. A good turnout of staff. It was a good thing for John Howard to be involved and be seen by the community. Lots of non-profits, corporations, police and fire fighters participated. City of Regina recognized trans flag.	
11. Governance Committee	B. Feist for	11.1 Board Expectations to be discussed at September	

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<p>Report</p>	<p>C. Boyczuk</p>	<p>Board meeting due to Board President absence. Board orientation – will include more Board expectations, roles and responsibilities, including understanding of the sub-committees.</p> <p>11.2 Statement of Reconciliation Reconciliation Motion – B. Feist reviewed the statement of reconciliation with Board members. Jaime reported it is important to know how this item would be rolled out to our staff and what the expectations are on this. B. Feist indicated it would need to be determined how this would be implemented in our regular work for the Board and our staff.</p> <p>Jaime provided a handout called Truth and Reconciliation Commission – Recommendation 30 which both Ralph Goodale and Mark Docherty spoke about. Board made the following comments:</p> <ul style="list-style-type: none"> - How will the strategic piece be rolled out and what will JHSS do on this - How will our primary funders view this - How does this statement get operational <p>Board members motioned to adopt the proposed JHS in Saskatchewan Statement of Reconciliation as circulated.</p> <p>JH Canada and Reconciliation Motion - The JHSS Board of Directors further agreed to take this motion forward to JH Canada for adoption. Board would like to advance this motion ahead of the JH Canada Board meeting in October. Gordon Braun to take motion forward to JH Canada for October Board meeting. Draft of motion to be prepared for G. Braun and C. Boyczuk to review and take forward. Motion put forward by Board.</p> <p>Implementation Plan – to be discussed.</p> <p>11.3 Revised Mission, Vision, Values and End Statements Motion - At the JHSS Board Retreat on</p>	<p>Action: Discuss Board expectations at September Board meeting – C. Boyczuk</p> <p>Motion: Moved by M. Caron, seconded by A. Robinson to adopt the proposed JHS in Saskatchewan Statement of Reconciliation as circulated. CARRIED</p> <p>Motion: Moved by G. Braun, seconded by M. Caron to forward a motion to JH Canada to adopt the JH in Saskatchewan Statement of Reconciliation. CARRIED</p> <p>Action: Prepare draft motion and circulate to G. Braun and C. Boyczuk for review. G. Braun to take to National Board meeting – C. Babcock</p>

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		<p>Saturday, April 28, Board members and the Senior Leadership Team reviewed the Mission, Vision, and Value statements of the organization. The Board Chair reported these documents are to be reviewed annually as part of the Imagine Canada standards. At the April meeting, revisions were made to the organization's End Statements. The following changes were made to the Ends Statements:</p> <ul style="list-style-type: none"> - Statement 3 – Marketing change to Promotion - Statement 4 – Efficient and cost were added to statement <p>A motion was put forward to the Board to approve the changes as listed above.</p> <p>11.4 Board Membership & Renewal – C. Babcock reported memberships become effective on the date that an officer of the Provincial Corporation endorses a membership certificate or card, providing an application and the prescribed fee of \$10. Memberships expire on June 30 of the calendar year during which the membership became effective. The Director of Finance advised he was collecting memberships at the meeting and would issue a receipt to members.</p> <p>Membership includes any person including any individual, company, corporation, association or club who subscribes to the vision, mission and core values of the JHSS on application, be considered for membership upon payment of the prescribed fee to the Provincial Corporation, as determined by the Directors.</p>	<p>& G. Braun, and C. Boyczuk.</p> <p>Moved by T. Williams, seconded by P. Braun to approve the changes to the End Statements as presented. CARRIED</p>
12 Break for Lunch			
13 Audit & Finance Committee Report	G. Braun	<p>G. Braun reported most of the financial reporting had been discussed earlier. The Audit and Finance Committee have been meeting on a regular basis. JHSS received a clean audit report.</p> <p>R. Bucsis discussed an invoice that required approval from the Board since it was over the authorization limit of \$10,000. The invoice was for the professional services rendered by MWC for the completion of the annual audit</p>	

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		engagement including the preparation of the financial statements. The Board made a motion for approval to spend above the authorization limit for this invoice.	Motion: Moved by G. Braun, seconded by T. Williams to approve spending above authorization limit of \$10,000 for the invoice relating to professional services rendered by MWC for completion of the annual audit engagement. CARRIED
14. Funds Development Com Report	A. Robinson	<p>14.1 JH Canada – Conference Update – A. Robinson reported the focus is on the JH Canada event in October in Saskatoon. Policies are on hold for the Committee at this time. She reported that JHSS would host an event on Thursday evening, October 18 from 7 to 9 p.m. The event would showcase JHSS and celebrating our 60th anniversary. First hour will be formal part, with second hour been a networking opportunity with appetizers. Invitations will be sent to other liked minded non-profit organizations, dignitaries, etc. Friday, October 19 will be held at Wanuskewin and a theme is yet to be confirmed.</p> <p>14.2 Other – G. Braun reported on JC Canada recent Board meeting and provided an update on the charter challenge and segregation. He reported the Saskatoon October meeting theme could potentially be focused on a resolution with regards to mandating a resolution using the charter to pressure and enhance health care in institutions. Jaime provided information to the Board concerning an auditor’s report that was released relating to mental health recommendations.</p> <p>Anna advised the Board that the JH National conference will be held in Saskatoon and all Board members are invited to attend. C. Babcock advised a board meeting may be held on Thursday, October 18 from 1 to 4 p.m., the JHSS evening event would be from 7 to 9 p.m. Friday would be an all-day event at Wanuskewin. Cindy to send</p>	<p>Motion: moved by A. Robinson, seconded by G. Braun to approve spending up to \$2500 for JHSS event at JH Canada conference on October 18. CARRIED</p> <p>Action: Send note to Board members and Senior staff concerning September and October Board meetings after final details are received from JH Canada. – C. Babcock</p>

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		out a note to Board members and senior staff with details of the September and October Board meetings. Note will be send out once final details are received from National office.	
15. New Business	C. Boyczuk	<p>15.1 Appointment of Board Committees - The Board reviewed the appointment of committees of the Board. In its capacity under Article 7 of the JHSS bylaws, the Governance Committee recommended for approval to the Board of Directors that the following persons listed below be nominated to serve on Committees of the Board.</p> <p><u>Governance Committee:</u> Chair Christine Boyczuk Member Benedict Feist Member Anna Robinson Member Bob Kowalchuk</p> <p><u>Human Resources Committee:</u> Chair Bob Kowalchuk Member Christine Boyczuk Member Benedict Feist Member Pauline Busch Member Peter Braun Member Gordon Braun</p> <p><u>Audit and Finance Committee:</u> Chair Gordon Braun Member Christine Boyczuk Member Peter Braun Member Tammy Williams</p> <p><u>Funds Development Committee:</u> Chair Anna Robinson Member Christine Boyczuk Member Tammy Williams</p> <p>Motion was made to approve the appointment of these Board Committees. A. Robinson asked M. Caron to think about what Committee she would like to serve on. She advised Michelle could speak to Anna, Ben or Christine on what Committee she may wish to serve on.</p>	<p><u>Motion:</u> moved by A. Robinson, seconded by T. Williams to approve appointment of Board Committees as presented. CARRIED</p> <p><u>Action:</u> Follow-up with M. Caron on her interest to serve on Board committees – C. Boyczuk, A. Robinson or B. Feist.</p>

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		<p>15.2 Reflecting Strategic Priorities – Ben reported this item would be a standing item on the Board agenda for each meeting. It relates to the work we do on our strategic priorities This item was deferred to next Board meeting</p> <p>15.3 Emerging Issues – Ticketing – Ben reported ticketing is actually referred to as carding. This item was briefly discussed at the last Governance Committee meeting. Ben reported this is about initiating JHSS Board to start looking at ongoing issues related to our mandate in the Province and determining a plan of action. Examples provided were: over-representation of indigenous people, jail strike, overcrowding in the jails, etc. We need to be aware of what is going on in our institutions in the Province. Jaime reported the media had asked for an interview with her concerning the overcrowding.</p> <p>Ben advised carding was an issue that came up in the province in 2015 – 2016. Carding sometimes called street checks and officially now called contact interviews in Saskatchewan, is the practice of police stopping someone without suspecting them of committing a crime, and asking them for identification or other information. This was initially started in Ontario and discussion moved to Saskatchewan. A number of studies were completed Canada. Saskatoon was one of the highest cities in Canada that were carded. There are no stats available in Regina. A response to this was the government was going to develop a policy. Ontario released a provincial-wide policy that limits this practice. The issue with carding is the people who are been targeted are high risk youth and people located in areas of low income neighborhoods. They are been judged based on what they might look like – profiling. The issue in Saskatchewan speaks to subject safety and interaction. Ben referred to the handout. He asked members if there are any suggestions or policy that JH Board may wish to put forward by way of a media release.</p>	<p>Action: Add to September Board meeting agenda – Reflecting Strategic Priorities – deferred from June to September meeting. – C. Boyczuk</p>

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		<p>He advised this only applies to municipal police and not RCMP.</p> <p>J. Boldt reported she would look into the classic law citizen rights cards and get cards for their clients. The Board discussed this further and agreed to put together a letter to send to the Saskatchewan Police Commission relating to carding. Ben and Jaime will work on a letter. JHSS were not originally included in the initial discussion around this policy. Include notation in letter to SPC – any future policies that you wish to get community consultation on, JHSS would like to be considered for this.</p>	<p>Action: Investigate classic law citizen rights cards for JHSS clients – J. Boldt</p> <p>Action: Draft a letter to Saskatchewan Police Commission relating to carding, and include notation advising that JHSS would like to be considered in future policy discussion that may require community consultation – B. Feist and J. Boldt</p>
16. In-Camera Meeting	C. Boyczuk	<p>The Board went in-camera at 12:38 p.m. In-Camera meeting adjourned at 12:55 p.m.</p>	
17. Upcoming Board Meeting	B. Feist for C. Boyczuk	<p>17 September Board meeting</p> <p>C. Babcock reported on behalf of C. Boyczuk. A one-day meeting will be held in September in Moose Jaw. Friday, September 28 will be a board dinner with a potential for a curling game with an overnight stay. Saturday, September 29 will be focused on strategic priorities. More information to come from C. Boyczuk.</p>	
18. Adjournment	C. Boyczuk	<p>The Board meeting adjourned at 12:55 p.m. Motion made to adjourned the meeting.</p>	<p>Motion: Moved by T. Williams, seconded by P. Braun to adjourn the Board meeting of June 23, 2018.</p>