

Lanark County Community Justice Program

Board of Directors Meeting

Monday February 22, 2016 at 5:30 p.m. at Algonquin College, Perth

MINUTES

Present: Murray Long, Scott Ferguson, Brenda Reinkeluers, Margo Bell, Beth Peterkin (E.D.)

Regrets: Brian Peters, Betty Jo Dean, Bob Chaplin, Christine Peringer, Tim Campbell (United Way rep)

1. Murray called the meeting to order at 5:30 p.m. with a quorum of 4 Directors present. Brenda told the group about her social experiment story with students in a learning circle at her school as an opening to the meeting.

2. **Agenda** was approved as circulated. Moved by Scott, seconded by Margo. Carried unanimously.

3. **Minutes** of the Board meeting of February 2, 2016 were approved as circulated. Moved by Margo, seconded by Brenda. Carried unanimously.

4. **Restorative Moment** – Beth referred to a recent facilitator meeting where one of our volunteers mentioned: *“You may not get the apology you wanted in a circle, but it may be all the offender is able to give. Remorse looks differently coming from different people.”* Scott has agreed to take on this item for the March meeting.

6. **E.D. Report** (as distributed)

Beth highlighted information about past and future speaking presentations, especially the opportunity to address Lanark County Council on Wed. April 13 about the new school initiative. Any Directors who are available are asked to attend to show support. It is Beth’s intent to submit a funding application to the County for the next budget year (due August 2016). Also, the amended lease for the office has been prepared by FCSSLG and will take effect as of March 1, 2016.

7. **Program Coordinator’s Report** (as distributed)

Sheri has completed 12 months of stats for the calendar year (Jan to Dec 2015) and the total is a little lower than the stats for the previous fiscal year (April 2014 to March 2015). We have only had 1 referral since Christmas. Beth will be meeting with the OPP to review the reason for the decline in their referrals. Sheri will be attending the COYO conference on Niagara Falls.

8. **Hiring Update**

Beth advised that three candidates had been selected for a second interview which will take place on Feb 23, 2016. They are all very strong candidates.

9. **Human Resources Committee Report** on Full-Time Contracts

(Note: It was agreed unanimously that Beth should stay in the room for this discussion). Scott, Murray and Betty Jo (joined the meeting by phone for the discussion of the Christmas hours) by phone) had met as an ad hoc HR Committee to discuss the draft full-time contracts following the last Board meeting. They had agreed that a legal review of the draft contract should also be undertaken. This was done by Craig Halpenny from Barker Willson Barristers & Solicitors in Perth, and was available for the Feb. 22 meeting Murray also conducted some independent research after the last Board meeting. The draft contracts were reviewed by the Board in conjunction with the results of Murray's research and Mr. Halpenny's comments and the contracts were finalized.

Key points in the agreements for Sheri and for Beth included: a) three weeks of vacation per fiscal year, not to be carried over into the following year and with the third week on a use it or lose it basis to avoid financial contingencies; b) the addition of Easter Monday to the list of public holidays that will be recognized; c) six personal leave days available to both Sheri and Beth to be used if needed for sick leave, family care, doctors' appointments, etc. and not to be accumulated into the next year; and d) removing the former clause about Christmas hours.

Moved by Margo, seconded by Brenda, that the Board approves the contracts of employment for Sheri and Beth with amendments as discussed in clauses 2, 4, 5, 6.2 and 6.3. Carried unanimously.

10. **Employment Contract – Time in Lieu Policy** was deferred to the March Board meeting.

11. **Terms of Reference** for Committees

It was agreed that these Terms of Reference reflect generally what is intended, but further discussion is needed. In the interests of time, this discussion was deferred to the April Board meeting.

12. **Launch/Funders' Recognition Event** for School Program – Friday, February 26 from 1 to 2 p.m. at St. Francis School in SF. Everything is ready to go.

13. **National Volunteer Week** April 10-16 – Sheri is working on a plan.

14. **Annual General Meeting** to be held the week of June 6 in Carleton Place. Beth is looking at venues and will send details as soon as confirmed.

15. **By-Law Amendments** (as circulated)

Murray and Beth walked the Directors through the proposed amendments. The only substantive change was to remove the requirement for members to reside in Lanark County or the Town of Smiths Falls. Other sections had minor wording and grammar cleaned up. Moved by Margo, seconded by Brenda, to approve the By-Law amendments as presented. Carried unanimously. These amendments will now go forward to the Annual General Meeting in June for approval by the membership.

16. Strategic Plan Check-In

As directed in a previous Board meeting, the Board agreed to have a brief check-in on the Strategic Plan at each meeting in order to keep this document top of mind as we make decisions. This meeting we looked at **Inclusiveness**: *Creating safe, respectful spaces where all people can “speak their truths” in an open and honest way.*

17. Next Meeting Date

Two Directors present indicated a conflict with the next scheduled meeting date of March 15, 2016. Beth will circulate a Doodle Poll to determine the best date.

Note: As a result of the Doodle Poll, it was determined that Tuesday March 8, 2016 will be the next meeting date.

18. **Closing Round** – everyone expressed the thought that this had been a very productive meeting with much accomplished.

19. **Adjournment** – moved by Brenda to adjourn at 7:30 p.m.

These minutes are declared to be a true and accurate record of the Lanark County Community Justice Program Board of Directors meeting of February 22, 2016 with amendments in paragraph 9 concerning the participation of Betty Jo.

Signature – Murray Long, Chair

Signature – Bob Chaplin, Secretary