

ANNUAL REPORT 2018-2019



Appointment of the Board of Directors for 2019/2020

Brian Orr Chair

Maria Sinosic Past Chair

Catherine Sexton Vice Chair

Margaret Szilassy Vice Chair

Maureen Reid Secretary

Linda Coffin Treasurer

Linda Ballantyne Member-at-large

Dianne Elliott Member-at-large

Steve Elson Member-at-large

Donna Ladouceur Member-at-large

Lynda Robinson Member-at-large

Merv Sharpe Member-at-large

Elizabeth Wasko Member-at-large

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Vision

A leader in community inclusion of individuals with developmental disabilities and/or complex physical needs.

Mission

Participation House supports individuals with developmental disabilities and/or complex physical needs to live in their own homes, participate in community, and enjoy life with family and friends.

Minutes of the Annual General Meeting

Springbank Park-August 9, 2018

- 1. Call to Order: The meeting was called to order at 2:50p.m. by Brian Orr, Chair
- 2. Board Chair, Brian Orr, welcomed and thanked everyone for attending the meeting, noted that Participation House Support Services is celebrating their 30th anniversary, and special thanks were provided to the staff and senior leadership.
- 3. Board Chair, Brian Orr, introduced key speaker LeRoy Innanen who provided well wishes to those supported by PHSS, staff, and family members.
- 4. Approval of minutes of the Annual General Meeting of August 10, 2017: Motion Carried Motion. Maria Sinosic Seconded: Margaret Szilassy
- 5. Treasurer report delivered by Linda Coffin.
- 6. Approval of audited financial statements for the fiscal year ending March 31, 2018: Motion: Linda Coffin Seconded: Kathy Wallis Motion Carried.
- 7. Appointment of Graham Scott Enns as auditors for the fiscal year ending March 31, 2019: Motion: Dianne Elliott Seconded: Merv Sharpe Motion Carried.
- Approval of all acts, contracts, and actions of the Board of Directors in accordance with the Corporation's Act since August 28, 2008:

Motion:	Margaret Szilassy	Seconded:	Catherine Sexton	Motion Carried.
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9. Appointment of the Board of Directors for 2018/2019:

Chair:	Brian Orr		Member-at-large:	Dianne Elliott
Past Chair:	Maria Sinosi	ic	Member-at-large:	Merv Sharpe
Vice Chair:	Catherine Se	exton	Member-at-large:	Elizabeth Wasko
Vice Chair:	Margaret Sz	ilassy	Member-at-large:	Steve Elson
Secretary:	Maureen Re	id	Member-at-large:	Virginia Rutledge
Treasurer:	Linda Coffin		Member-at-large:	Lynda Robinson
Motion:	Maria Sinosic	Seconded:	Elizabeth Wasko	Motion Carried.

10. Remarks from the Committee Chairs:

Quality Improvement report delivered by Maria Sinosic. Public Relations report delivered by Kathy Wallis. Policy and Oversight report delivered by Brian Orr. Foundation report delivered by Elizabeth Wasko.

- 11. Other Business: Board members received jackets as a token of appreciation and to commemorate PHSS' 30th anniversary.
- 12. There being no further business, the meeting was adjourned at 2:54 p.m. Motion:

Support Principles—We believe...

- being a valued, participating member of a community improves quality of life.
- everyone has the right to live with dignity in an enriching environment.
- in encouraging and assisting individuals to make their own decisions, including the supports that are right for them.
- family and friends play an important role in supporting and advocating for loved ones.
- in supporting individuals to strengthen their relationships with family and friends.
- in the development of communities that are interdependent, mutually supportive, and responsive to the needs of all members.
- individuals have the right to those supports necessary to be active and valued members of the community.
- funding should be based on the individual's needs.
- continuous quality improvement and innovation are integral to improving support.

Operational Principles—We believe...

- trust, honesty and mutual respect are fundamental for people to work together effectively.
- teamwork and participation are essential and promote belonging, self-worth and commitment.
- creativity and innovation are necessary to achieve excellence.
- in the expression and discussion of differing views.
- every staff member has valuable contributions to make to the organization and a responsibility to support individuals in their growth and development.
- delegation of responsibility must be accompanied by the associated authority to make decisions.
- supported individuals must be involved in the decision making process when a decision effects them.
- in recognizing the efforts and achievements of staff members.



<u>Report from the Board Chair and</u> <u>President/Chief Executive Officer</u>

PHSS had another successful fiscal year, thanks to our dedicated staff, volunteers, funders and donors, and continues to positively

impact the lives of the people we support and their families. As an organization we pursue our mission by adapting to changing external conditions with a focus on assisting families and individuals we support while raising awareness locally, regionally and provincially. In this year we have successfully:

- Established the Supportive Community on Clarke Road with all 14 apartments occupied within a supportive community culture.
- Expanded provincially as a recognized leader in community inclusion, establishing a specialized supportive service in the Ottawa area.
- Received a four-year accreditation status from FOCUS Accreditation with a Seal of Sustainability, an elite level of award only given to organizations who achieve three levels of accreditation status.
- Carried out our Participatory Action Research review process with feedback from stakeholders due to a commitment to continuously improving the quality of care and range of services provided

With themes rising from PAR, the Board also reviewed their strategic directions and will focus on:

- Reaching New Heights in Quality, Responsiveness and Performance
- Supporting Evolution and Growth to Sustain and Enhance Organizational Capacity
- Building Recognition and Awareness, Enhance Advocacy & Highlight Successes of Those We Support and Others with Similar Needs
- Pursuing Opportunities & Innovative Support Solutions Through Diverse Connections and Partnerships

A major development during the year were the changes introduced by the new provincial government in its first year's mandate. These changes will likely impact the strategic direction and operations of PHSS and its relationship with its partner organizations and government ministries and agencies, however, we are confident that the organization will effectively adapt while continuing to provide high quality services.

As Board Chair and President & CEO we appreciate the terrific work of our leaders and staff. Our Chief Operating Officer, Senior Coordinators and Coordinators continue to provide superb leadership in managing operations, pursuing opportunities to improve supports provided to individuals and families, and responding to challenges. We would like to say 'Thank You' to all our staff for their outstanding commitment and dedication to providing excellent care and enriching the lives of those we support.

We look forward to another exciting year of growth and change as we work with our partners, funders and stakeholders to expand our community's capacity to address the opportunities and challenges presented to us.

Respectfully Submitted,

Brian Orr, Chair Brian Dunne, President and CEO

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STATEMENT OF OPERATING FUNDS & EXPENDITURES

REVENUES	2019	2018
Ministry of Community & Social Services and Ministry of Children and Youth Services	\$13,552,392	\$11,877,649
SW Local Health Integration Network	\$7,687,991	\$7,286,772
Recoveries & Other Income	\$720,776	\$633,674
Donations & Grants	\$1,786,558	\$1,322,552
TOTAL REVENUES	\$23,747,717	\$21,120,647
EXPENDITURES		
Salaries & Benefits	\$20,067,780	\$17,955,123
Building Occupancy	\$1,376,657	\$1,212,001
Consumer Supplies	\$772,904	\$626,698
Purchased Services	\$653,921	\$546,085
Office and Other Operating	\$833,914	\$807,946
TOTAL EXPENDITURES	\$23,705,176	\$21,147,853
DEFICIENCY/EXCESS OF REVENUES OVER EXPENDITURES	\$42,541	-\$27,206

200+ people we support



in more than 50 locations across Ontario

176 full-time

STATEMENT OF FINANCIAL POSITION

ASSETS	2019	2018
Current Assets	\$2,396,808	\$2,329,564
Restricted Cash	\$46,344	\$40,048
Tangible Assets	\$3,815,421	\$3,703,134
TOTAL ASSETS	\$6,258,573	\$6,072,746
LIABILITIES & NET ASSETS		
Current Liabilities	\$3,056,447	\$3,154,843
Long-Term Debt	\$452,149	\$500,914
Forgivable Loan	\$1,676,505	\$1,676,505
Deferred Contributions	\$1,018,179	\$600,429
TOTAL LIABILITIES	\$6,203,280	\$5,932,691
NET ASSETS	\$55,293	\$140,054
TOTAL LIABILITIES & NET ASSETS	\$6,258,573	\$6,072,746



<u>Report from the Treasurer</u>

I am pleased to provide you with this report on the financial position and results of our operations for the year ending March 31, 2019.

The purpose of the Finance Committee is to provide oversight of financial practices and systems necessary for the Board to fulfill its financial governance obligations. At each monthly meeting, the Finance Committee reviews financial reports and other information to fulfill this purpose.

The financial statements were audited by Graham Scott Enns LLP Chartered Professional Accountants and provide the Board of Directors and the government ministries that fund us with an independent opinion on the fair presentation of the financial position of PHSS.

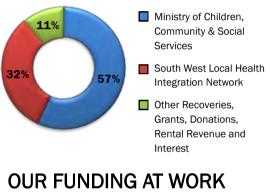
Last fiscal year, PHSS purchased a fourteen unit affordable housing building to continue our vision as an organization and develop an intentional community. All units are occupied and we anticipate Clarke Road to be financially sustainable in the future.

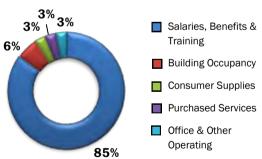
At the end of this fiscal year, PHSS was approved for and received ministry funding to deliver service in Ottawa beginning next fiscal year.

I would like to extend my sincere appreciation to the members of the Finance Committee as well as the senior management team and Finance team for their hard work, dedication, enthusiasm, expertise and support through the year.

I also wish to thank all management and staff for their hard work and commitment to achieve a balanced budget this fiscal year. A balanced budget is required by our commitment to our funding ministries and the South West LHIN.

Respectfully submitted, Linda Coffin, CPA, CGA, *Treasurer*





These charts are a summary of financial information taken from the audited financial statements for the year ending March 31, 2019. A complete copy of these statements is available upon request.

What Matters Most? PAR 2019

Since 2000, Participation House Support Services (PHSS) has taken an innovative approach to developing and evaluating its services, known as Participatory Action Research (PAR). Over the years, PAR has become an important component of our organization, enabling us to reflect on our work and gather important input from the people that are impacted by the supports and services it provides.

With the core question, "What Matters Most" guiding the PAR process in 2019, a variety of people from diverse perspectives were engaged and asked to take part: people who use PHSS' services, their families, community members, and staff, and four themes and opportunities were identified:

Telling the Story of 'A Good Life': People said they had stories that they wanted to share, or had life lessons that could benefit others. Several spoke passionately about impact of PHSS on their lives. The Power to the People group was identified as a channel that had enabled people to begin to find their voice and articulate how valuable their life experiences can be. The opportunity exists to use creative and innovative methods to enable people to tell their stories and pass on their life learnings to others in the community, and enrich the lives of others.

The Importance of High Quality, Dependable and Consistent Support: More than any other theme, families highlighted the importance of having dependable, consistent, quality supports. A desired outcome is that people and families feel safe and secure with their support team and are therefore more likely to leave their comfort zone, take risks, or explore new relationships and community opportunities. Several people identified a significant impact on their family member's health and wellbeing as a result of PHSS providing dependable staffing of high quality. With labour and workforce challenges, like staff shortages and turnover, the importance of creating stable and consistent relationships can be daunting. The opportunity exists for PHSS to continue to explore ways to provide supports that people and families view as dependable, consistent and of high quality.

Creating Opportunities through Connections and Partnerships: People are encouraged to explore their talents and interests with the assistance of staff members, families and community partners. The success of many of these connections was attributed to families and staff reaching out to their personal or community connections. The opportunity exists for families, friends, staff members and others with links to PHSS to think more broadly about their connections to identify, create and nurture intentional networks that might provide mutually beneficial experiences.

The Security of Supports for Aging Families & Supporters: Families interviewed stressed the importance of knowing their family member will have the support they need to be safe and secure, in the event that they will no longer be able to provide support. Without exception, families wish to see PHSS as a long-term partner in providing supports. As the number of families with this same needs continues to grow, the opportunity exists to build on the successes of supporting families to feel secure as they age, provide additional supports, and to share lessons learned with others grappling with the same issues.



<u>Report from the</u> <u>Quality Improvement Committee</u>

The Quality Improvement Committee is responsible for overseeing the quality of supports and services provided by PHSS. The Committee performs this task through

both internal and external processes known as the "PAR" (Participatory Action Research) process.

PAR is an agency-wide process consisting of interviews with individuals receiving support and their families, feedback from staff, input from community members as well as reports from funding agencies.

PAR occurs every three years and provides an external filter by which quality of services is measured. This year, PHSS undertook the external "PAR" review with the support of 'People Minded Business'. This organization provided an unbiased, neutral element to the final PAR document.

The Committee does not and will not censor feedback. The information obtained through PAR results in themes for operational response. The response is spearheaded by members of senior leadership

and forms the basis of the Strategic Plan of the Board of Directors. The Committee assesses and recommends adjustments in current services and evaluates the establishment of new services.

The internal processes known as "Mini Pars" occur on an ongoing rotation throughout the year, and person-centered plans are always reviewed by Committee members involved in the interview. This is to ensure that the goals established by the individual, their family and staff are used as areas for growth and continuous improvement.

This year, the Committee membership has increased which resulted in an increased number of the 'Mini Par' interviews. This broader source of information supported a more substantial authenticity to the themes which arise and gives the Committee greater confidence that we are proceeding in the manner best suited for the people we support.

The Committee recognizes and appreciates the dedicated staff and generous participation of volunteers. I wish to extend my gratitude to the members of this Committee who make 'Mini Par' and "PAR" a living process.





Respectfully submitted,

Maria Sinosic, Chair

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PHSS' Strategic Directions 2019-2022

Reach New Heights in Quality, Responsiveness and Performance

- Enhance existing work to address emerging and evolving workforce challenges, such as recruiting, engaging, developing and retaining a diverse staff team, by further developing leadership at all levels, and strategies to address gaps that will be left as employees leave the workforce.
- Evolve organizational structures and systems that enable PHSS to pursue measured, intentional growth that reflects the organization's values, and to respond to the changing needs of people who currently use services, or may use services in the future.
- Continue to deepen PHSS' culture of quality, creativity, evaluation and recognition.
- Pursue opportunities to further improve organizational efficiency, effectiveness, quality and connectedness through processes, systems, training and technology.

Support Evolution and Growth to Sustain and Enhance Organizational Capacity

- Build on successes learned from working in true partnership with people we support and families, to sustain and enhance the provision of dependable, consistent quality supports that meet their existing and changing needs and preferences, in particular at key life transitions.
- Further develop services and supports that are as diverse as the people who use them, and the communities in which they live.
- Advance the use of creative approaches, such as technology, to enable people to be well and safe, to have strong relationships, and to be included in community.
- Continue to engage and co-design options and supports with people we support and their families, while pursuing and leveraging funding opportunities.

Meaningful Moments



Build Recognition and Awareness, Enhance Advocacy & Highlight Successes of Those We Support and Others with Similar Needs

- Seek resources to support people to tell their stories, share their life lessons, and celebrate successes, both Individually and collectively.
- Use innovative marketing strategies to increase brand awareness of PHSS, so others fully understand the value that PHSS' supports bring to people's lives in community.
- Increase recognition of PHSS as a leader in supporting people with multiple and complex medical and physical needs, by widely sharing knowledge on building community-based capacity and successful practices.
- Pursue further opportunities to build, advocate, influence and be thought of as provincial leaders in sector transformation.
- Support the Foundation's efforts to build recognition and awareness of PHSS.

Pursue Further Opportunities and Innovative Support Solutions Through Diverse Connections and Partnerships

- With people, families, staff, volunteers and community partners, strengthen initiatives to intentionally identify and nurture connections and networks that may enhance a person's life and that build community engagement and inclusive communities.
- Engage new partners, and amplify existing work with public and private partners, to define the unique needs of the people supported by PHSS, and develop innovative new approaches to supports and services.
- Pursue further opportunities to work with municipalities, provincial and federal government, and private partners to address the housing needs of people.







<u>Report from the Policy & Oversight Committee</u>

The Policy and Oversight Committee's mandate is to ensure that the Board has the capacity, policies and processes in place to effectively govern PHSS as a not-for-profit corporation in the Province of Ontario. The Committee assists the Board in: (i) honouring its mission, vision and values; (ii) leading board planning and monitoring

implementation of the Board's strategic plan; (iii) monitoring external developments that may impact PHSS; (iv) overseeing PHSS' non-financial administrative and human resource management practices; and (v) supporting the President & CEO.

Over the past year, the Committee met seven times and was active in leading the Board in the following activities.

- Monitored the directions taken by the Provincial Government, ministries and agencies that have oversight of PHSS with a focus on the many changes that were announced or implemented during the fiscal year.
- Oversight of CEO's performance and supporting Brian Dunne and Carmell Tait in their leadership of PHSS.
- Guiding the process to update PHSS' Strategic Directions and oversight of strategic decisions to expand PHSS' services and other initiatives.
- Oversight of PHSS compliance with non-financial aspects of PHSS' service agreements, enterprise risk assessment, and Focus Accreditation process.
- Oversight of care practices associated with informed consent, rights of supporter persons, privacy and confidentiality, medical information, hospital/doctor visit guidelines, etc.
- Oversight of PHSS' administrative programs, human resources and occupational health and safety obligations. Reviewed PHSS significant events, human resources management, staff accident experience, and the health & safety program.
- Commissioned the Nominations Committee to recruit new directors, and to review the Board's directorship capability and future recruiting needs.

The Committee membership includes Brian Orr (Chair), Maria Sinosic (Past Chair), Catherine Sexton (Vice Chair), Margaret Szilassy (Vice Chair), Maureen Reid (Secretary) and Linda Coffin (Treasurer). Brian Dunne and Carmell Tait served as ex-officio members. Thanks to Leslie Giesbrecht for her administrative support and fulfilling the role of Recorder for the Committee.

Respectfully submitted,

Brian Orr, Chair

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Report from Participation House Foundation

On behalf of Participation House Foundation, I would like to say THANK YOU to all who chose to contribute their time and/or money. The Foundation's mission is to assist and promote the aims and objectives of PHSS through funding and awareness. Although PHSS receives government funding, these funds do not meet all of the needs

of the people we serve and those waiting for supports. The Foundation helps to bridge the gap.

With input from the PHSS Board of Directors, the Foundation developed a four year strategic plan and continue to work with it to ensure we are meeting our goals under our Strategic Directions:

- Enhance Foundation's Leadership
- Enhance Community Profile
- Enhance Donor Relations and Fundraising
- Promote Sustainable Charitable Funding
- Develop Foundation's Infrastructure

This year the Foundation Board has a new Communications Committee under the chair of Bill Jamieson. It will deal with Public Relations for both the Foundation Board and PHSS and has representative members from each board. We thank Bill for his leadership and expertise in this area.

Our signature events continue to be both enjoyable and successful! They were well attended and received very positive feedback. We realize that these events could not happen without the work and dedication of staff, families, board members, vendors and the remarkable people we support. **Thank you to all of you.** We also want to recognize and thank the event committees for their hard work, with special thanks to Erin Rankin -Nash, Diane Thrasher, and Brenda Ross. Your commitment and leadership is very much appreciated.

This year we have approached various foundations for assistance in the purchase of much needed replacement vans for our fleet. We wish to thank the Sisters of St. Joseph, the Westminster Foundation, and the Blackburn Foundation for their generous donations.

Last August, we were chosen as a beneficiary of the Dave Scatcherd Memorial Golf Tournament held at Oakwood Resort. We want to say a large THANK YOU for their generosity, and for selecting us once again for their tournament this September!

The Foundation Board continues to seek out various opportunities for funding that will enrich the lives of the wonderful people we support so that can reach their full potential.

Respectfully submitted,

Elizabeth Wasko, Chair

\$74,994 raised by the signature events in 2018-2019

Salute to Laudable Londoners



Raising over \$17,400 an intimate crowd gathered for the **19th Annual Salute to Laudable Londoners** on April **11**, 2018 at the London Hunt and Country Club to honour the contributions and accomplishments of two remarkable Londoners: Howard and Lynda Rundle.

Participation House Bowl-A-Thon



The **18th Annual Bowl A Thon** was held on June 3rd at Fleetway and raised over **\$31,000**. Approximately 300 supported individuals, families, staff, board members, sponsors and friends enjoyed a fun afternoon of bowling, raffle prizes and a delicious pizza lunch from Pizza Projekt!

Leo Kirwin Golf Tournament



The **17th Annual Leo Kirwin Golf Tournament** was held on August 18th and *raised over \$26,200.* Everyone enjoyed coffee from Starbucks, an extensive silent auction, several individual and team prizes, and a relaxing lunch on the patio.

Highlights from the Last Year

























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DID YOU KNOW?

Participation House Foundation is a registered charity! You will receive a tax receipt for any donation of \$10 or more!

Charitable Registration Number: 89172 2043 R0001

Give a Monthly Gift to Show Your Ongoing Support!

Payments can be made by credit card, Interac or Paypal on CanadaHelps.org's secure online system. Online donations can also be designated in honour or memory.

Visit our website at www.participationhouse.com and click on "Donate Now"

You will be given the option to give a one-time donation or to arrange monthly contributions.

Your donations help individuals with severe physical, developmental and/or multiple disabilities to achieve their full potential in the community. On behalf of all the staff, families, friends, and more than 200 people we support – **THANK YOU**!

We also welcome your cheques:	Enclosed is my contribution of \$	
Please make your cheque payable to:	Participation House Foundation 620 Colborne Street, Suite 101 London, Ontario N6B 3R9	
Name:		
Address:		
City: Postal Code:	Telephone: ()	
Please direct my donation to the Brian Dunne Housing & Accessibility Fund*	Please direct my donation to the Highest Priority Needs	
Please direct my donation to the Liz Leighton Training & Education Fund*	Please direct my donation to the Lori Hicks Vacation Fund	
Please direct my donation to the Fulford Family & Consumer Fund	Please direct my donation to the Community Place Building Fund	

Participation House Foundation respects your privacy. We use your personal information to provide services and keep you informed and up-todate on the activities of Participation House Foundation and PHSS, including programs, services, special events, funding needs, opportunities to volunteer or to give, open houses and more through periodic contacts from Participation House Foundation. If at any time you wish to be removed from our contact list, simply contact us by email at info@participationhouse.com and we will gladly accommodate your request. We have developed a unique combination of residential living, home supports, day programs and recreation to meet the needs of people who have significant disabilities but also have much to offer our community. To meet the ongoing and future requirements of the people we support and those who could benefit from our services, Participation House Foundation has identified four areas of need:

Equipment

More than 8 out of 10 persons with disabilities use aids and assistive devices; having the appropriate aids can enable an individual to participate more fully in society.* For people meeting the challenge of multiple disabilities, up-to-date and well-maintained equipment is essential to maintain health and support independence and community involvement. The items range from something as simple as a shower commode to sophisticated communications devices or a \$25,000 air bed that helps prevent pressure ulcers.

Housing and Accessibility

Participation House homes are very special places. From the outside they look like any other warm and comfortable family home. Inside, modifications are made to ensure they are ideal for the people we support. Each person has a private bedroom that is a reflection of his or her personality. These houses quickly become homes, much loved by those who live there. While government funding may be available, it does not cover all expenses. Participation House Support Services understands its responsibility as a good neighbour to properly maintain our homes, both inside and out. Private funding and/or gifts-in-kind are welcome to create new homes when operational funds are available from the government.

Transportation and Travel

Many of the people we support face significant mobility challenges, and are unable to get around without a wheelchair. When they want to leave their homes to participate in community activities, a van equipped with a wheelchair lift is essential. The goal is to pair each location with their own van, but many are still relying on ParaTransit.

Reliable access to transportation is necessary for unexpected medical appointments or other urgent situations. Also, the spontaneity of activity such as going to see a movie, window-shopping at the mall or grabbing a coffee with friends at Tim Horton's is not an option when Paratransit must be booked days in advance. An accessible van costs approximately \$58,000, with annual maintenance, gas and insurance costs of about \$15,000.

Like anyone else, the people we support sometimes need a chance to unwind, have new experiences, see the world and visit distant family and friends. But travel, whether for a holiday or to compete in a bocce ball tournament, is difficult because of the additional costs for a full-time attendant. Private funding would allow more people to take holidays – a pleasure most of us take for granted.

Education, Training and Therapy

Education, support and advocacy are ongoing needs for the people we support and their families. Additional funding would allow more people to participate in conferences and other educational activities, as well as provide therapy such as Occupational Therapy, physiotherapy, and specialized technology.

Our staff members, too, have ongoing education needs to ensure they can provide the best possible care and support. Government funding covers basic required training in areas such as first aid and CPR. It is more difficult to find funds for leadership, values training or training in specialized computer skills.



Please help us enrich the lives of the people we support by making a financial contribution to Participation House Foundation. Thank you!







We look forward to another year of growth and opportunities that may come as we continue to connect with the community in new and exciting ways.



Contact Us

Main office 620 Colborne St., Unit 101 London, ON N6B 3R9

Phone: 519-660-6635 | Fax: 519-660-1654 info@participationhouse.com www.participationhouse.com