

## **ED Report – December 2016**

### **STAFFING, HR**

In process of hiring for combined intake role. Interviews complete and checking references for candidate. Hope to have someone in place shortly or Jan at latest. Both of the workers that were laid off requested a larger settlement through their respective lawyers. Under advice from our HR consultant Ted Capstick, they were originally offered only their entitlements, or just better than their entitlement under the Employee Standards Act (8 & 10 weeks respectively). In consultation with our lawyer Mark Zega, we settled one at 31 weeks and another may be closer to 37 weeks. This will delay any savings from the transition until near the end of the next fiscal year.

The counsellor/therapist staffing changes and we are close to hiring externally for a 14 hour position with existing staff picking up the other available hours. Staff from either side of the agency are now working in other office, facilitating integration.

Union- Internal processes to adjust all staff into the union and with the changes in their agreement re salaries/stats/vacation and pay periods have been quite complex but are now largely complete.

### **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 final Milton lease is currently in review with a commercial lawyer which is the last phase of the project and we expect our January move-in date. We will need to purchase a few items for the move as we had not run groups from our own location, specifically stacking chairs and possibly a tv/dvd unit.

Burlington Office - Elevator is out of service which is a considerable inconvenience. We are managing with the use of some space on the main floor. The work is apparently on schedule to be completed shortly. We have been in negotiation around the lease at the Burlington Mall. We have had a space plan completed and our meeting next week to do some small revisions on-site. The Mall is looking to do the buildout for us and rent it as a turn-key with a 10 year lease at 26.50 a square foot for the first five years and 27.50 a square foot for the next 5 years. They have agreed to cap the variable portion of the rent at a maximum of 3% a year which would prevent the unexpected bills we receive with the current landlord. The space is actually 6000 square feet and they are charging us for 5000. The rent is very comparable to our current rate and they have agreed to build out the space to a good finish level which would see us well into the future as our current space is rather tired and dated.

**Naming/Branding –** The website is live but an official notice as yet to go out as there are a few small edits and a number of other priorities. This should be announced next week. I attended an event sponsored by United Way Burlington Hamilton in which Thrive had a small team of marketing people assist with any challenges being experienced. I received some training on Twitter and have started tweeting regularly. Additionally, I now have a Mohawk PR student who is volunteering to assist with a schedule and some prepared tweets for the agency as well as writing a media release regarding Thrive's

changes. I also received some direct media contacts for the release. This was extremely helpful and valuable.

**Accreditation-** My student/project manager has now returned to Brazil. The project plan around accreditation is exceptionally well-designed but requires roughly the equivalent of a full-time person's hours to complete. The tasks have been distributed across 6 people including myself. The accreditors want to come on site in October and will need to meet with the Board. The proposed dates are the October 3/4<sup>th</sup> or October 10/11th. We have yet to schedule our Board meeting for October. They require a 2/3 presence at this meeting.

## **FUNDERS**

**Ministry of Community Social Services (MCSS)** – 3<sup>rd</sup> quarter report due Jan 15, 2017

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

**United Ways** – Pursuing amalgamation again and our voting at their meetings in December. They have amalgamated some of their reporting and the progress report for all programs is due January 15, 2017.

**Halton Community Fund-** They have agreed to extend our grant until December of 2017 so that we can use the money for rent as intended. I have submitted another one year grant proposal to help continue our DBT program.

**Oakville Community Foundation Grant** - The group is finishing up and we will have a final report due. The early results have been very positive.

## **CLINICAL**

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

## **COMMUNITY OUTREACH –**

MCCSS Strategic Planning Day Central south west

HVPC - November Woman Awareness Abuse Month media event- See attached press coverage

Meeting with Halton LHIN leads about Collaborations

HVPC meeting

Primary care Clinic Day for Mississauga Halton LHIN

Domestic Court Advisory Committee