

APPROVED October 18, 2018

**John Howard Society of Saskatchewan
Minutes– Board of Director’s Meeting
Saturday, September 29, 2018
John Howard Office, Moose Jaw**

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

ITEM	SPEAKER	NOTES	ACTION/MOTION
1. Call to Order and Opening Remarks	C. Boyczuk	<p>The meeting was called to order at 8:30 a.m. Christine welcomed Board members to the meeting, and introduced Wanda Clare, a new Board member to the meeting. Board members introduced themselves to Wanda.</p> <p>Wanda advised she was from Montreal Lake and is Indigenous Cree Nation. She has been in the education field for approximately 12 years. Prior to that, Wanda worked with at-risk youth.</p> <p>Christine thanked Board members and staff for the beautiful flowers and cards sent to her.</p>	
2. Acknowledgement of First Nations People and Treaty Lands	A. Robinson	Anna Robinson acknowledged the treaty and indigenous people in our territory. B. Kowalchuk reported he will provide new wording on this. Bob advised there was some language missing around the Acknowledgement of First Nations People and Treaty Lands. He will review and provide a consistent pattern for this acknowledgement.	Action: Provide a consistent pattern for acknowledgement of treaty lands – B. Kowalchuk
3. Approval of Agenda	C. Boyczuk	The agenda was approved as presented	Moved by B. Kowalchuk, seconded by B. Feist to

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			accept the agenda as presented. CARRIED
4. Approval of Minutes –	C. Boyczuk	The minutes of June 23, 2018 were approved as presented.	Moved by T. Williams, seconded M. Caron.
5. Business Arising ending June 23, 2018	C. Boyczuk	C. Babcock reviewed the outstanding actions items with Board members. Please refer to updated business arising.	
6. Consent agenda	C. Boyczuk	Executive limitations were not discussed. Moved by P. Braun, seconded by A. Robinson to approve the Committee minutes as presented.	Moved by P. Braun, seconded by A. Robinson to approve the consent agenda as presented. CARRIED
7. Appointment of Board Member – W. Clare	B. Boyczuk	A motion was put forward by B. Kowalchuk, seconded by M. Caron to appoint Wanda Clare to the JHSS Board of Directors. Michelle Caron will join the Audit & Finance Committee. Wanda Clare will join the Governance Committee	Moved by B. Kowalchuk, seconded by M. Caron to appoint W. Clare to the JHSS Board of Directors. CARRIED Action: Add M. Caron & W. Clare to Committees – C. Babcock
8. Priorities Review and Action Planning	C. Boyczuk	Christine reviewed JHSS key priorities and action planning. Collaborative partnerships – re-establishing meetings and partnerships with United Way and Institutions, partnerships with policing and corrections, city police, E. Fry, FSIN and Saskatoon Tribal Council. The group discussed hubs and agreed that these hubs need to know what JHSS does and why it is important to be at the table. Jaime reported a hub was getting started in Regina. Chief of Police, Evan Bray will be the Chair. Jaime will discuss with Chief Bray when she sees him next. Saskatoon has a full-time police officer dedicated to the committee. Anna will provide contact name to Jaime. Education/Advocacy – Inmate’s rights and corrections, mental health, policy issues, vulnerable populations having a voice (position papers with E. Fry). Governance – resolving current situation with CEO is critical, Cedar House needs to be resolved asap and restructuring of org. chart. Service Delivery – Fine Option Program and	Action: Discuss hubs with Chief Evan Bray at a upcoming meeting – J. Boldt Action: Provide contact name from Saskatoon hub to J. Boldt – A. Robinson Action: Bring recommendation to the Board on how JHSS will measure outcomes/stats from

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		<p>measurement outcomes/stats from service delivery. Members of the Board provided suggestions on measurement of outcomes.</p> <ul style="list-style-type: none"> - Do an evaluation of each program, one program evaluated on a yearly basis and hire someone to do it - Have an external auditor from the government. Jaime reported this is been done in Prince Albert <p>Christine reported one of JHSS ends is programs and services - how do we know what is making a difference. Board members discussed further. Meeting with Correctional Services and getting into institutions is a priority. Jaime to come back to the Board at their Jan. /Feb, 2019 meeting with a recommendation on ideas for measuring outcomes.</p> <p>Promotions: cultural competency, general policy statements put forward by the Board which has been approved by the Board and placed on the JH Canada agenda. Culture competency – i.e. Blanket ceremony last year.</p> <p>Jaime reported she met with B. Kowalchuk and discussed a consulting firm named Power One who could do an overall survey on staff, structure, staff engagement, etc. This would be completed once CEO items had been completed.</p>	<p>programs, etc. – J. Boldt</p>
9. Break			
10. Board & Committee Planning		Scheduled for discussion in p.m.	
11. Committee Planning		Scheduled for discussion in p.m.	
12. CEO Ends Reporting		<p>CEO Ends – Jaime reported she has linked her report on programs, activities, etc. to the Ends Statements to make it more relevant.</p> <p>She spoke of Collaborative Partnerships: JHSS continues to engage in partnerships to address issues in the justice and social service system such as Reference Committee, Re-imagine Education, Ministry of Justice, National Restorative Justice Symposium and the Canadian Revenue Agency. Jaime advised that a group of front-line staff had met with the Ministry of Justice and Economy recently to discuss cost analysis.</p> <p>Jaime reported registration had just opened up for the</p>	

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		<p>Symposium on National Restorative Justice. Should Board members be interested in attending, please contact Jaime. A new collaborative partnership with CRA. They will find us volunteers and will train them to do inmates taxes, etc. CRA reached out to us. This is being done in JH across the country.</p> <p>Education/Advocacy: Project Access, Saskatoon College of Law and 4 students working on handbooks, PHD student from U of T and University of Regina partnering to work on various research projects, etc. Jaime provided a copy of a letter concerning project access and a letter to the Ministry of Justice. J. Boldt handed out a draft letter that will be sent to Ministry of Justice, Communications branch concerning a request to share a copy of Saskatchewan's Provincial Correctional Centre's Operational policies and divisional directives. These are policies that impact inmates (prisoner transfers, solitary confinement, access to medication, etc.) If policies are not obtained with this request, a freedom of information act request will be completed.</p> <p>Promotion: With the goal to increase the public's understanding of who JHSS is we have: -hired a communication firm (Wow Factor) -had a communications plan created -become educated first hand on issues involving the institutions and are able to be a respected voice in the Province -JHSS 60th anniversary celebration - showcasing the video at various events in Oct and Nov. RJW</p> <p>Service Delivery: This fiscal year we have adapted some of our programming to meet the needs of the community and funders while staying within our mandate – LYNC program moved to Adult Reintegration program (ARC). A new home has been purchased for Cedar House in Saskatoon that is safe. The home was built in 2014 and possession is scheduled for October 28. The price of the home was</p>	

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		<p>\$358,000. An office will have to be added to the house. The existing Cedar House will be placed on the market for sale. There will be no further costs to the house other than taxes.</p> <p>Human Resources: Professional development for out-of-scope leaders on FISH, was done at the Management Team meeting in September. Staff will report on how they have filtered the FISH concept down to their staff at the upcoming meeting scheduled in December. Jaime advised HR now reports to the CEO. JHSS is an affiliate member of SARC – provincial association of non-profits – ability to access various leadership, HR and Board training opportunities.</p> <p>Sustainability: JHSS is looking at diversifying funding and creating partnerships outside of the provincial governments. This year JHSS has been awarded new funding by City of Regina and Saskatoon, CIF, Sask. Prevention Institute, RCMP in Moose Jaw, etc.</p> <p>Innovation: Promoting a culture of innovation, JHSS has one very notable project in the works: Development of a high risk offender and sex offender community life skills program. No program like this is being offered in the province in the community – Adult Re-Integration Program. Board members discussed this item further.</p> <ul style="list-style-type: none"> -forcing people to be institutionalized because there is very little programming -politicians need to be aware in order to create incentive to introduce policies which will cut costs and introduce better programming needs, etc. i.e. costs: a comparison for individuals seeking community based programs versus being in prison for 2 years -Bob suggested having community dialogue around the province on sentencing, etc. <p>Christine suggested this issue would be discussed at the next board meeting – how do we communicate the issue of values and the costs and maybe having a community dialogue to help people change their understanding on these issues. Board needs to determine what the purpose</p>	

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		<p>of the discussion would be and why JHSS is driving this forward. Christine suggested this would be discussed at the upcoming Board meeting in October – How do we reflect on values of restorative justice approach as opposed to an incarceration approach. She will try and draft a policy statement paper and develop a strategy. Jaime indicated she would like to discuss social impact bonds and if we would like someone to come and speak to the Board on this. She suggested June Drody, a former minister of social services who is well-versed and understands this topic.</p>	<p>Action: Board members to discuss at upcoming Board meeting how JHSS reflects on values of a restorative approach as opposed to an incarceration approach. Christine will research a policy paper on this topic and Board to discuss a potential strategy – C. Boyczuk & Board</p>
<p>13. If Not Us, Then Who?</p>	<p>J. Boldt</p>	<p>Jaime reported to the Board that blankets are being made out of patches with proceeds going to the gender and sexually diverse youth. She indicated a grandma of a staff member has volunteered to sew the quilts. JHSS is looking at moving a group into a home. Each youth will get a blanket when they move in. She also reported that the SGEU (union represents in-scope staff) had purchased \$200 worth of patches. A grant has also been applied for through SGEU to purchase furniture for the rooms in the house. Jaime reported the group was fairly confident this grant would be received by SGEU.</p>	
<p>14. Lunch – Break</p>			
<p>15. Financial Update</p>		<p>Internal Restricted Reserves Proposal & Motion (15.1) – Board members discussed the information provided. A motion was put forward by Board members to approve the creation of an Internally Restricted Reserve Fund.</p> <p>Authorization of Spending over \$10,000 – car purchase (15.2) – This was provided to Board members for information purposes. Board Chair had authorized this in September. Motion was put forward by the Board to formally approve the car purchase.</p> <p>Line of Credit (15.3) – Board members discussed the RBC Operating Line of Credit and approved the recommendation to arrange a revolving operation credit</p>	<p>Motion: Moved by R. Kowalchuk, seconded by T. Williams that the Director, Finance create an Internally Restricted Reserve Fund for JHSS. CARRIED.</p> <p>Motion: Moved by R. Kowalchuk, seconded by P. Braun to formally approve the purchase of a car for JHSS.</p> <p>Motion: Moved by R. Kowalchuk, seconded by P.</p>

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		<p>facility for \$200,000 by way of Royal Bank Prime based Operating Line.</p> <p>Cedar House Purchase and Mortgage (15.4) – Two items concerning Cedar House were presented to the Board of Directors for their review and approval. Board members approved the purchase of Cedar House at 1308 Avenue H North in Saskatoon for \$358,000, and also approved the RBC mortgage for Cedar House as presented in the document in the Board package.</p>	<p>Braun that the JHSS Board of Directors approve the recommendation to arrange a revolving operation credit facility for \$200,000 by way of Royal Bank Prime based Operating Line. CARRIED.</p> <p>Motion: Moved by A. Robinson, seconded by B. Feist to approve the purchase of Cedar House located at 1308 Avenue H North in the amount of \$358,000. CARRIED.</p> <p>Motion: Moved by P. Braun, seconded by T. Williams to approve a RBC mortgage for Cedar House as presented in the Board package. CARRIED.</p>
<p>16. Governance Committee Report</p>	<p>C. Boyczuk</p>	<p>Update from Chair – Christine and Cindy discussed membership fees for Board members. Fees are \$10 per year and expire at the end of June. Information on membership fees are in the JHSS By-laws.</p> <p>Criminal Reference Check - Christine reminded Board members to complete their criminal reference checks for those who have not yet submitted. Determine if criminal reference checks are required to be renewed after a period of time has passed.</p> <p>Risk Management Policy - requires approval from the Board with the recent changes of adding Director, Finance and not specific staff names.</p> <p>Anna asked how risk management was been identified at the staff level. Anna will forward an on-line application to</p>	<p>Action: Determine if criminal reference checks are required to be renewed after a period of time has passed – C. Babcock</p> <p>Action: Provide new forms to Board members who have not yet completed their CRC and determine if CRC are required to be renewed after a certain period of time has passed. – C. Babcock</p> <p>Action: Add risks & workplace safety to Mgt. Team agenda meeting in Dec</p>

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		<p>Jaime on risk management and identifying potential risks in the work place. Risk management and identifying risks in the work place will be added to the staff meeting agenda for December Management Team meeting.</p> <p>Christine reported Risk Management would be reported to the Board on a yearly basis in April of each year. The Risk Management policy was approved with the recent changes.</p>	<p>– C. Babcock</p> <p>Action: Forward Risk Management on-line application to J Boldt – A. Robinson</p> <p>Action: Risk Management Report will be provided to the Board of Directors in April of each year – Director, Finance/CEO</p> <p>Motion: Moved by A. Robinson, seconded by B. Feist to approve the Risk Management Policy with amended changes.</p> <p>CARRIED.</p>
<p>17. Audit & Finance Committee</p>	<p>C.Boyczuk</p>	<p>G. Braun was not available to attend the Board meeting. Christine and Jaime had provided an update on this item earlier under Financial update.</p>	
<p>18. Funds Development Committee</p>	<p>A. Robinson</p>	<p>Anna updated Board members on the October 18 evening event. The event will be from 7 to 9 p.m. and will have Hon. Don Morgan, Mayor of the City of Saskatoon, and Catherine Latimer will be speaking. JHSS video will be shown, as well as a cake celebrating JHSS 60th anniversary. Hotel accommodations have been made for all Board members. A press release will be distributed in advance of this event. The fundraising policies are currently on hold and will resume after October and November events have been completed.</p> <p>Christine reported a number of issues have been identified and this could potentially be addressed through a one day conference. Topics could relate to health in institutions, etc.</p> <p>The Board reported their interest in touring a provincial</p>	<p>Action: Investigate organizing a tour for members of the Board to a</p>

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		institution. Jaime to investigate a potential tour for members of the Board in April.	Provincial institution – J. Boldt
19. New Business	J. Boldt	<p>Moose Jaw Branch and Leisure Time Bingo - Jaime discussed the current considerations for Leisure Time Bingo and referenced some background information Roger Bucsis had provided for the Board package. The past nine months JHSS has made \$4,582 which goes to offset rent etc. in the Moose Jaw office. The following points were made:</p> <ul style="list-style-type: none"> -it is one of the only placements for evening and weekends for fine option -Jaime reached out to Barb, past staff member who was familiar with MJ Bingo -SLGA contract says volunteers have to be the one that organizes the bingo -JHSS pays a coordinator and money comes out from general revenue and not bingo -Barb suggested that a Fine Option Coordinator role (from Moose Jaw branch) could be the person that oversees the coordination of the bingo – she would organize the volunteers and staff and may have to work weekends and evenings. The role would not be titled Bingo coordinator. Board members made a motion to follow-up with SLGA on the legalities and the coordination role – What is definition of working at a bingo and also ask Jeff Dudar at Ministry – Can we use bingo as a placement for fine option. The motion was withdrawn and Board members agreed that Jaime will follow-up on this matter and report back to the Board – What is definition of working at a bingo? It was noted that the bingo is approved by the Ministry. <p>Representatives to JH Canada Board - Christine reported that at the Sept. Governance Committee meeting it had been approved that the President and Past President of the Board would be the representatives to the JH Canada Board as per past practice. The current President was not able to represent the JH Canada Board last year. Anna will resume these duties as President next year and Christine will be the second delegate.</p>	<p>Action: Follow-up on Moose Jaw Branch and Leisure Time Bingo and report back to the Board – J. Boldt</p>

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ITEM	SPEAKER	NOTES	ACTION/MOTION
		<p>JH Canada Health Care Reform in Institution Resolution – Christine asked Jaime to speak to the Provincial Auditor document released in June. The auditor’s report identified a number of issues in adult secure custody correctional centers such as adequate medical personnel available to inmates, routine review of medical care policies, directives, and analysis of gaps needed, etc. Christine advised that the intention was for JHSS to meet with E-Fry and draft a joint response that would be sent to the Minister. The Board was in agreement with the recommendations from the Auditor’s report and agreed that Jaime should meet with-Fry concerning a joint response. Jaime will prepare a letter, meet with E-Fry and setup an in-person meeting with the Ministry. C. Boyczuk offered to attend the meeting with Jaime. Jaime will ask if a Board member from E-Fry is also available to attend. Anna Robinson referred to the motion in the package on page 61 – JH Society Resolution Regarding Health Care. Most Board members agreed with the resolution and thought it was a good document. The JHSS Board agreed they would wait until JH Canada approved this resolution at the JH Canada AGM and Board meeting on Saturday, October 20. Christine will advise G. Braun concerning this resolution.</p> <p>Board Expectations – roles and responsibilities – discussed at Board orientation as well as at Committee meetings</p> <p>Reflecting Strategic Priorities – discussed earlier under agenda item #8.</p>	<p>Action: Prepare a draft joint response letter to the Ministry concerning the Provincial Auditor’s 2018 report, Chapter 3 (Corrections & Policing) – Providing Primary Medical Care in Adult Secure Custody Correctional Centres. Meet with E-Fry to discuss a joint response and setup an in-person meeting with the Ministry with possible attendance of Board Presidents with CEO’s – J. Boldt</p> <p>Action: Advise G. Braun that JHSS supports the proposed resolution from JH Canada concerning health care in institutions. JHSS will wait until JH Canada approves this resolution at their AGM on Oct 20. – C. Boyczuk</p>
20. In-Camera Meeting	C.Boyczuk	Board members went in-camera for approximately 30 minutes.	
21. Upcoming Board Meetings	C.Boyczuk	The upcoming Board meeting will be held in Saskatoon on Thursday, October 18 at the Bessborough Hotel at 1:30 p.m. New Board dates were discussed at Committee meetings.	

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22. Adjournment	C.Boyczuk	The Board meeting adjourned at 3:30 p.m.	