



# **Federation of Foster Families of Nova Scotia**



## **MISSION STATEMENT**

The Federation of Foster Families of Nova Scotia is a collective voice for all foster parents in Nova Scotia. In pursuit of this mission, the Federation will ensure assistance and support for Foster Families and Foster Family Associations.

## **OBJECTIVES**

- To ensure the integrity of the Federation as the collective voice for all Foster Parents
- To better equip Foster Parents in the provision of the best possible childcare
  - To promote a positive profile for foster care
  - To encourage the development of the Foster Family Associations and Support Groups
- To continually work toward improving foster care in Nova Scotia

# Federation of Foster Families of Nova Scotia Board Meeting

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Friday, July 15, 2022 6:00pm-9:00pm

Saturday, July 16, 2022 9:00am-1:00pm

## Minutes

### Friday

#### 6:00 pm

In-camera Session

### Saturday

#### Call to Order

9:30 am

#### Attendance:

Western-Rob Richardson & Lloyd Sweeney (Virtual)  
Northern- Carolann Zegray & MaryAnn Burke  
Eastern-Evelyn MacInnis (Virtual)  
Central-Marina Keeping & Patricia Cain  
Mi'Kmaw- Darlene Arseneau(Kennedy)  
Regrets  
Iona Smith  
Gary Landry  
Sheila Hill  
Anita MacMillan  
Cindy Poulette

**—Welcome/ Review Team Agreement/Review Agenda**

**—Approval of the Agenda**

MK (Central) asked that we add a request from the Central Region Association Present for a letterhead to be provided to her association for fundraising efforts.

PC (Central) asked that we add the possibility of sending a care package to a current board member dealing with health issues.

—Motion moved to accept the agenda with amendments

**Moved by Maryann(Northern) 2nd Patricia(Central)**

**—Approval of Minutes of Last Meeting And Notes taken for Minutes on Sunday (Submitted by Marrina(Central) for approval**

**Moved By Patricia(Central) 2nd(Darlene(Mi'kmaw)**

**—Financials**

—Provided by FFFNS Comptroller

Question put forth by MK(Central) as to expenses for the Coordinator of Training. Same amount is logged monthly and questioning if this is a flat rate paid monthly?

Question put forth by PC(Central) as to reoccurring cost to courier, communications, telephone being the same amount monthly.

—Chair will bring these questions to the ED for clarification

**Motion to Approve the Financials moved by Maryann(Northern) 2nd by Evelyn(Eastern)**

**—Executive Director Report**

Upon reading the report the board decided to postpone approval of the ED report until our next board meeting with the following amendments:

-Remove the name of the staff member who has currently contracted Covid 19, to protect staff confidentiality

-Remove personal comments from report as out minutes are public record

-Correction to interview panel for the Allegation Support Worker Interview to include AMm(African NS Rep)

**Motion made to defer ED report for approval at next board meeting. Motioned by Evelyn(Eastern) 2nd MaryAnn(Northern)**



**—FFFNS Chair of the Board of Directors Report**  
**Motioned for Approval by Marina(Central) 2nd**  
**MaryAnn(Northern)**

**—Old Business**

**—Financials not being passed by a motion at the AGM.**

Chair was to reach out to FFFNS Legal Council to get clarification as to if a letter could be sent out to the society to have this voted on by ballots in the mail. Chair will draft a letter to our society to explain reasoning behind the report not being approved at the AGM. Letter will be forwarded to all Board Members for approval. Upon approval the letter will be forwarded to the ED for review with FFFNS legal and distributed to the members of the society with ballots to vote.

**—Board Emails**

Noted that there are still many issues with Board Member emails and that laptops provided to board members only have a partial program for outlook on them.

No anti-virus protection on laptops to secure emails

Similar issues noted in Board minutes from 2017 with board members using board email addresses

**—Overdue Performance Review of Executive Director**

Noted that FFFNS Bi-Laws state that the evaluation of the ED is to be conducted by the FFFNS Board of Directors Executive.

Questions raised about paperwork for the review of the ED, Noted by board members that it was always located in the Board filing cabinet located in the old board room at the FFFNS office. The keys for the filing cabinet were not returned to the board by the previous chair from 2020. Board will put a request to the FFFNS Executive Director requesting return of the key or a new key for the filing cabinet, and the Chair will retrieve documents needed for the ED review.

**—Refreshments for FFFNS Staff**

At the previous board meeting the Board and ED agree to send refreshments to the FFFNS staff to show appreciation. ED informed the Board that there were funds available for this. Subsequently, the Board Chair paid for this. Request will be brought forward to have the ED instruct the Comptroller to reimburse this expense.

**Old Business Con't**

In the future the Policy Committee will follow up with a clear policy regarding gifts for staff and retiring board members.

**—ED and Board Meetings**

Central Region Representative expressed concerns about the Executive Director missing the Board Meeting. It was noted that the meeting was on short notice and that the ED had sent his regrets to the Board Chair. Noted that there is an expectation that the ED attend all Committee, Executive and Board Meetings. Bi-Law 10.02 Sub 1 Referenced

**—Communication Board/Staff**

The Board recognizes the importance of the proper routes of correspondence. Request or Concerns will be brought to the ED by the Board Chair and CC'ed to the Board Executive

regarding the FFFNS does not follow protocol and ask that it discontinue. The Board would like the ED to inform his staff members of this as well. Sending Board emails to DCS Staff and FFFNS Legal is a breach of Confidentiality Reference Bi-Law 10.01 and 12.04. Reference FFFNS Structure Format (enclosed). Reference NS Public Health Information Act -The Board of Directors recognizes the need for a communication protocol and would like to revert back to the FFFNS Structure Organization Chart.

**—Bursary Committee**

Chair disclosed he has a conflict of interest with one of the applications for the FFFNS bursaries. Noted for Committee Members

**—Committee Work (Policy and HR)**

Noted: The Chair received an email from George Savory regarding his work on the HR Policy. The Board and HR Committee advised they would have to reschedule the meeting that was planned for himself, FFFNS Board Chair and FFFNS HR Committee Chair. It was decided by the HR Committee that if the Board required the assistance of Mr Savory that the FFFNS Board Chair would reach out to schedule a meeting. Chair also received a email stating that due to Mr Savory's work schedule, any future work done by Savory Consulting Ltd on the HR Manual will need to be done by the end of September 2022.



## **—Committee Work (Policy and HR) con't**

Noted: It is the FFFNS Board of Directors position that the HR committee is responsible for writing the HR policy for the staff of the FFFNS

Referenced: Bi-Law 11.03

Noted: There is a standing HR policy in place for the staff of the FFFNS that will continue to be in place until the revised HR policy is completed and brought to the Board for voting and acceptance.

Noted: The “Work from Home” is currently under review within the umbrella of the HR Policy.

Noted: Following an email from a FFFNS Staff member the Policy/HR Committee will also be looking at developing a special consideration policy to help assist staff who have extenuating circumstances at home and need to adjust work weeks. The Board would like to support the FFFNS staff as much as possible.

## **—New Business**

- Review of the Bi-laws and Policies.

The Board would like to add one standing agenda item to the board meeting agenda. Review one Bi-law or Policy at each Board meeting to be done in-camera.

- Develop structure to Board meetings where as in-camera sessions are added to each meeting and “meet and greets” are added to board meetings. The board feels as though this would aide in providing information to foster caregivers on the updates being provided by the Foster Care Redesign Team.

- Donation Letter for Association Present

Was decided by the Board that the Chair would request the the ED provide this letter to the Central Region Association President. This has been normal protocol in the past for Silent Auctions etc.

- Care Package for Board Member

Was decided by the Board that the Chair would send a (Get Well Soon) card.

**—Adjournment**

**Motion brought forward by Marrina(Central) 2nd Darlene(Mi'kmaw)  
Adjournment at 14:32**

*Respectfully Submitted  
Carolann Legray*



## FFNS Structure:

July 2022

