

AFS BOARD OF DIRECTORS' REGULAR PUBLIC MEETING – MINUTES

Wednesday, January 22, 2025

5:00 pm

Virtual – MS Teams & In-Person



ATTENDANCE

AFS BOARD MEMBERS:	William Johnson, Chair James Agnew Dan Swystun	Rick Hamilton Lucia O'Connor David Petersson	Dania Kuzbari Jennifer Geenen Megan Bernard
REGRETS:	Jane Omollo	Patricia R. Lofstrom	Wes Lavergne
STAFF/LEADERSHIP:	Ali Juma Stephanie Fetherston Brian Kelly	Arlene Smith Jacob Bruzas	Obianuju Fadijo Naomi Hayes-Sheen

MINUTES

1.0 Quorum

Quorum established.

2.0 Constitute Meeting

2.1 Call to Order

The Board Chair calls the meeting to order at 5:06 pm.

2.2 General Welcome

The Board Chair welcomes everyone to the meeting, both in-person and online.

2.3 Land Acknowledgement

The Board Chair provides the land acknowledgement.

2.4 Declaration of Conflict of Interest

No conflicts of interest declared.

3.0 Presentation

Naomi Hayes-Sheen, AFS Access Coordinator provides a presentation on the Access Coordination program to the board.

4.0 Agenda & Minutes

4.1 Approval of Agenda

MOTION

BIRT, the board approves the January 22, 2025, Public Board Meeting agenda as presented.

Moved by: Rick Hamilton

Seconded by: James Agnew All in

favour. CARRIED.

4.2 Approval of Minutes

MOTION

BIRT, the board approves the November 27, 2024, Public Board Meeting Minutes as presented.

Moved by: Dan Swystun

Seconded by: Dania Kuzbari All in favour. CARRIED.

4.3 Business Arising from Previous Minutes

No business arising.

5.0 Consent Agenda

MOTION

BIRT, the board approves the January 22, 2025, consent agenda as presented.

Moved by: Dania Kuzbari

Seconded by: Dan Swystun All in favour. CARRIED.

6.0 Items Removed from Consent Agenda

No items removed from consent agenda.

7.0 New/Ongoing Business

7.1 Intimate Partner Violence – Update

Stephanie provides an update highlighting the following:

- We are still awaiting response for the Gender Based Violence grant proposal application
- There are two pathways to healing groups that are provided for new clients and this is ongoing
- The ART expression groups are ongoing. The program is for our long-standing clients that are on their way out of receiving services.

7.2 Policy Review for Accreditation

The Chair mentioned that he had met with Brenda to review what the process entails. He stated that a small working group consisting of three to four board members would be adequate to review the policies and procedures to ensure that they comply with the accreditation standards.

The sub-group committee consists of Bill, Wes and Rick. The sub-group is scheduled to convene after the March break in March 2025. Meetings will preferably be in person, and during weekday evenings. Bill will distribute copies of the standards to the sub-group and the outcome of the board policy review will be

presented to the board for approval. The aim is to complete the review by June so that it will be ready for the accreditation exercise in the fall.

7.3 District Board Meetings

We are considering holding the district meeting at Elliot Lake in the spring. Rick suggested scheduling the meeting later in the evening instead of 5 pm to accommodate those traveling the same day. Additionally, consideration is to be made to hold a meeting on a Friday, thereby eliminating the pressure to return to Sault Ste. Marie the next day.

A poll will be sent to the board to ascertain the date. The proposed months are April, May or June.

7.4 50/30 Challenge

This is a follow up to the board meeting held in November 2024. Dania inquired whether we have the data about the board composition as it relates to the 50/30 challenge. Ali stated that the goal is to have 50 percent provide females and gender diverse representation on executive or senior leadership positions while the 30 percent would provide access to visible minority groups.

A poll will be sent to members to ascertain the board composition and facilitate effective implementation of the initiative.

MOTION BIRT, the board moves to adopt the 50/30 Challenge for board and senior management at Algoma Family Services.

Moved by: Dania Kuzbari

Seconded by: James Agnew All in favour. CARRIED.

7.5 Committee Quorum – Terms of Reference (TOR) Amendments

Deferred

7.6 Operational Plan – Deferred to January Meeting

Ali provides the 2024-2025 operational plan to the board. He stated that the operational plan is developed in consolidation with all the teams' service plans. The service plans act as a means of operationalizing the strategic plan. The operational plan outlines tasks that are either completed, in-progress, pending or ongoing. Some tasks will carry-over to 2025-2026 operational plan. We are planning on developing the 2025-2026 operational plan in July but will not be presented to the Board until September or October.

MOTION BIRT, the board moves to approve the AFS 2024-2025 operational plan.

Moved by: Lucia O'Connor

Seconded by: James Agnew All in favour. CARRIED.

7.7 Board Assessment Feedback

Deferred

7.8 Board Budget

The proposed board budget is \$20,000, which takes into consideration the cost of district board member's attendance to meetings and events in Sault Ste. Marie, and the expenses associated with holding a district board meeting in one of the districts. This year's annual general meeting will be held at the McNabb office to provide cost savings.

Ali stated that historically, the board budget has been allocated at \$12,000 and has typically been underutilized. However, the proposed 2025-2026 board budget is significantly higher than previous years due to the proposed district board meeting. However, the agency will allocate necessary funds to cover the increased budget.

The board will be responsible for the board budget and ensuring that they do not overspend.

MOTION BIRT, the board moves to approve the AFS 2025-2026 Board Budget.

Moved by: Rick Hamilton

Seconded by: Megan Bernard All in favour. CARRIED.

7.9 Algoma Visionary Award Acknowledgement

The Chair, on behalf of the Board of Directors recognized and congratulates the board of director, Lucia O'Connor's achievement for being the recipient of two awards; Strive Young Professional Visionary Award for Arts, Music and Culture, and Strive Young Professional of the Year Award.

Rick Hamilton advised that Douglas Elliot, the first person from Elliot Lake, received the Order of Canada in Ottawa. Ali noted that the agency dedicated a Pride bench in our Elliot Lake office in honor of Douglas Elliot.

8.0 CEO Report

8.1 Ali Juma provides the CEO Report as provided in the board package. Highlighting the following:

- Renovations of the 1st and 3rd floors at the McNabb office are ongoing and is expected to be completed in February 2025.
- Painting will commence upon completion of the flooring and is expected to be completed in March 2025.
- Youth Wellness Hub of Ontario (YWHO) launched a capital improvement grant of up to \$150,000. We have submitted an application for capital improvements and are awaiting a response.
- Additionally, we submitted a French language services funding proposal to facilitate AFS to be designated a French language service agency.

9.0 Board Committee Updates

9.1 Finance and Operations Committee Chair Report

The Committee Chair, David Petersson advised that our auditors from BDO have begun their audit process – interim audit began in November 2024 and will provide the final audit to the board in June. The board members were advised to read the full report for more information.

9.2 Services and Advocacy Committee Chair Report

The board members were advised to review the report as contained in the board package.

10.0 Adjourn to In-Camera

MOTION

BIRT, the board moves to adjourn to the in-camera segment of the meeting at 6:45 pm.

Moved by: Dania Kuzbari

Seconded by: Rick Hamilton All in favour. CARRIED.

11.0 Resume Regular Public Board Meeting

MOTION

BIRT, the board moves to resume the regular public board meeting at 7:10 pm.

Moved by: James Agnew

Seconded by: Dania Kuzbari All in favour. CARRIED.

12.0 Accept Motions Made In-Camera

No in-camera motions

13.0 Adjournment

MOTION

BIRT, the board moves to adjourn the regular public board meeting at 7:12 pm.

Moved by: Megan Bernard

Seconded by: Rick Hamilton All in favour. CARRIED.

14.0 NEXT MEETING

- Next Regular Board Meeting February 26, 2025 @ 5 PM

Submitted by: Obianuju Fadjo, Executive Assistant



CEO Report

January 22, 2025

Happy New Year! While the holidays may seem like the celebrations have long passed there are a number of celebrations such as the Orthodox Christmas celebrated on January 7th and the upcoming Chinese New Year, Year of the Snake, to be celebrated on January 29th. As we recognize the diversity in our communities so comes the opportunity to extend our traditional festive season. May the spirit of renewal remain with you throughout the year!

Find below some of the diversity recognition events for January.

- **January 4: World Braille Day** - Celebrates the importance of Braille for the visually impaired.
- **January 7: Orthodox Christmas** - Marks the birth of Jesus Christ according to the Julian calendar.
- **January 14: Mahayana New Year** - Celebrates the Buddhist New Year in Mahayana traditions.
- **January 20: Martin Luther King Jr. Day** - Celebrates the life and legacy of Dr. Martin Luther King Jr. and his contributions to civil rights
- **January 27: International Day of Commemoration in Memory of the Victims of the Holocaust** - Remembers the victims of the Holocaust and promotes Holocaust education.
- **January 29: Lunar New Year** - Marks the beginning of the lunar calendar and is celebrated across East and Southeast Asia.

On that note, I have a great report to share with you.

Reconciling our Truth

Our Ontario Autism Program group, Maamwimadibiwig in collaboration with Thrive Tours, an Indigenous Land-based tour company held an event on January 7th called "Mashkiki Road: The Seven Grandfather Teachings. Participants were family members who had been involved with the Maamwimadibiwig program. Although the planned session was cancelled on November due to inclement weather, the event was rescheduled for January.

Level Setting

On December 18th, we held our **AFS Festive Lunch** being sponsored in part by the Equity, Diversity, and Inclusion Committee. Amongst the many celebrations held at AFS to recognize the holidays, including the AFS Staff Holiday Party, AFS Family Holiday Party, Holiday Door Contest, Phoenix Rising Supper, and Christmas Cheer.



Phoneix Rising Supper



Rebound Volunteer Holiday Event



AFS Family Party



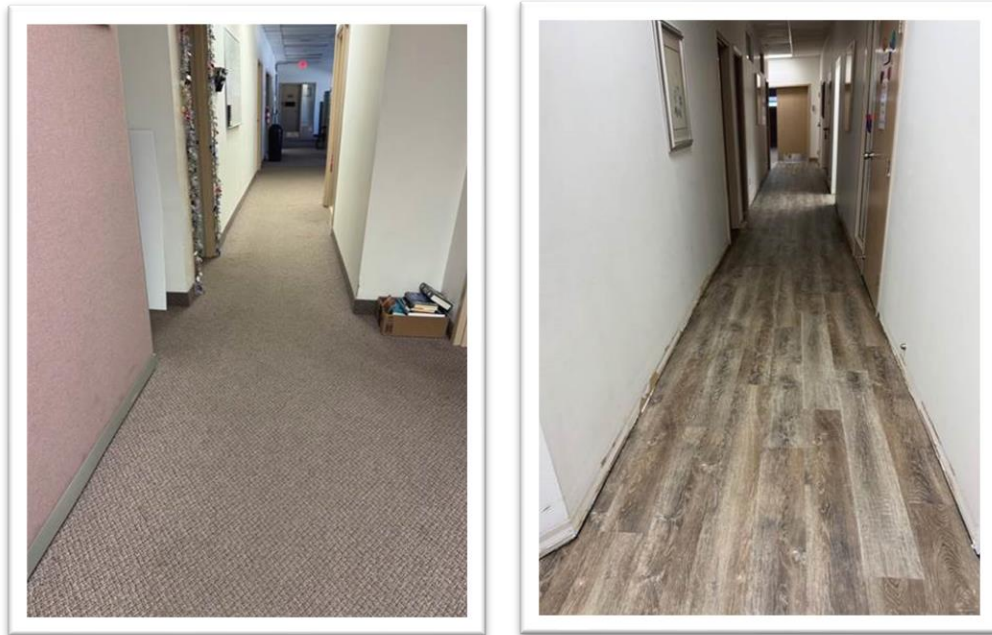
AFS Festive Lunch

This year we received donations from Giant Tiger, SSM Fire Department, and OLG. Wonderful to see the community think of our clients. A shout out to Ryan Nadeau and Sarah Reid who did the Christmas shopping at Giant Tiger with the \$1000 donated to purchase gifts for children, youth and their families.



Investing in Our Awesome Team

There are few better ways to kick off the New Year than with some home renovations and a bit of learning! We are pleased the replacement of our old carpet flooring commenced this month with the installation of vinyl plank flooring on our 1st and 3rd floors. This work hopefully will be finished by mid-February, barring any delays. Next on the agenda is to refresh the paint, to be completed prior to March 31st. With this work complete, it will fulfill a vision of modernizing our offices that started in 2015.



On the training front, our staff participated in Trauma-Focused Cognitive Behavioral Therapy training, Applied Suicide Intervention Skills Training (ASIST) and B-Safer a violence risk assessment tool used to identify situations of intimate partner violence.

With regard to our Compressed Work Week pilot, we are now at the mid-way point, and staff will be surveyed this month to see if there has been any notable change to mental health, physical health, and productivity.

Finding a Better Way

In November the Leadership Team was presented with the findings of the COPSOQ survey was administered to the staff earlier last year. The results indicated a few areas of opportunity to enhance the psychological safety and well-being of staff at AFS. The top issues identified included the following:

- Vertical trust
- Recognition
- Predictability
- Justice and respect
- Quantitative Demands

The COPOSQ committee will be working on a plan to address these issues over the next year.

Connecting the Dots, Closing the Gaps

On November 29th, we closed all our offices due to inclement weather. On December 13th, the office in Elliot Lake was closed due to inclement weather. When an office closure occurs we must notify the Ministry through a serious occurrence. These are rare occurrences and done so when city busses are cancelled or the safety of clients and staff are at risk due to the weather conditions. Staff have the option of working remotely or having a paid day off as granted in the Collective Agreement. Where a client is deemed high risk or high need all efforts are made to provide a virtual service.

Brenda, Natalie, and Emily are working with YWHO on the development of the Virtual Youth Hub. Recruitment for a Hub Supervisor is underway. Once selected this Supervisor will oversee both the Youth Hub at 124 Dennis Street and also the Provincial Youth Hub.

We received exciting news that YWHO launched a capital improvement grant of up to \$150,000. Our application was submitted last week for electrical panel enhancements and asbestos abatement in the kitchen. Fingers crossed this application will be approved. With the installation of the elevator and new kitchen appliances the power draw will be greater than what the current electrical system can manage. The new electrical panel will ensure we have adequate power to supply our needs.

Brenda has also been working on French Language Services funding proposal that will achieve two goals. The first having AFS designated as a French Language Service, and the second, the enhancement of our website to update the French translation.

In December we received notice of a one-time funding enhancement for the Student Nutrition Program of \$356,153 for fiscal 2024-25. This holiday present is well received and will help our distribution centres (schools) with needed equipment and also the procurement of additional food.

On the service front, as shared with the Services and Advocacy Committee, service demand over the holidays remained steady with the expected decrease in demand for new services. We expect that service demand will normalize this month with the return of many children and youth to school. With regard to school, the Senior Director of Services and I, have been meeting with a Right Time, Right Care Implementation Lead, to help us move our work forward with the school boards to streamline and clearly identify pathways for service. We had our first meeting of the year on January 14th. Our goal will be to hold a meeting with the school boards and their Right Time, Right Care Lead to map out service pathways. We anticipate this work to be completed this year.

On the **LIT** front, as expected, the holidays were challenging time for the youth. Most of the youth were able to spend time with their family, and for the youth with no family, the LIT team did a great job of making spirits bright at the LIT. Nonetheless, we did have a number of incidents, that necessitated police involvement and also youth attending the hospital for health issues. In one incident a youth purposely flooded the bathroom causing over \$2000 in clean-up costs.

On the financial front, due to the snow, we incurred additional costs related to snow removal at our McNabb office. This was not a cost incurred last year. It is a seasonal cost that is variable, weather contingent. A shout-out to Jacob and Natalie for completing our capital infrastructure financial request of \$400,000 to complete work on the roof at our McNabb office.

On January 24th, AFS staff actively employed between April 1st and December 1st will receive a one-time lump sum payment authorized by the Senior Leadership Team. Active full-time staff will

receive \$1000, part-time staff, \$500 and casual staff will receive payment of \$100 if worked over 70 hours during this time period or \$50 if under 70 hours. Staff who joined the agency after April 1st will receive a pro-rated payment. Staff were advised of this payment on January 20th. Payment will be made on January 24th with our regular payroll. The one-time lump sum is subject to statutory deductions. Of the staff that reached out to me, they have expressed their deep appreciation to AFS for this payment.

Please see the Director of Finance and Administration report for full details on our budget. The Directors' reports for HR, Community Services, and the Senior Service Director report for additional organizational information during this reporting period.

Please remember January 22nd, is Bell Let's Talk Day, an initiative designed to reduce the stigma attached to mental health and to bring awareness of services available. Please share our social media posts on your networks. Last Saturday, Theresa Coccimiglio, on behalf of AFS dropped the puck at the Greyhound game in recognition of Bell Let's Talk Day.



Speaking of pucks, a big shout out to Bill Johnson, for referring the AFS Foundation Women's Hockey tournament. This sold-out tournament had two divisions with eight teams. Congratulations to the winners Spotlight Ice Queens and DU283!



I would be remiss if I did not take this opportunity to congratulate Lucia Laforé for winning the Strive Young Professionals Visionary awards in the categories of art, music and culture, as well as the Strive Young Professional of the Year! A tremendous accomplishment and a great recognition of the incredible talent we have at AFS! Congratulations Lucia! Find some pictures below and also of a social media post from St. Mary's College where Lucia helped a class with a mural.



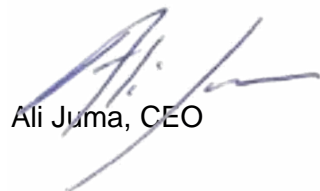


In closing, the New Year presents a fresh opportunity for AFS to further our mission of enhancing the well-being of our communities. This year promises to be particularly exciting as we build on the momentum of the services we launched in 2024. We are eagerly anticipating the introduction of innovative programs such as the Virtual Youth Hub, the Parental Model Home, and the Youth in Transition program, among others. As well as to complete our continuum of services with the introduction of youth supportive housing. These initiatives are designed to address the evolving needs of our community and provide critical support to those we serve.

With your continued support and dedication, we are confident that we can overcome any challenges that come our way and make a meaningful impact. Together, we can achieve great things and create a brighter future for all.

Happy New Year!

Respectfully submitted,



Ali Juma, CEO

Access Coordination Services

January 2025

What is Access Coordination?

- Simplify process of accessing and utilizing services for children, youth and families with complex needs through systems navigation, collaboration with clinical and community services and ensuring a coordinated service approach
 - Consultation for clinicians and community partners navigating community/provincial services and supports, funding for services, service planning, intensive or live-in treatment options
 - Intensive case management, service coordination and service planning for children or youth involved with AFS with needs deemed “complex”

What is Access Coordination? Continued...

- Facilitate internal referrals to the Algoma's Coordinated Children's System Resolution Committee, sit as a member of this committee on behalf of AFS
- Facilitate funding requests for additional supports including Algoma Children's Resource Allocation Funding (ACRAF), Complex Special Needs Funding, Complex Transition Funding, Jordan's Principal, and others if available
- Lead, monitor and update Complex Special Needs service plans for AFS clients
- Support clients to create their circle of support, facilitate regular collaborative planning meetings with the client and their support team

Why is Access Coordination necessary?

- Promotes a collaborative approach to services
- Identify gaps in services and supports, works with community to implement solutions
- Ensures that children and youth receive the right service, at the right time
- Creates and maintains effective service pathways between community providers, outside paid resources and Live-in/Intensive treatment services
- Reduces the need for children, youth and caregivers to have to repeat their stories and pass on information to multiple providers

Who can be referred for Access Coordination support?

Children or youth meeting one or more of the following criteria:

- Children or youth with needs deemed “complex” or level three or four on the continuum
- Primary needs are mental health or there is a dual diagnosis with AFS clinical involvement
- Receive or require multiple services from multiple providers or sectors
- Needs exceed available community resources
- Additional situations where there are gaps in services or supports

How can someone be referred for Access Coordination support?

Referrals come from AFS clinicians, Algoma's Coordinated Children's System Resolution Committee or community partners

Internal referrals:

- Clinicians consult with their supervisor about a referral
- Schedule a consultation with the Access Coordinator to determine if referral is appropriate (optional)
- Send AFS internal referral form to Access Coordinator

Consultation only:

- Use outlook calendar to schedule consultation
- Call or email the Access Coordinator for more information

Where can I find the Access Coordinator?

- AFS Main Building,
205 McNabb Street
- Works with AFS
involved children,
youth and families
throughout the
Algoma District

Questions?

AFS BOARD FINANCE AND OPERATIONS COMMITTEE MEETING – MINUTES

Thursday, January 16, 2025
Virtual via MS Teams
12:00 pm



ATTENDANCE

AFS Board Members:	David Petersson, Chair William Johnson	Dania Kuzbari James Agnew	Rick Hamilton Dan Swystun
AFS Leadership:	Ali Juma Obianuju Fadjo	Jacob Bruzas Arlene Smith	Natalie Young
Guests:	Alicia Burgoyne (BDO)		
Regrets:			

MINUTES

1.0 Quorum

Quorum established.

2.0 Call to Order

Meeting Called to Order at 12:02 pm.

3.0 Review of Agenda

MOTION	BIRT the Committee reviews and approves the January 16, 2025, agenda as presented.
Moved by:	Rick Hamilton
Seconded by:	Dania Kuzbari
	All in favour. CARRIED.

4.0 Approval of Previous Minutes

MOTION	BIRT the Committee reviews and approves the September 19, 2024, minutes as presented.
Moved by:	Dan Swystun
Seconded by:	Dania Kuzbari
	All in favour. CARRIED.

5.0 New Business

a. BDO Presetation

Alicia provides a presentation of the audit planning communication for the year ended 31st March, 2025. Some of the highlights include:

- The interim audit was conducted in November 2024
- The final audit field work will begin the week of May 20th. The audit report will be released in June with the final presentation to the Committee. Additionally, the clearance meeting and clearance will be approved in June.
- The auditors are currently not aware of any fraud affecting the organization.
- Significant risks were raised noting the following:
 - There is a tendency for revenue overstatement because certain types of grant revenues are owed back to the funder if not spent by a given date.
 - Lack of segregation of duties with purchases and payroll.
 - The auditors have designed audit procedures to test these identified risks.
- Determined preliminary materiality has been set at \$720,000, which is 5% of expenditures.

MOTION

BIRT, the committee moves to accept the BDO presentation.

Moved by: Dania Kuzbari

Seconded by: Rick Hamilton All in favour. CARRIED.

b. Statement of Operations

Jacob presents the Statement of Operations for the period ended 31st December, 2024. Highlighting the following:

- We have a significant surplus of \$685,459
- The breakdown of the total shows a large proportion of the surplus is from administration in the amount of \$272,609. However, there are pending projects worth \$120,000 that have not been expensed, which will drastically reduce the surplus by the year-end. Additionally, unintentional staff gapping, short term leaves of absences.
- The Leadership Team held a meeting to discuss how to utilize the surplus to meet our strategic objectives and priorities.
- Jacob stated that we received an additional \$300,000 in the last two months for the Children Nutrition Program – a special one-time funding that must be expensed by the end of the fiscal year.
- Ali pointed out that before the end of the fiscal, half of the surplus would be expensed. There is a discussion with the Union about a one-time lump-sum payment to staff of \$160,000, IT infrastructure of \$120,000, approximately \$90,000 for painting and attending to other projects that need to be conducted.
- We have a new benefit carrier, which took effect January 1st, 2025. This would provide cost savings over a one-year period of approximately \$200,000.
- Ali mentioned that some of the funds are used to help our community partners. Annually, we have allocated approximately \$52,000 to \$54,000 to Children's Aid Society (CAS) to pay for psychological assessments, which helps to solve some of the fiscal challenges they are experiencing.

MOTION

BIRT, the committee moves to accept the Statement of Operations.

Moved by: Rick Hamilton

Seconded by: Dan Swystun All in favour. CARRIED.

c. HR Director Report

Arlene provides the HR report with some highlights as follows:

- The staff headcount is at 192 as of January 10th, 2025. There are 13 student interns, which is down from about 24 in the fall of 2024.
- We are recruiting for the Youth Wellness Hub Supervisor, Child and Youth Care Workers (CYC) at the Live-in Treatment and Counsellors for Care and Treatment.
- We had two resignations at the Live-in Treatment – both are CYC workers and thus, the need to keep filling the CYC pool because of different programs that utilize them.
- A third party, Canada Injury Management Services (CIMS) has been engaged to address accommodations, particularly for staff who have been on leave for an extended period. We have transferred nine cases to Canadian Injury Management Services at a cost of \$475 per case. The goal is to facilitate return to work for these employees.
- Regarding Health and Safety, the Ministry of Labor has made frequent visits to the organizations. We received recommendations, particularly in the area of training. We have registered some of the LIT Child and Youth Care workers for the CPI training. Additionally, we will be training the supervisors at the LIT so that they can be trainers and thereby provide in-house CPI training.
- The fire department inspected the main office at 205 McNabb on January 7th and made a list of recommendations that need to be addressed by February 15, 2025. Some of the recommendations may prove to be challenging given the timeline. However, we intend to address all the recommendations in order to prevent an order being issued for non-compliance.
- There are two terminations that are headed to arbitration. One of the arbitrations is scheduled for June 2025 while the other has agreed to settle and is undergoing negotiations.

6.0 Next Meeting

June 19, 2025

7.0 Adjournment

MOTION

BIRT, the committee moves to adjourn the meeting at 12:42 pm

Moved by: Rick Hamilton

Seconded by: Dania Kuzbari All in favour. CARRIED.

AFS BOARD OF DIRECTORS – SERVICES AND ADVOCACY COMMITTEE MEETING MINUTES

Thursday, January 16th, 2025
5:00 pm
Microsoft Teams – Virtual



ATTENDANCE

AFS Board of Directors:	<input checked="" type="checkbox"/> Patricia R. Lofstrom (Chair) <input checked="" type="checkbox"/> William Johnson	<input checked="" type="checkbox"/> Dania Kuzbari <input checked="" type="checkbox"/> Lucia O'Connor	<input checked="" type="checkbox"/> Jane Omollo <input checked="" type="checkbox"/> Rick Hamilton
AFS Staff:	<input checked="" type="checkbox"/> Ali Juma, CEO <input checked="" type="checkbox"/> Stephanie Fetherston, Senior Director of Services	<input checked="" type="checkbox"/> Brenda Clarke, Director Community Services & Strategic Initiatives <input checked="" type="checkbox"/> Obianuju Fadijo, Executive Assistant	<input checked="" type="checkbox"/> Brian Kelly, Senior Director of Services <input checked="" type="checkbox"/> Natalie Young, Director, Analytics & Continuous Improvement

Youth Representatives:

Regrets: Jennifer Geenen

MINUTES

1.0 Quorum Established.

2.0 Call to Order

Patricia R. Lofstrom calls the meeting to order at 5:03 pm.

3.0 Review of Agenda

MOTION BIRT the Committee reviews and approves the January 16, 2025, agenda as presented.

Moved by: Dania Kuzbari
Seconded by: Lucia O'Connor

4.0 Review Previous Minutes

MOTION BIRT the committee approves the November 21, 2024, meeting minutes, as presented.

Moved by: Jane Omollo
Seconded by: Lucia O'Connor

5.0 New Business

a. Closing in the Child & Youth Worker Program

Stephanie stated that the draft letter was sent to the board committee members to review. The committee reviews the letter and provide the following corrections:

- Remove an additional period at the end of the second paragraph
- Remove to Whom It May Concern and address the letter specifically to Sault College President and the Chair of the Board of Governance.
- Include an additional bullet point to state that the CYC program will “increase capacity in the community”.
- The letter should be sent out as soon as possible
- The final draft will be sent to the Committee via email to review prior to being sent out to Sault College. The letter will include the Services and Advocacy Committee Chair and Chair of the Board.

6.0 Standing Items

a. Awesome Team

i. *Service Demand Report*

Natalie provides the service demand report. Highlighting the following:

- We typically experience a slowdown in services in December due to the holidays
- The Counseling and Therapy Team performed extremely well to reduce the waitlist to under 100.
- Crisis Follow-up had three referrals, which is abnormally low. There will be an assessment to identify the reasons for the relatively low number of referrals.
- The school boards, ADSB/HSCDSB no longer purchase intensive treatment services from us and as such, the program will be discontinued from the service demand report from the next fiscal.

ii. *Community Services Update*

Brenda provides a summary of the Community Services report. Highlights include:

- The Youth visitation numbers are impressive and feedback from youths has been encouraging.
- The nurse practitioner services is highly utilized and we will be increasing her hours from now to the end of the fiscal due to some surplus that has been made available.
- Rebound North keeps facilitating groups of young people in the classroom and evenings.

b. Extraordinary Service

i. *Privacy/Incident/Serious Occurrence/Complaints*

a. *Complaint*

We had a complaint in December 2024, in regard to Supervised Access Program (SAP). One of the family members received a court paper and was upset with some of the contents of the court papers. Stephanie and Brenda met with the individual and they were able to resolve the issue.

b. *Serious Occurrence*

We had approximately thirty serious occurrences, which includes the months of November and December 2024 and are all related to the Live-in Treatment. Most of the serious occurrences are in regard to youth missing or refusing to take their medication.

c. *Busting Barriers*

i. *New Funding and Initiatives/Partnership Updates*

Brenda stated that in addition to the French Language funding, the Youth Hub has put forth a call for a potential \$100,000 for some capital projects. Additionally, there are two open Ontario Trillium Foundation Capital Grants that we are currently reviewing and the youth opportunities fund.

Stephanie mentioned that for the past two years, we have had Ontario Autism funding for innovation projects. However, the program funding will end on March 31, 2025. Dr. Hayes is working on applying for a youth opportunities fund, which is a 5-year grant. WE would look at increasing access to mental health to indigenous youth - up to age 29.

In regards to partnership, we are working together with Sault College and the funding is about providing linkages between services, targeting age group is 12 to 25 and having a coordinator position.

ii. *French Language Service/Culture Linguistics*

- We will be submitting a proposal for a grant to support us to receive a designation as a French language designated agency. We are about five or six steps away from being designated. Some areas that need support are:
 - Adjustment on the website – we need some things translated
 - Training Admin staff to gain basic level French language skills. The courses need to be paid for under this grant.

d. *Inspiring Outreach*

i. *Lead Agency*

We have a service agreement with the Lead Agency Consortium – it is \$1,200 annually where Natalie provides technical support to the LAC team.

ii. *Accreditation*

Brenda has met with Bill regarding the accreditation.

iii. *Youth and Family Engagement*

Brenda stated that there seems to be ongoing challenge with finding the right family members for family engagement. We will keep working on establishing one in the next fiscal.

Dania suggested including some financial incentives such as the opportunity for families who attend to win prizes. Additionally, Jane suggested sending out a survey to determine what people expect in a family engagement group.

iv. *Ontario Health Team*

Ali mentioned that the inability to secure a family engagement group is a challenge because as a member of the Algoma Ontario Health Team, we are required to establish an active family engagement group.

7.0 Ongoing Business

a. Review Terms of Reference

8.0 Other Business

9.0 Adjournment

The meeting adjourns at 6:02 pm.

MOTION BIRT the Committee adjourns the meeting at 6:02 pm.