

EXECUTIVE DIRECTOR'S REPORT to the Board of Directors

April 26th, 2022

1) **FUNDERS:**

a) Department of Justice, Victims and Survivors of Crime Week.

VOLUNTEER APPRECIATION DINNER
for Victims and Survivors of Crime Week
FRIDAY MAY 20TH, 2022

5:00pm to 7:30pm

Guest Speaker: Erin Lee, Lanark County Interval House 6:30p.m.

Location: Best Western, Stewart Park Room, 82 Peter St., Perth

Action: Please RSVP to admin@commjustice.org by April 29th, 2022 and let us know if you require a vegetarian meal.

Thank you to Elsie, Ross and Diana for organizing the dinner.

b) Ontario Trillium Foundation

- Submitted Final Report to OTF on March 19th, 2021 for 2021-22 Grant
- Submitted Funding Application to OTF on March 6th, 2022, for the Resilient Communities grant as the lead in a partnership with YAK Youth Service for 24 months Aug 2022 to Aug 2024 for \$168,800.

Summary of Resilient Communities Grant Application: As a result of COVID-19 LCCJ and YAK determined that co-location would reduce costs and provide opportunities for shared services or collaboration. This funding application is the second step towards that collaboration by hiring a shared administrative project coordinator, to facilitate our similar objectives and assist with our development of and/or implementation of our respective alternative fundraising plans. With OTF's 2021 grant, LCCJ identified 113 foundations, and 26 priority foundations, as alternative sources of revenue and developed a fundraising plan, the next step is building relationships and applying to these foundations.

YAK would like to develop a 3-year alternative fundraising plan.

The administrative project coordinator will also seek opportunities to grow the community use of our shared space.

Furthermore, both agencies want to adapt to the increased technical infrastructure necessary to maintain communications, client documentation and case management, and have productive hybrid meetings

Administrative Project Coordinator will:

- market the new shared space and manage the community use of shared space
 - providing the necessary IT support to staff to be successful in working remotely
 - implement alternative fundraising plan for LCCJ in response to COVID-19
 - develop an alternative fundraising plan for YAK in response to COVID-19
 - onboard Canada Helps Donor Management System (DMS) software for YAK and continue to utilize the DMS for LCCJ
- We will improve quality of programs already being delivered by:
- on-boarding an electronic cloud-based Client Relation Management System to better track clients, improve case management, improve communication, share information, and produce reports
 - assist with the facilitation a cybersecurity risk assessment and implement the recommendations

c) MCCSS, Youth Justice Committee Funding:

47 youth cases:

✓ Youth pre-charge 62% Youth Post Charge 40%

27 adult cases:

✓ Adult pre-charge 67% Adult Post Charge 33%

- MCCSS new contract is asking for audited financial statements by July 31st, 2022. In the past we have held our AGM in September. We will now need to hold our AGM in July or August. The Auditor and the Bookkeeper have all agreed to move up the timeline for our Audit next year. We have been given a grace period for this year.

Discussion/Decision: We will need to set a new date for our AGM next year. This will impact finance committee, governance committee and nominations committee.

Note: Final Report for 2021/22 is in progress.

d) Maytree Foundation: This is one of the foundations we identified through our Grant Advance Software, as a good fit with Lanark County Community Justice. We asked for funding for Volunteer Facilitator Training: 10 New Facilitators: \$4000
 Young Adult/Adult Cases: 5 New Young Adult Cases \$10,000, Specialized Facilitator Training: Non-Violent Communication \$2000

We were not successful: The reason given “number of funding requests we receive each year by far exceeds our available resources. Projects/programs selected for funding are those that most closely reflect our strategic priorities.”

Maytree | 77 Bloor Street West, Suite 1600 | Toronto, ON | M5S 1M2
www.maytree.com | info@maytree.com

d) **The Donner Canadian Foundation**: This is one of the foundations we identified through our Grant Advance Software, as a good fit with LCCJ. The first step for applying to receive funds was to send a letter of interest to Helen McLean. A letter of interest was sent February 7th, 2022. We have not heard back to date.

Action: Joellen to follow-up

Donner Canadian Foundation, 8 Prince Arthur Avenue, 3rd Floor Toronto, ON.
M5R 1A9 416-920-6400 mclean@donner.ca

2) OPEN HOUSE:

Rescheduled to Thursday, July 7th, 2022. Three facilitators expressed concern that that we would require proof of vaccination to attend the open house and other facilitators responded that they were concerned that unvaccinated people wanted to attend. All this discussion occurred before they knew the event was cancelled. We will come up with a solution that is agreeable to all and hold the event both inside and outside to accommodate everyone.

3) STAFF/Volunteer:

- a) Sheri has been off since April 5th for common surgery. We sent her flowers and checked in regularly. The surgery went well, and she is recovering. Sheri expressed her appreciation to the LCCJ team for the flowers.
- b) Stephanie Corrine was hired to replace Sheri for 15 hours a week/19\$hr for 3-6 weeks, depending on when Sheri is ready to return. I have working with Stephanie to ensure cases are managed appropriately during Sheri's time off
- c) Jamie-Lee Breach was hired as an administrative assistant for April 11th to September 2nd, 2022, for 15 hours a week/\$19hr.

4) OTHER:

a) **Database**: The database has been updated and revised to only track priority information to make is easier and less time consuming for staff to complete.

b) **Community Referral:** We have had one community referral for an education-based organization in the community that is experiencing parent teacher administrative conflict. We have agreed to take the case because we have the facilitator resources available, and we have asked for a donation to the program based on their financial capacity. We explained that we have estimated the cost of facilitation at \$2000.