



# FIREFLY

## BOARD OF DIRECTORS MINUTES

January 30, 2024 – 7:00 p.m.

*Microsoft Teams*

PRESENT:	Kim Vares	Alisha Dasti-Hill	Debbie Larson
	Sarah-lynn Klassen	Crystal Page	Carlynnne Bell
	Chris Bonner-Vickers		
REGRETS:	Bruce Meisner		
STAFF:	Karen Ingebrigtson	Kirby Parks	Michelle Gaudet
	Jenn Marquis	Darcia Curtis	Jackie Hummelbrunner
	Tammy Hanstead		

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Ms. Vares called the meeting to order at 7:01 p.m.

Ms. Carlynnne Bell acknowledged that FIREFLY offices operate on the original lands and territories of the Anishinaabeg, the Mushkegowuk and the Métis peoples. Treaties 3, 5 and 9 were signed upon these lands. We strive as guests on these lands to honour our responsibilities to care for this land and uphold the Treaties that were signed therein.

### FIREFLY MOMENT

Ms. Curtis and Ms. Hanstead prepared the FIREFLY moment for the Board. Ms. Curtis presented “FIREFLY supporting families during the Holiday season”. Ms. Curtis shared that staff in Dryden supported the Winter Warmth Program and staff in Kenora supported families from the Kendall House Young Moms Program.

FIREFLY donated \$100 to a charity in each community as this year’s charity initiative.

- Atikokan donated to Kidsport
- Dryden donated to Dryden Food Bank
- Fort Frances donated to Ruffcue
- Kenora donated to Salvation Army Food Bank
- Red Lake donated to New Starts for Women
- Sioux Lookout donated to Sioux Looks Out For Paws Animal Rescue

### PRESENTATION

Ms. Hummelbrunner shared that the Cameron Bay Renovation at the FIREFLY location in Kenora is complete. Ms. Hummelbrunner presented photos of the newly renovated office space that includes a reception area, large waiting room, client/caregiver library, three treatment rooms, multipurpose room, two universally accessible washrooms and one barrier free washroom. Ms. Hummelbrunner shared that the project team worked together to bring the vision of nature, capturing the essence of rock, earth and trees that make up the Canadian Shield and local surroundings to the new space. Ms. Hummelbrunner shared that a soft launch was successful and FIREFLY is gradually welcoming clients for sessions in the new space with a full launch planned for Monday, February 5, 2024. The Grand Opening is being planned for March 2024 for staff, clients, stakeholders and the public. Ms. Hummelbrunner thanked the Board for their support. A question and answer period followed.

## REVIEW OF AGENDA

MOTION #1 Moved by Sarah-lynn Klassen  
Seconded by Debbie Larson  
That the agenda of January 30, 2024 be accepted with additions.  
CARRIED

## DECLARATION OF CONFLICT OF INTEREST

None

## APPROVAL OF CONSENT AGENDA

Consent agenda items:

- 2023/2024 Board meeting attendance
- November 28, 2023 FIREFLY Board Development Committee Meeting Minutes
- November 28, 2023 FIREFLY Fiscal Advisory Committee Meeting Minutes
- November 28, 2023 FIREFLY Board of Directors Meeting Minutes

MOTION #2 Moved by Crystal Page  
Seconded by Alisha Dasti-Hill  
That the consent agenda of January 30, 2024 be approved.  
CARRIED

## ITEMS PULLED FOR DISCUSSION

None

## COMMITTEE UPDATES

### ***Fiscal Advisory***

Ms. Dasti-Hill provided an update, sharing that Ms. Parks reviewed the financial statements and investment statements with the committee.

### **Governance and Quality Committee**

Ms. Vares provided an update, sharing that Ms. Marquis reviewed the Q3 Quality Report with the committee. The committee reviewed the Risk Management Matrix, Board Insurance Policy and the Governance Functioning Tool survey results.

## CEO and LEAD AGENCY REPORT

Ms. Ingebrigtsen provided an update regarding Advocacy, noting work continues with a focus on funding needed to address service and staffing issues in the community and health sectors. Children's Mental Health Ontario, Children's Health Coalition, including EKO, have focused on the funds announced this past year earmarked for wait list reduction. These funds were redirected to address wage pressures. Ms. Ingebrigtsen shared that a wage correction was required post Bill 124. FIREFLY and many other agencies needed to take the step in order to retain and fairly compensate staff, noting that the government has not yet committed to covering any Bill 124 wage pressures.

Ms. Ingebrigtsen shared that FIREFLY continues to advocate intensive case management services for families requiring complex special needs services. Resubmissions have been prepared for 23/24 funding requests, as Ministry recommended, to recognize the additional unfunded intensive case management

expenses. Early discussions with Kenora Rainy River Child and Family Services and Kenora Association for Community Living have commenced to explore opportunities to better serve this population.

Ms. Ingebrigtsen noted a link is provided to the report “Nurturing Minds for Secure Futures: Timely Access to Mental Healthcare Services for Children and Youth in Canada.” The report underscores the economic, health and social challenges as well as the costs of an underfunded children’s mental health service system.

Ms. Ingebrigtsen highlighted Ms. Hanstead’s work in realizing the goal of bringing Therapeutic Paws of Canada (TPOC) to Kenora. Ms. Hanstead secured funding to build the program and leads a group of dedicated humans, dogs and a cat to provide service and comfort to people. The volunteers visit FIREFLY staff, long term care facilities, high schools, elementary schools and clinics, with more organizations onboarding. Ms. Marquis and her dog Pitou are members of the Kenora TPOC team, sharing their care and support with the community. Ms. Ingebrigtsen congratulated Ms. Hanstead on her hard work to bring TPOC to Kenora.

Ms. Ingebrigtsen provided an update regarding the Substance Use and Addictions Working Group. Ms. Ingebrigtsen shared that there is a significant gap as few CYMH agencies are funded to provide these services and there are few education and training programs focused on services for children and youth. The working group has submitted a proposal to Health Canada’s Substance Use and Addictions Program.

Ms. Ingebrigtsen shared that the FIREFLY IT department will be reaching out to FIREFLY Board of Directors regarding multi factor authentication (MFA). FIREFLY IT have staff set up with MFA, and are planning to reach out to the FIREFLY Board of Directors in the near future.

MOTION #3      Moved by Debbie Larson  
                          Seconded by Carlyne Bell  
                          That the January 2024 CEO and Lead Agency Reports be accepted as presented.  
                          CARRIED

## FINANCE

### **Review Financial Statements**

Ms. Parks shared that the November and December 2023 financial statements are included in the Board meeting package. Ms. Parks reviewed the draft financial statements for the month ending December 31, 2023 with the Board. Ms. Parks shared that there was one small change with the investment statements. A question and answer period followed.

MOTION #4      Moved by Crystal Page  
                          Seconded by Sarah-lynn Klassen  
                          That the draft financial statements for the month ending December 31, 2023 be  
                          accepted as presented.  
                          CARRIED

## OPERATIONS AND CLIENT SERVICE REPORT

Ms. Marquis reviewed the polar graphs with the Board, highlighting progress from all four pillars. Ms. Marquis reviewed strategic highlights and FIREFLY highlights with the Board. A question and answer period followed.

MOTION # 5 Moved by Carlyne Bell  
Seconded by Debbie Larson  
That the December 2023 Service Report be accepted as presented.  
CARRIED

#### QUALITY OF CARE

##### **Quarterly Quality Report**

Ms. Marquis reviewed the Q3 Quarterly Quality Report to the Board. A question and answer period followed.

MOTION # 6 Moved by Crystal Page  
Seconded by Sarah-lynn Klassen  
That the Board approves the Q3 Quarterly Quality Report as presented.  
CARRIED

#### CORRESPONDENCE/READING

##### **Report to the Board**

Children's Mental Health Ontario (CMHO) Conference reports to the Board, submitted by Ms. Vares, Ms. Page and Ms. Dasti-Hill.

#### NEW BUSINESS

##### **Board and Governance Policies**

Ms. Vares shared that the Board and Governance Policies were reviewed by the Governance and Quality Committee. There were no changes made to Board Policies; 1, 2, 3, 5, 6, 7, 8, 9, 11 and Governance Polices; 1, 2, and 3. Board Policies 4, 10 and 12 were amended by the committee.

MOTION # 7 Moved by Debbie Larson  
Seconded by Crystal Page  
That the Board approves the Board and Governance Policies as presented.  
CARRIED

##### **Client Safety Plan**

Ms. Ingebrigtsen shared that the Client Safety Plan is reviewed annually by the Strategy and Performance Team and the Governance and Quality Committee. There are no changes to the Client Safety Plan for 2024/2025.

##### **FIREFLY Employee Engagement Results**

Ms. Gaudet presented the FIREFLY Employee Engagement results to the Board. Ms. Gaudet shared that McLean and Company, an independent research firm, conducted the survey. The survey was open from November 28<sup>th</sup> until December 16, 2023. Ms. Gaudet highlighted that 91% of staff completed the survey. Ms. Gaudet shared that the engagement model takes engagement and retention into account. FIREFLY is striving for engaged employees. Ms. Gaudet reviewed the report with the Board. Ms. Gaudet shared that the results will be presented to all staff on February 1, 2024, then an action plan developed and communicated to staff. A question and answer period followed.

## **Governance and Functioning Tool results**

Ms. Ingebrigtsen shared that the Governance Functioning Tool (GFT) is through Accreditation Canada. FIREFLY continues to use the GFT as a measurement tool for Governance on a regular basis. The Board developed an Action Plan from the last GFT, which provides a snapshot. Ms. Ingebrigtsen highlighted the progress made when compared to the last survey, noting the two yellow areas, with no red areas. Ms. Ingebrigtsen noted the two yellow areas:

- Subcommittees need better defined roles and responsibilities
- As individual members, we need better feedback about our contribution to the governing body

A discussion followed. Ms. Vares shared that the committees will review the FIREFLY By-law procedures for meetings of standing and special committees at the beginning of each year, following the Annual General Meeting.

The Board action plan will focus on:

- Review and revision of Board committees including roles and responsibilities.
- Include Committee roles and responsibilities as part of the committee meeting package.
- To be documented in workplans, at the beginning of the year, following the AGM, each committee will review the FIREFLY By-Law procedures for meetings.
- As part of the Board's commitment to continuous quality improvement and in addition to the Board member evaluation of Board functioning, the Board Chair will continue to meet annually with individual members to review individual contribution to the governing body.

## IN CAMERA

Motion #8      Moved by Sarah-lynn Klassen  
                    Seconded by Alisha Dasti-Hill  
                    That the Board moves to in-camera at 8:13 p.m.  
                    CARRIED

## EVALUATION

Ms. Bell provided the evaluation of the meeting, giving a high ranking. Ms. Bell highlighted that the material is sent to Board members in advance of the meeting. The presentations were nice, photos of the renovation were a good touch, bringing members that are not in Kenora into the space. Ms. Bell noted that the CEO report was packed with information and easily digestible. Ms. Bell highlighted the Quality report, the Employee Engagement results and the Operations and Client Services report. Ms. Bell gave FIREFLY Board of Directors 10 out of 10 for being prepared and for discussion.

Ms. Vares asked the FIREFLY Board of Directors to be prepared to review the Board Value Proposition and Governance Functioning Tool results at the next Board meeting.

Ms. Ingebrigtsen shared her regrets for the February 27<sup>th</sup> Board meeting, noting that Ms. Curtis will be leading the Board meeting in her absence.

## NEXT MEETING

Tuesday, February 27, 2024 at 7:00 p.m. Microsoft Teams

## ADJOURNMENT

Having no further business, the Chairperson accepted a motion to adjourn at 8:52 p.m.



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Tammy Hanstead  
Recorder

February 27, 2024

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Date



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Kim Vares  
Chairperson

February 27, 2024

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Date