

Date: January 21, 2015

Time: 5:00 pm

Place: Ross Memorial Hospital – Board room

BOARD MINUTES	
Present: Margaret Seaton, Adam Guzkowski, Danielle Carter, Judy Dickson, Ted Smith, Bob Allen, Patti Ley, Starr Olsen, Pat Dunn, Paul Forget	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Mary Reader	
Guests: Shari Warfield via OTN-415 Water St.	
Chair: Margaret Seaton	Recorder: Karen Wolff
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	
1. Call to Order	<ul style="list-style-type: none"> Call to order at 5:10pm. Quorum was met.
2. Agenda:	<p>Motion: To accept agenda dated January 21, 2015, with amended changes to order of 'In Camera Session' (should be placed at the end of the agenda), and amending 'Approval of Minutes' on agenda from November 17th to December 17th.</p> <p>Moved: Bob Allen Seconded: Ted Smith Approved: Unanimous</p>
3. Minutes December 17, 2014	<p>Motion: To accept minutes dated December 17, 2014.</p> <p>Moved: Ted Smith Seconded: Bob Allen Approved: Unanimous</p>
Task Calendar CMHA Board	
4. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
5. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours were collected. Judy Dickson (10), Bob Allen (8), Ted Smith (7), Danielle Carter (6), Margaret Seaton (28), Patti Ley (10), Adam Guzkowski (7), Starr Olsen (10), Paul (19)
Guest Presentation	
6.1 Dual Diagnosis Case	Shari Warfield, Program Manager, presented an overview and introduction to Dual Diagnosis Case

<p>Management/Homelessness Partnering Strategy (HPS)/Lighthouse Community Centre</p>	<p>Management, Homelessness Partnering Strategy and the Lighthouse Community Centre.</p> <ul style="list-style-type: none"> • Highlights included: • Definitions of each program, the services that each program offers and the differences between programs. (i.e. Supported Independent Living Program (SIL) & Enhanced Supported Independent Living Program (ESIL). • The areas that each program is responsible for. • How each program is funded (i.e. federally, provincially), and operated by number of case managers, referrals received, along with number of daily meals (150) produced by the Lighthouse/Kawartha Food Share. Kawartha Fest teaches individuals how to cook for themselves. • The Lighthouse Program has greatly evolved over time since its inception with its dedicated staff and volunteers. • The Lighthouse received a grant from the Luke4 Foundation for \$12k. New stove and coffee station have been added. • Identified that it is a 3-tier process to determine a dual diagnosis before someone is placed in the Dual Diagnosis Program. Dual Diagnosis supported 39 individuals this year. • The importance of community partners for each of these programs. • The length of funding contracts. Homelessness Partnering Strategy's United Way contract ends March 31, 2015, and the Lighthouse's contract ends July 31, 2015 (funded by the City of Peterborough). • Since HPS's implementation an 'I.D. Bank' and mailbox program have been set up to assist transient individuals with their I.D. storage and receive incoming mail. The I.D bank provides safe storage of an individuals I.D. (i.e. health cards, ODSP information etc.). • A positive working relationship has developed with the Peterborough Police in assisting with homelessness individuals through the HPS program. • Shari announced that the MCSS Compliance Audit was conducted in October, 2014 and all required Quality Assurance Measures have been met. • As of April 1st, 2015, the Central East LHIN will become the South Eastern LHIN. New region including a new ministry representative.
<p>Business Arising</p>	
<p>7. Standing Committee Updates:</p> <p>7.1 Nominating Committee:</p>	<ul style="list-style-type: none"> • Judy confirmed that the following (3) surveys have been issued to board members for completion: <ol style="list-style-type: none"> 1. Board Evaluation Survey

<p>7.2 Tenant Selection Committee:</p> <ul style="list-style-type: none"> - Peterborough - Kawartha Lakes <p>7.3 Ethics Committee</p> <p>7.4 Finance Committee:</p> <p>7.5 Fund Development Committee</p> <p>7.6 Recruitment and Retention Committee</p>	<p>2. Board Member ‘Self-Evaluation’ Survey 3. 360 Board Member Evaluation</p> <ul style="list-style-type: none"> • The 360 Board Member Evaluations should go to Karen for processing. • Board members to send their 360 results to Karen by January 31st, 2015. <ul style="list-style-type: none"> • Meeting held last week per Paul. • (4) Vacancies available • (2) Declined • (5) Candidates selected, hope to fill. <ul style="list-style-type: none"> • Meeting held on Friday per Pat. • (5) Vacancies filled. • Fiscally managing units month-to-month p/Linda. <ul style="list-style-type: none"> • No Ethics Committee Meeting held p/Ted. <ul style="list-style-type: none"> • Danielle presented and reviewed the CMHA Quarterly Report to board members for December, 2014. • Board members asked for ‘Fundraising Expenses’ to ‘stand alone’ on the financial report, rather than identified as ‘Other Expenses’. <ul style="list-style-type: none"> • Starr suggested creating a ‘Foundation’ to keep fundraising dollars in so that CMHA HKPR can financially draw on for programs, expenses or make contributions to. This foundation is not obliged to report on foundation funds. • Board members have agreed that the pros and cons of establishing this ‘Foundation’ should be explored. Contact law firm, Templeman Menninga, for their expertise in this area. <p>Motion: For the Board of Directors to explore establishing a charitable Foundation for CMHA HKPR. Moved: Patti Ley Seconded: Starr Olsen Approved: Unanimous</p> <ul style="list-style-type: none"> • No R & R meeting held-no report.
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<p>7.7 Policy & Procedure Committee</p> <p>7.8 Executive Committee</p>	<ul style="list-style-type: none"> • No meeting held-no report. • No meeting held- no report. <p>Motion: To approve Standing Committee items as presented. Moved: Adam Guzkowski Seconded: Judy Dickson Approved: Unanimous</p>
<p>8. CEO Report</p>	<ul style="list-style-type: none"> • In follow-up to the board and CMHA HKPR’s visit with Laurie Scott on December 18, 2014, Judy has suggested for Judy, Bob, and others, to discuss further suggestions made by Laurie at the December meeting as she was very engaging and supportive. • Mark announced that funding to operate the Trustee Services program at four days a week is \$41,000, inclusive of benefits, has been cut short. The shortfall is \$22,580. CMHA HKPR receives \$18,420 from CHIPI Provincial funds. CMHA HKPR is waiting to hear from the City of Peterborough if they will fund the \$18,420, or should CMHA HKPR reduce trustee services to two days a week, or does CMHA HKPR discontinue the program altogether. CMHA HKPR has asked the City to advise by January 31st, 2015. • It was suggested that shortage of trustee funds could come from Fiscal Restricted Funds, however, annualized funding would be difficult. <p>Motion: The Board will support winding down the Trustee Services Program, at the discretion of the CEO, should the City of Peterborough decide not to fund the required \$18,420.00 to continue with the Trustee Services Program, on or around January 30th, 2015. Moved: Patti Ley Seconded: Bob Allen Approved: Unanimous</p> <p>Motion: To approve the CEO Report as presented. Moved: Paul Forget Seconded: Judy Dickson Approved: Unanimous</p>
<p>New Business</p>	

9. Fund Development 2015 Event Calendar	<ul style="list-style-type: none"> • Marg has asked board members to coordinate/communicate board member attendance at the 2015 Calendar of Events with Kerri Davies. • Marg mentioned that the Farsad Kiani Cavan Art Gallery Fundraiser to be held on April 11th, 2015 will be the fundraising event of the year.
10. CMHA – KL “Settlement of Insurance Claim”	<ul style="list-style-type: none"> • Linda advised that the KL fire claim re: O’Connell matter has been settled in favour of CMHA KL, and that there is no liability.
11. Central East LHIN Governance Advisory Council-Call for Expressions of Interest	<ul style="list-style-type: none"> • Marg reviewed the CELHIN Governance Advisory Council’s Expression of Interest form for individuals interested in becoming a member of the CELHIN Advisory Council, along with dates/times of 2015 meeting dates, and their Terms of Reference.
12. Housing Budget Approvals	<ul style="list-style-type: none"> • Linda reviewed the housing budget with board members surrounding how much CMHA HKPR currently receives from the ministry and how much financial assistance CMHA HKPR is asking for. Motion: To approve Linda Saunders’s submission of three (3) housing budget submissions as presented. Moved: Judy Dickson Seconded: Ted Smith Approved: Unanimous <p>Motion: For the board to approve Danielle Carter as the Treasurer for the Board of Directors. Moved: Pat Dunn Seconded: Bob Allen Approved: Unanimous</p>
13. Surplus Proposals	<ul style="list-style-type: none"> • Surplus Proposals to be discussed ‘In Camera’.
Correspondence	
	<ul style="list-style-type: none"> •
In Camera Session	
14. In Camera <ul style="list-style-type: none"> ✚ Union ✚ Budget Consideration 	<p>Motion: To move ‘In Camera’ Moved: Patti Ley Seconded: Judy Dickson Approved: Unanimous</p> <p>Motion: To come out of ‘In Camera’ Moved: Ted Smith Seconded: Judy Dickson Approved: Unanimous Rise & Report:</p>



	Motion: To approve the expenditures recommended by the Chief Executive Officer. Moved: Pat Dunn Seconded: Bob All Approved: Unanimous
Anything Else:	
15. Did Well/Do Better	<ul style="list-style-type: none">• No cell phones• In person attendance• Meeting ran well
Addendum Items:	
	<ul style="list-style-type: none">•
Meeting Adjourned	Motion: To adjourn the meeting. Moved: Pat Dunn Seconded: Ted Smith Approved: Unanimous