

Director of Administration - Beth Ponka

Report to Board of Directors – for the Board meeting July 23, 2022

Administration

- The Health & Safety Committee met to review the most recent guidelines for COVID and recommended that we discontinue masking in the office. We continue to be a “Mask Friendly” space, meaning that anyone who wishes, may wear a mask.
- Our computers have all been upgraded to Windows 10 as rolled out by Legal Aid Ontario. Cindy did a great job overseeing this project and ensuring the least amount of disruption for staff. There are a couple of glitches outstanding that we are working on. We also have new email addresses. If you haven't already done so, please make note of my new email address and update my contact in your records: beth.ponka@kinna.clcj.ca. My old email address will continue to receive emails for a period of time.
- The client that was unhappy about the delay with her IDSCA application decided to transfer her file to a caseworker at Beendigen. We sent a copy of her file to Beendigen at her request and confirmed with her that she would like us to close her file. In the letter that I sent to her I indicated that if she requires our assistance in the future, to not hesitate to access our intake services. This matter is ready for final disposition by the Board of Directors.
- I travelled to Marathon for a week to organize that office and prepare for the new Admin Assistant.
- The Area Community Meetings have been scheduled and venues secured. The following Board members' terms are set to expire in September: Jamie, Robyn, Audrey and Mary. I'm hoping that we can have confirmation at the Board meeting if anyone is not planning to run again. The AGM has been booked for the Valhalla Inn on Saturday, October 22, 2022.

Financial

- The audit went well and draft Audited Financial Statements have been received. We will review them at the Board meeting.
- The Pay Equity Plan is being reviewed to identify next steps to ensure compliance with pay equity legislation and ongoing fair compensation practices.
- We received confirmation that the Eviction Prevention Project will be extended through to March 31, 2024.
- We've partnered with Thunder Bay District Social Services Administration Board on an ID Services project. They will pay the wages of an ID Services Coordinator through to December 31, 2022. The purpose of the project will be to build community capacity for completion of birth certificate applications.
- All payroll and required remittances have been paid.

Human Resources

- Larissa has graduated with her Masters of Law and has accepted a position with Lakehead University. She won't be returning to her former position as staff lawyer but she did accept a part-time contract to assist our office while we were short-staffed in June and July. Caycie will be returning from maternity leave on July 11 and Claire will be back from her leave on July 18. Allister's contract as staff lawyer has been extended to December 31. Jennifer Fenton has accepted the contract as our ID Services Coordinator under the TBDSSAB ID project. Megan is coming back to work for the Eviction Prevention Project but

unfortunately Lauren found a new position and won't be returning.

- Brandi DeJonge is the new Admin Assistant in the Marathon office. She came to Thunder Bay for a few days of training and is now working in the Marathon office.
- Mini-training sessions on the clinic areas of law have been set up for the new Admin Assistant in Marathon, which all staff will be invited to attend.
- I met with Cathy Fobister to develop a cultural competency/reconciliation training session in October for our annual internal training session. She is planning a role play exercise with group work, followed by a grounding technique. It sounds amazing. Board members are welcome to participate. The event will be held on Friday, October 21, the day before the AGM.
- Our summer seasonal feast was held, led by Ann and Alta. It was incredibly beautiful and Alta made the most delicious salad with wild rice, berries, and maple syrup. Miigwech!

Community Development, CD, PLE & Partnerships

- The ID Action Group has been hosting ID clinics at a variety of locations. More are planned, including virtual ID clinics for prisoners at the Thunder Bay District Jail. We are planning a media launch of the ID advocacy document to coincide with International Identity Day, September 16.
- We've partnered with the Thunder Bay DSSAB on an ID services project. The project is designed to build community capacity for ID services. Some of the activities will be updating our ID MOUs and providing training to agency staff.

I look forward to seeing you all in person this weekend! Safe travels.

Respectfully submitted,



Beth Ponka