

DRAFT				Wednesday, February 24th, 2010 <u>12noon – 2:00pm</u> Central Library, 55 York Blvd. 2nd Level, Dundas Boardroom
The Board of Directors for CityHousing Hamilton				
There were present:			Councillor B. McHattie , President Peter Schafft , Vice President Brenda Osborne , Chief Executive Officer and Secretary Councillor C. Collins Councillor S. Duvall Councillor B. Bratina Councillor T. Jackson Alan Walker June Noonan James Scott	
Regrets:				
Also Present:			Marla Adams , CHH Division Kathy McInnes , CHH Division Tony Tollis , Finance & Administration Guests: Melanie Dugard , Grant Thornton LLP; Kathy Kohler , ROOFS Program; CHH Dave Brodati , Social Housing & Homelessness Division	
1.	<u>CALL TO ORDER</u> (Quorum is five)			
	Councillor McHattie, President, called the meeting to order. Introduced new CHH Business Administrator, Maria Zegarac; new Acting Operation Manager, Kathy McInnes and guest, Melanie Dugard, Grant Thornton, LLP. Item #5: Access to Housing presentation has been post-poned to April 15 th Board meeting.			
2.	<u>Conflict of Interest Declaration</u>			
	In response to call from the President for conflict of interest declarations, none were received.			
3.	<u>Consent</u>			
	3.1)	Approval of the minutes held on January 7th, 2010		
		It was moved by Councillor Bratina, seconded by Councillor Duvall and carried that the minutes of the meeting held January 7 th be approved as circulated.		

4.	<u>Unfinished Business</u>	
		The Board was provided with the list of Unfinished Business. Brenda Osborne provided pending status of each unfinished business item and additional item.
5.	<u>Presentation</u>	
	a)	<u>Access to Housing Wait List</u> Postponed to April Board meeting.
6.	<u>Finance</u>	
	a)	<u>2009 Initial Communication of Audit Planning</u>
		The Board was in receipt of Recommendation Report #10008 from the CEO/Secretary dated February 24 th , 2010.
		Melanie Dugard, CA Senior Manager, Grant Thornton LLP explained the terms of the financial statement and audit engagement for the year ending December 31, 2009. Melanie further explained that CHH does not go into the public sector accounting processes. The full audit report will be presented later in the year and the audit process will start in the next few weeks. Peter Schafft asked what the fee for service will be and Melanie said that the fee has been lowered to the 2008 fee amount which is approximately thirty thousand dollars.
		It was moved by Alan Walker and seconded by Councillor Duvall and carried:
		That Report 10008 respecting "2009 Initial Communication on Audit Planning", including the Initial Communication on Audit Planning document, prepared by Grant Thornton and attached as Appendix "A" to Report 10008 be received.
7.	<u>Real Estate/Capital Works/Property Management</u>	
	a)	<u>ROOFS Program</u>
		The Board was in receipt of Recommendation Report #10007 from the CEO/Secretary dated February 24 th , 2010. Marla Adams introduced Marilyn Kohler, ROOFS On-Site Support Worker and main component of program. Marla gave an overview of report and the staffing complement numbers. Councillor McHattie had several meetings with staff to work through issues and options for safe working environment and is in full agreement with the recommendations outlined in this report.

		<p>Councillor Duvall inquired about the location of staff and the safety. Marla Adams explained that staff will be located at 181 Jackson, 2nd floor and that police have been approached and consulted with the office space. Changes have been implemented to the office space to improve safety. Marilyn Kohler addressed the Board and provided insight to the safety aspect of the office and continues to work closely with the police and feels very safe and confident in the work location and felt that concerns brought forward originally were inflated and not entirely factual.</p> <p>Councillor McHattie thanked Marilyn for her excellent work, commitment and appearance at this board meeting.</p> <p>It was moved by Councillor Collins and seconded by Peter Schafft and carried:</p>
		<ul style="list-style-type: none"> (i) That Report #10007 regarding the Real Options of Support Program (ROOFS), be received for information. (ii) That Staff continue to work with Transitions to Home Program to ensure they continue to support their clients at 181 Jackson Street West and 95 Hess Street South. (iii) That staff investigate further collaboratives within the department particularly within the Ontario Works Case Management role.
	b)	Security Improvements
		<p>The Board was in receipt of Recommendation Report #10005 from the CEO/Secretary dated February 24th, 2010.</p> <p>Brenda gave an overview of the report and explained the improvements of security in some of the buildings ie: lighting/shrub removal etc and will continue the work as capital dollar funds are available over the next couple of years. Brenda Osborne acknowledged the Tenant surveys completed in 2008/2009 showed results of the tenants feeling safer and better police communication established.</p> <p>Councillor Duvall requested to look at the comparison/statistics when the key fob was installed and the number of “calls for police service”. This kind of information would be a benchmark of the number of calls to the police since the new key system installed.</p> <p>June Noonan inquired about educating tenants with the new key system and how to restrict access to non-tenants at the entrance door. Marla Admas explained that there is senior support groups and information sessions that deal with these matters available to the tenants.</p> <p>Peter Schafft commented about the security tenant on-site versus security Superintendent on-site personnel. Brenda Osborne explained that costs comparisons are currently being reviewed for on-site presence at most of the buildings.</p>

		It was moved by Councillor Collins and seconded by James Scott and carried:
		That Report #10005 be received for information.
	c)	Community Gardens
		<p>The Board was in receipt of Recommendation Report #10006 from the CEO/Secretary dated February 24th, 2010.</p> <p>Marla Adams gave an overview of the report and attached an appendix of the property review of the initial findings. More properties can be added that have good space, water and sunlight areas.</p> <p>Marla further explained the process to create a community garden would only be implemented when the tenants have been approached and are committed to this initiative. A student named Theresa Phair will be working with Marla and hosting community meetings and present the concept, motivation and co-operation plan.</p> <p>Councillor Duvall is very encouraged about this initiative and requested that 395 Mohawk Road be added to the list for this initiative.</p> <p>Motion moved by Councillor Duvall seconded by Councillor Bratina to amend listing to include 395 Mohawk Road.</p> <p>It was moved by Councillor Duvall and seconded by June Noonan and carried:</p>
		<p>(i) That the Board direct staff to establish a working group to develop community garden program policies and funding requirements;</p> <p>(ii) That staff be directed to convene a meeting of tenants from the properties identified in Appendix A to determine the interest in developing community gardens at these identified properties</p> <p>(iii) That the following properties, assessed as having the most potential for interest in a community garden, be approached before March 30th, 2010.</p>

			<ul style="list-style-type: none"> a. 181 Jackson St. W. and 95 Hess Street South b. 155 Park Street S. c. 1884 and 1900 Main Street West d. 801 Upper Gage Ave. e. 45 Montcalm Dr. (includes Elgar, Limeridge Rd. W. & Kendale) f. 245 Kenora Avenue <p>Added amendment:</p> <ul style="list-style-type: none"> g. 395 Mohawk Road <p>(iv) That staff report back to the Board the findings of the working group, and seek Board approval for any funding requests for community gardens in CityHousing Hamilton communities identified in (iii) before April 15th, 2010.</p>
	<p>d) Key Performance Indicators</p>		
			<p>The Board was in receipt of Recommendation Report #10010 from the CEO/Secretary dated February 24th, 2010.</p> <p>Kathy McInnes reviewed the report and noted that this information will be available at every Board meeting and there will be an expansion to the chart as CHH moves along and meets the targets.</p> <p>Jame Scott inquired about the new yardi system and how it will track information that is needed. Brenda Osborne explained that the upgraded Yardi system will capture the information required. Alan Walker explained his involvement in the decision for the Yardi enhancement and the challenges with the existing software.</p> <p>Peter Schafft suggests that the target, numbers and collection of information be standardized and apply with other social housing and the Province.</p> <p>It was moved by Peter Schafft and seconded by June Noonan and carried:</p>
			<ul style="list-style-type: none"> (i) That Update on Key Performance Indicators (Report 10010) be received for information; (ii) That staff be directed to provide the Vacancy Rate, Unit Turnover and Unit Rehabilitation Key Performance Indicator data to the Board of Directors on a monthly basis; (iii) That staff be directed to complete an analysis of the Key Performance Indicator results and develop an action plan to meet the established targets under the program goals of the CityHousing Hamilton Operational Plan.

	e)	First Place, Update
		<p>The Board was in receipt of Recommendation Report #10001 from the CEO/Secretary dated February 24th, 2010.</p> <p>Brenda Osborne gave an overview of the report and announced that the variety store has been leased to Busy Bee. The DVA space is being considered for Community Services staff accommodation and Capital Works are reviewing a report on mold just received. St. Joseph's Home Care has entered into a service agreement for the Assistant Living Units. The marketing plan is being finalized and open houses are being scheduled to help fill vacancies. The capital work funded through the Social Housing Renovation and Repair Fund (SHRRP) is being completed within the program requirements and tenants will receive notice of the work in progress. Fred Elbe is the staff member dedicated to the First Place capital work being done.</p> <p>Tony Tollis stated that a comprehensive report will be forwarded and ready for the April 7th meeting. First Place is a self standing budget.</p> <p>It was moved by Alan Walker and seconded by June Noonan and carried:</p>
		That Report #10001 be received for information.
	f)	Verbal Update re: A Communication Plan
		<p>Brenda Osborne distributed copies of the Asbestos Communication Plan and reviewed the process. The fact sheet of questions and answers came from ONPHA and the lawyer prepared the letter to be sent to occupants of all our properties. The letters are expected to be sent to the residents over the next month and letters to the contractors have been prepared for distribution as well.</p>
		<p>The Board asked that the letters be signed by Brenda Osborne and that the communication plan with the fact sheet be sent to the all the Councillors Administrative Assistance personnel.</p> <p>Councillor Jackson asked that the Property Managers respond to inquiries within a 24 hour period.</p> <p>It was moved by Councillor Bratina and seconded by June Noonan and carried:</p>
		That the communication plan be received for information.
8.	Confidential/ In Camera	
	a)	<p>Report #10003</p> <p>The Board was in receipt (at the time of the meeting) of "Confidential – In Camera" Recommendation Report #10003 from the CEO/Secretary dated February 24th, 2010.</p>

	<p>A motion from the chair asking that this portion of the meeting be closed to the public due to a proposed or pending acquisition or disposition of land for municipal or local board purposes and anyone who does not have any connection to this report may adjourn from the meeting. The documents distributed for this item will be collected at the conclusion of this item.</p> <p>Attendance: Councillors: McHattie, Bratina, Jackson, Duvall, Collins; Brenda Osborne, Dave Brodati, Marla Adams, Kathy McInnes, James Scott, June Noonan, Peter Schafft, Alan Walker.</p> <p>The motion was moved by Councillor Jackson, seconded by Peter Schafft and carried to hold item #8a In-Camera.</p> <p>Direction for item #8a: The Board supports the recommendations as outlined in report #10003 with the inclusion/conjunction noted by Dave Brodati.</p>
b)	Verbal Update re: Crime Statistics
	<p>The Board was in receipt (at the time of the meeting) of "Confidential – In Camera" Verbal Update re: Crime Statistics from the CEO/Secretary dated February 24th, 2010.</p> <p>A motion from the chair asking that this portion of the meeting be closed to the public due to the security of the property of the municipality or local board purposes and anyone who does not have any connection to this report may adjourn from the meeting.</p> <p>The motion was moved by Councillor Jackson, seconded by Peter Schafft and carried to hold item #8b In-Camera.</p>
	<p>Attendance: Councillors: McHattie, Bratina, Jackson, Duvall, Collins; Brenda Osborne, Marla Adams, Kathy McInnes, James Scott, June Noonan, Peter Schafft, Alan Walker.</p> <p>Direction for item #8b: The Board received this information.</p> <p>Motion was moved by Councillor Collins, seconded by Council Jackson to reconvene in Open Session.</p>
	Other Business
	<p>A Motion moved by Alan Walker, seconded by Councillor Collins that a report be created that outlines the mix of CHH's portfolio regarding the current building structures and what is the plan for these buildings.</p> <p>A Motion moved by Councillor Duvall, seconded by Councillor Jackson to report back to the Board regarding Landlord Tenant Act /Eviction/Legal Advise processes.</p>
9.	<u>ADJOURNMENT</u>
	<p>It was moved by June Noonan, seconded by James Scott and carried that the meeting be adjourned.</p>

		TAKEN AS READ AND APPROVED BRIAN McHATTIE, PRESIDENT CityHousing Hamilton Corporation
	Teresa Herechuk Administrative Assistant CityHousing Hamilton Division Wednesday February 24 th , 2010	