



# **Windsor Essex Brokerage for Personal Supports**

## **Annual Report**

**December 13, 2018**



## Our North Star

### Mission

Through independent facilitation we walk alongside people with developmental disabilities and those they trust to inspire them to think about what they want and to take action as citizens in their neighbourhoods and community.

### Vision

Contributions, Citizenship, and Freedom for People with Developmental Disabilities.

### Values

**Community is the first resource** so that people see the community as a place to start in becoming participating, valued, contributing citizens.

**The expertise of people with disabilities and their families, friends and allies is acknowledged** so that people with disabilities and their families, friends, and allies define what they want and what works best for them.

**People have control over their lives** so that people are able to choose what “a good life” means to them and have control over their information, funding, and support that moves with them and enables them to live that life.

**Community solutions are innovative and creative** so that, like the rest of us, people with disabilities can forge their own path in the community rather than being ‘plugged into’ what already exists.

**Separating the functions in a transformed system are promoted** providing individualized support dollars and separating the functions of independent facilitation and planning; service delivery; and autonomous groups are essential to people having control of their lives.

### ***2018 in Review***

Our year in review begins with deep gratitude for the work and dedication of the Board of Directors of Windsor Essex Brokerage for Personal Supports. Thank you for your leadership, knowledge, and practical everyday experience that grounds the work at Brokerage.

We wish to thank the staff, self-employed independent facilitators, graphic facilitators, and people and their families for another fast-paced year, as we shared in new challenges, learning, and opportunities. We are honoured to work alongside each and every one of you. Thank you for the abundant gifts that you bring to Brokerage!

Thank you to our partners for your continued support to people and their families and to Brokerage. Our work together has allowed many people and families to have power and control over their front doors and their lives.

We are grateful for all those involved with the Ontario Independent Facilitation Network. We have continued to grow together, as we faced new challenges in our efforts to expand Independent Facilitation provincially.

### ***Governance***

Throughout 2018, the Board of Directors continued to make informed decisions regarding policy, oversight, and decisions about the organizational mission, vision, and mandate. To remain current on the governance role and responsibilities of a non-profit Board, the Board of Directors gathered for a Governance Training session in November 2018. In addition to its financial management and oversight responsibilities, the WEBPS Board continued to focus on community relationships.

The Board of Directors met its obligation to provide ethical standards as well as quality of management service through monthly reports. Adjustments were made to address the broader environment in which WEBPS operates. Additionally, the Board of Directors completed all annual quality assessments as well as a thorough review of all organizational policies and continued to work on risk management.

All financial responsibilities were undertaken according to best practice methods and reviewed on a regular basis. At the beginning and end of the fiscal year, contracted third-party financial services met with the Board of Directors to review the closing and opening of the books. All ongoing monthly, annualized, and other audited statements were reviewed by the Board.

## ***Our Work***

People who live in Windsor and Essex County, along with their families, continued to work hard, taking next steps toward having a full life in their neighbourhood and community with limited funding. Many are ready to move out and know what they want, but support dollars that are individualized are needed for people to achieve move forward. Friends, family members, and others are supporting people to think through these important next steps and what action needs to happen.

Another year of fiscal funding from MCCSS made it possible for independent facilitators to continue to work with 108 people who were engaged through the Independent Facilitation Demonstration Project (IFDP). Facilitators continued to work with folks who were engaged in previous years of the project and were also able to meet some new people. Similar to recent years, we continue to meet many younger people (18-22 years old) who are thinking seriously about and working toward full citizenship.

Brokerage continued to share messaging around Independent Facilitation as one key element of a citizen-focused framework, along with individualized direct funding, affordable and accessible housing resources, staffing resources, and administrative resources. The collective support of these distinct, separate functions makes it possible for people to direct their lives. Individualized approaches and customized supports are key for people to become part of their neighbourhood and communities of their choice.

In June 2018, Brokerage gathered with families and close partners for a 1.5 day strategic planning session, led by Lynda Kahn and Jack Pearpoint of Inclusion Press. Through discussions, we reflected on the history and current realities of developmental services, re-visited Brokerage's foundational principles and values, and began to imagine possible next steps for change. We look forward to continued discussions in the next year to move forward on Brokerage's vision for community development, independence/interdependence, full citizenship, inclusion and belonging, and choice and control. We will continue to monitor, influence where able, and stay focused on principled action and provide funders with evidence-based outcomes.

## ***Connecting and Working with Others***

Our partnerships with "agents of change" provided significant learning for the Brokerage team, Board of Directors, and people and families.

- RDSP & Dollars and Sense events were held – one event in the county and one in the city
- The Navigating High School – A Night of Inspiration event offered a warm and welcoming atmosphere for people and families to learn and connect. The

evening included a special dinner, panel presentation, information binder, and question and answer time.

- A series of events focused on inclusive education were held with Erin Sheldon, CEO of Integration Action for Inclusion (IAI). Brokerage has been a long-time member of IAI, which advocates for full inclusion of all students. As Brokerage has encountered many times, experiences of inclusion in school position people with developmental disabilities for success after high school, as they recognize their self-worth, hold high expectations for themselves, and envision a meaningful life full of possibilities.
- The introduction of Bill 148 highlighted the importance of distinguishing the roles and responsibilities of people and families who engage with independent contractors. Two learning events were led by J.P. Karam, a local labour and employment lawyer, who has spent significant time with Brokerage and partners to clarify parameters for self-employment and prepare families to enter into agreements with independent contractors.
- WEBPS continued to contribute to the My Home, My Choice committee, which explores possibilities for individualized housing solutions, so that people may be supported to live in homes of their own choosing.
- Brokerage continued to partner on local development work related to Microboards, as a potential option for people and families to manage their resources and direct their supports. In June, Brokerage participated in the launch of the provincial Microboards organization.
- As the lead for transitional planning for youth who live with a disability, Brokerage provided opportunities for families to gather together for strengthening, sharing, and connecting. In partnership with the Greater Essex County and Windsor-Essex Catholic District School Boards and Family Respite Services, Brokerage hosted the annual Planning for Success - Life after High School event. Interest and participation in this event continues to be strong.
- Brokerage continued to participate on the Windsor-Essex Adult Developmental Services Provider Committee to ensure good information exchange.
- Brokerage was invited to sit on an advisory committee for the Legal Assistance of Windsor I-Decide Project, which seeks to educate people and families about Power of Attorney, capacity, and guardianship issues. Brokerage will continue to partner on this project, highlighting the importance of rights and responsibilities and pushing for supported-decision making.
- Through involvement with the Individualized Funding Coalition for Ontario (IFCO), Brokerage continued to push for infrastructure to support people to customize their supports through direct, individualized funding. IFCO hosted two gatherings between the Summer and Fall to engage people and families and agency allies and cultivate renewed energy for this advocacy work.

Finally, we conclude our year in review and extend our profound thanks to Michelle Burd, our MCCSS Program Supervisor. Michelle continued to provide essential dialogue, insight, and guidance throughout the year. We are so grateful for Michelle's leadership and support.

Respectfully submitted,

Marlyn Shervill and Domenic D'Amore

**"Not everything that is faced can be changed,  
but nothing can be changed until it is faced."**

- *James Baldwin*



# **Windsor Essex Brokerage for Personal Supports**

## **Financial Statements**

**Year ended March 31, 2018**

*These figures have been extracted from the Auditors' Report and Financial Statements prepared by Collins Barrow Chartered Accountants dated July 20, 2018.*

*Please contact Marlyn Shervill, Director, with any questions.*

[marlyn@webps.ca](mailto:marlyn@webps.ca) 519-966-8094 Ext. 1 Toll-free: 1-855-377-8094

**WINDSOR ESSEX BROKERAGE FOR PERSONAL SUPPORTS****STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS****YEAR ENDED MARCH 31, 2018**

	<b>2018</b>	<b>2017</b>
<b>REVENUE</b>		
Provincial grants	\$ 806,337	\$ 1,570,946
Fees	<u>192,432</u>	<u>245,208</u>
	<u>998,769</u>	<u>1,816,154</u>
<b>EXPENSES</b>		
Advertising and promotion	250	-
Bookkeeping and administration	-	25,000
Computer software	2,819	29,673
Fringe benefits	41,326	52,457
Insurance	6,378	23,465
Pension	20,689	21,918
Professional services	23,453	63,242
Purchased services	252,992	491,245
Rent	28,132	33,172
Repairs and maintenance	3,273	6,911
Salaries	413,856	471,612
Staff training	11,351	165,280
Staff travel	13,772	13,206
Supplies	45,716	52,332
Transportation	35,570	216,048
Utilities and taxes	<u>26,502</u>	<u>28,552</u>
	<u>926,079</u>	<u>1,694,113</u>
<b>REVENUE OVER EXPENSES</b>	<u>72,690</u>	<u>122,041</u>
<b>NET ASSETS, BEGINNING</b>	<u>339,235</u>	<u>217,194</u>
<b>NET ASSETS, ENDING</b>	<u>\$ 411,925</u>	<u>\$ 339,235</u>

See Accompanying Notes



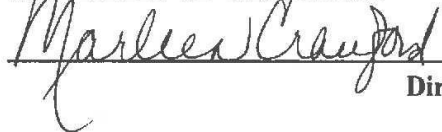
**WINDSOR ESSEX BROKERAGE FOR PERSONAL SUPPORTS**

**STATEMENT OF FINANCIAL POSITION**

**MARCH 31, 2018**

	2018	2017
<hr/>		
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 456,428	\$ 474,720
Accounts receivable	20,771	40,545
Prepaid expenses	<u>8,879</u>	<u>2,074</u>
	<u>\$ 486,078</u>	<u>\$ 517,339</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued charges (note 3)	\$ 52,419	\$ 156,370
Deferred revenue (note 4)	<u>21,734</u>	<u>21,734</u>
	<u>74,153</u>	<u>178,104</u>
<b>NET ASSETS</b>		
<b>UNRESTRICTED</b>	<u>411,925</u>	<u>339,235</u>
	<u>\$ 486,078</u>	<u>\$ 517,339</u>

**ON BEHALF OF THE BOARD**

  
Director

  
Director

See Accompanying Notes