



SOUTH SHORE  
OPEN DOORS ASSOCIATION

SSODA

# Q1 Progress Report



# Summary

The following report contains all relevant information regarding the work completed between January 2022 to March 31, 2022 by the board and staff of South Shore Open Doors Association.

Some important highlights to consider:

- We have expanded our scope of service to include the volunteer trustee program, as well as the housing support program. This was to ensure our region would not lose these very important services after a regional program review and funding shuffle was completed by the Province of Nova Scotia
- We have finalized our logo and branding kit with Faron Dawe RDG
- We are currently designing our website with Faron Dawe RDG
- We are actively recruiting additional board members
- We are currently seeking office space within the Town of Bridgewater
- We have obtained compliant Cyber Security Insurance
- We have hired and trained one staff member, Amanda Phillips-Poole, as our trustee coordinator
- We have established a hiring committee to review all received applications for the following positions:
  - Household Navigator
  - Affordable Housing Specialist (System Planner)
  - Housing Support Worker
  - Intensive Case Manger
- We have increased our funding by 225% for 2022-2024
- We are on schedule to launch the Coordinated Access System May 2022

For reporting purposes, I want to also include information regarding client case numbers related to program and services, as well as Client case numbers and trends related to referrals to and from the Energize Bridgewater housing retrofit program services, and associated activities, trends analysis, and recommendations. Since the system is not yet operational, we do not have an active client case load.

# Measuring Progress

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Key Indicator	Progress
Maintain adequate staff to deliver services effectively	<ul style="list-style-type: none"><li>• Employment positions were posted to Indeed</li><li>• Hiring committee is scheduled to review all applicants next week</li><li>• Interviews are scheduled to begin the week of the 25th of April</li></ul>
Percent of Staff have received Intake Assessment Training	<ul style="list-style-type: none"><li>• N/A- All new staff positions will receive training once hired</li></ul>
Maintain reliable, balanced By Name List Data	<ul style="list-style-type: none"><li>• N/A - We are in the process of hiring staff and anticipate the launch of the system near the end of May 2022</li><li>• Expect to have preliminary data available by June 30, 2022</li></ul>
HIFIS being used by all service delivery Partners	<ul style="list-style-type: none"><li>• Due to funding restructuring within the community, the use of HIFIS is now limited to two agencies - SSODA and Harbour House. All other agencies are not eligible for HIFIS use, but will refer into the system for SSODA to capture data within HIFIS</li></ul>
Necessary Staff have been trained to use HIFIS	<ul style="list-style-type: none"><li>• All current staff (Lisa Ryan and Amanda Phillips-Poole) have been trained for use of HIFIS</li></ul>

# Measuring Progress

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Key Indicator	Progress
Percent of accurate referrals between Coordinated Access and HEMS	<ul style="list-style-type: none"><li>• N/A - The Coordinated Access system is not active</li><li>• HEMS is not operational</li></ul>
Number of households at-risk served by program (cumulative) and projections for achieving goal of reaching 350 households by March 31, 2025	<ul style="list-style-type: none"><li>• N/A - system is not operational</li></ul>
Minimum ratio of planned to actual expenditures	<ul style="list-style-type: none"><li>• See attached financial statements</li></ul>
Progress made toward financial diversification and stability	<ul style="list-style-type: none"><li>• Awarded Federal funding through Reaching Home in the amount of \$120,446 annually for the next two years</li><li>• Awarded \$55,000 annually from the Province of Nova Scotia to host the Volunteer Trustee Program</li><li>• Awarded \$65,000 annually from the Province of Nova Scotia to host the Intensive Case Mnager Position</li><li>• Awarded \$30,000 annually from the Federal and Provincial Government for the creation of a community Diversion Fund.</li></ul>

**South Shore Open Doors Association  
Income Statement 12-01-21 to 03-31-22**

**REVENUE**

Town of Bridgewater 46,000.00  
Province of NS Diversion Fund Grant 20,000.00

**TOTAL REVENUE 66,000.00**

**EXPENSE - PROGRAM COSTS**

Program Direct Payment – Diversion Fund Grant \$14,723.42  
Fund Administration fee – 3,000.00

**TOTAL PROGRAMS COST 17723.42**

**PAYROLL EXPENSES**

Wages & Salaries 10,621.27  
EI Expense 191.45  
CPP Expense 454.90  
WCB Expense 66.66  
Employee Benefits 0.00

**TOTAL PAYROLL EXPENSE 11,334.28**

**GENERAL & ADMINISTRATIVE EXPE...**

Accounting & Legal 4,071.50  
Advertising & Promotions 2,905.16  
Business Fees & Licenses 0.00  
Courier & Postage 188.00  
Amortization Expense 150.00  
Income Taxes 0.00  
Insurance 1,626.04  
Interest & Bank Charges 0.00  
Office Supplies 0.00  
Miscellaneous Expenses 0.00  
Repair & Maintenance 0.00  
Telephone 225.86  
Training and Professional Dev 728.00  
Travel & Entertainment 0.00  
Web Expenses 55.69

**TOTAL GENERAL & ADMIN. EXPENSE. 9,950.25**

**TOTAL EXPENSE 39,007.95**

**NET INCOME 26,992.05**