

ED Report – January 2017

STAFFING, HR

Hired for combined intake/admin role. Both cases with previous employees settled as described previously. Have a staff off on compassionate leave as of last week. Two short emergency sick leaves over holidays, including ED. Have extended Oakville Thursday hours to allow for some evening appointments and moved more staffing to new Oakville site. One long-time Bur staff retired in December. Had a pleasant Christmas luncheon for staff. Good turnout and feedback.

BOARD

Continuing approval and training of new governance manual. A new log-in for Board members has been added to the website and log-ins have been distributed.

Office Location Update- Milton- The Milton move has gone fairly smoothly given tight timelines over the holidays. PAR group now operating from our own site.

Burlington Office – The final lease is just now out to the lawyer for review as the final step. Final space plan approved and hope to get permits and start work by March.

Branding – Have had our main brochure translated into Spanish, Urdu and Punjabi which was part of our HRCIF grant. Brochures currently being printed. Website training so we can more actively update occurring this month. Continuing to work through our communications marketing plan and consider how to best resource these activities.

Quality Improvement Plan- The quality improvement plan has been formalized by the quality improvement team within management Team. It is a two year plan with a one-year review where additional objectives can be added. Attachment as this requires Board review and approval

Accreditation- Numerous activities are being undertaken as part of accreditation. Currently reviewing job descriptions as one activity.

FUNDERS

Ministry of Community Social Services (MCSS) – 3rd quarter report due Jan 15, 2017

Ministry of Attorney General - MAG PAR and Supervised Access third quarter reports due Jan 31, 2017

United Ways – Amalgamation votes have been re-occurring and this looks to be moving forward. They have amalgamated some of their reporting and the progress report for all programs is due January 11, 2017.

Halton Community Fund- On track

Oakville Community Foundation Grant - Final report due and plan to submit this week. Applications are due on the 23rd and hope to submit a proposal, time permitting.

Ontario Trillium Foundation- Submitted final report in December and am planning to apply for another grant in February

CLINICAL

Safety Zone –Groups running in Milton and Oakville. Burlington group in conjunction with the shelter pushed to January due to enrollment.

DBT group- Pilot program finished with good outcomes and January group to run in Burlington looks like it will be full with wait list.

VAW group – New group based on Oakville model to start in Burlington replacing a support group

COMMUNITY OUTREACH –

Halton Justice Steering Committee

MCCSS Central region Conference Planning Committee

Halton Children's Aid Meeting

Women's Centre Co-location Meeting