

Date: February 18, 2015

Time: 5:00 pm

Place: 466 George St.-Multi-purpose Room

BOARD MINUTES	
Present: Adam Guzkowski, Danielle Carter, Judy Dickson (teleconference), Ted Smith, Bob Allen, Pat Dunn, Paul Forget	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Margaret Seaton, Starr Olsen, Patti Ley	
Guests: Shari Warfield	
Chair: Judy Dickson	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 5:17pm. Quorum was met.
2. Agenda:	<p>Motion: To accept agenda dated February 18, 2015 Moved: Ted Smith Seconded: Bob Allen Approved: Unanimous</p>
3. Minutes January 21, 2015	<p>Motion: To accept minutes dated January 21, 2015. The Board agrees to continue posting board minutes on Policy and Procedure Management (PPM). Moved: Paul Forget Seconded: Danielle Carter 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 (7), Bob Allen (12), Ted Smith (15), Danielle Carter (7), Adam Guzkowski (7), Paul Forget (8), Pat Dunn (8), Mary Reader (9)
Guest Presentation	
6.1 Quality Assurance Measures (QAM) - Presentation/Board	Shari Warfield, Program Manager, of Dual Diagnosis Case Management, Homelessness Partnering Strategy and the Lighthouse Community Centre presented an annual review of the QAM Regulations as

<p>Review</p> <ul style="list-style-type: none"> - a. Mission, Vision, Values and Rights - b. Abuse Prevention, Reporting and Investigation - c. Assistance with the Management of Finances 	<p>part of MCSS requirements.</p> <ul style="list-style-type: none"> • Highlights included: • Identified that CMHA HKPR had its first Ministry of Community and Social Services (MCSS) Compliance Review in October, 2014. • Every February will now become the month for the board’s QAM annual review in compliance with MCSS. • CMT, Dual Diagnosis, Phoenix, and the Specialized Network of Care Coordinator are funded through MCSS, and the Regulations are specific for individuals funded through MCSS and have gone through Developmental Service Ontario. • A separate CMHA HKPR Policy and Procedure manual was developed for all programs that support individuals with a developmental disability to comply with new regulations. All staff, Board and volunteers received mandated, annual information on all QAM policies, and training specific to their roles in supporting individuals with developmental disabilities. • The Developmental Services Act was replaced by the Services and Supports to Promote Social Inclusion of Persons with a Developmental Disability. • Reviewed the following QAM policies/plans: Mission, Vision, Values, and Rights; Abuse Prevention, Reporting and Investigation; Assistance with the Management of Finances; Medication Safety, Confidentiality and Privacy, Behaviour Intervention Strategies. • Re-introduced CMHA HKPR’s information booklet “My Rights as a Client of CMHA HKPR.” Shari advised that the booklet will be revamped/updated. • Identified that an electronic ‘health links network’ is in the works across Ontario amongst many agencies, hospitals and service providers. • Staff are trained on Non-violent Crisis Intervention (NVCI) annually.
<p>Business Arising</p>	
<p>7. Standing Committee Updates:</p> <p>7.1 Nominating Committee:</p>	<ul style="list-style-type: none"> • Judy advised that she has received (5) sets of the Board Evaluation Survey and the Board Member ‘Self-Evaluation’ Survey to date. Judy asked board members to submit remaining surveys by end of this week so that she may have reviews/summary available. • Karen has received (3) 360 Board Member Evaluations to date, and kindly reminded other members to please submit.

<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>	<ul style="list-style-type: none"> • No meeting held in February per Paul. • Still trying to place people from January, 2015. • No meeting held in February per Pat. • No Ethics Committee Meeting held p/Ted. • No Finance Meeting held due to Family Day per Danielle. • Danielle presented and reviewed the CMHA Monthly Board Financial Update to board members for the ten months ended January 31st, 2015. <p>Motion: For the Board of Directors to accept the financial update/report as presented.</p> <p>Moved: Ted Smith</p> <p>Seconded: Paul Forget</p> <p>Approved: Unanimous</p>
<p>7.5 Fund Development Committee</p>	<ul style="list-style-type: none"> • Fund Development Committee meeting held February 9, 2015, minutes have been provided. • Financial report work is in progress per Paul. A 2014-15 Fundraising Events and Donation Statement was presented and reviewed with the board. • A 'Distribution of Donor's financial chart was presented and reviewed with board members by Paul. <p>Motion: For the Board of Directors to accept the Fund Development Committee's reports to date.</p> <p>Moved: Bob Allen</p> <p>Seconded: Adam Guzkowski</p> <p>Approved: Unanimous</p>
<p>7.6 Recruitment and Retention Committee</p>	<ul style="list-style-type: none"> • An R & R meeting was held in January. • Upcoming Wellness Fairs will be held in Peterborough on February 26th from 11-2:00pm, and in Lindsay on February 27th from 11-1:00pm. • Wellness Supplemental dollars will be deposited next Thursday, February 26 into staff accounts.
<p>7.7 Policy & Procedure Committee</p>	<ul style="list-style-type: none"> • No meeting held-no report.

<p>7.8 Executive Committee</p>	<ul style="list-style-type: none"> Executive Committee report will be held 'In Camera'. <p>Motion: To approve Standing Committee items as presented. Moved: Mary Reader Seconded: Ted Smith Approved: Unanimous</p>
<p>8. CEO Report</p>	<ul style="list-style-type: none"> The City of Peterborough has researched and approved the HPS Trustee Services program at 2 days p/week. A Memorandum of Understanding (MOU) will be created from April 1st, 2015 to March 31st, 2016. The other 2 days if funded through LHIN dollars. Linda reported on the Trustee Annual Review Report to the board. <p>Motion: To go forward with the continuation of the HPS Trustee Service Program, at 4 days per week, for the period of April 1st, 2015 to March 31st, 2016. Moved: Judy Dickson Seconded: Mary Reader Approved: Unanimous</p> <ul style="list-style-type: none"> Mark and Kerri Davies, Fund Development Manager, are getting legal and financial feedback regarding 'Foundation Research'. Will report back with a summary at the next board meeting, March 18, 2015. Minutes of Settlement, from the CUPE Union, agreeing to a bargaining unit have been posted. These Minutes of Settlement include casual, part-time, and relief. The prepared Joint statement will be forwarded to the board per Linda. Due to year-end requirements, and AGM preparations, CMHA HKPR's Accreditation date change request, from May, 2018 to November, 2017 has been accepted by Accreditation Canada, and the board. Construction at 33 Lindsay Street, encompassing approximately 10,000 sq.ft., will take approximately 10 months to 1 year to complete. Construction will commence in two weeks. Cross reference Q3's, of the Quality Improvement Report, Employee Incident 'comments' to WSIB 'comments' as well. <p>Motion: To approve the CEO Report as presented. Moved: Bob Allen Seconded: Paul Forget Approved: Unanimous</p>
<p>New Business</p>	

<p>9. Restricted & Unrestricted Surplus Report</p>	<ul style="list-style-type: none"> • Mark and Linda explained and provided the definitions of ‘restricted’ and ‘unrestricted’ funds to the board. • The Reserve Fund Report as of February, 2015 was provided to the board. <p>Motion: To accept the Reserved Funds Report as presented. Moved: Mary Reader Seconded: Adam Guzkowski Approved: Unanimous</p>
<p>10. United Way Annualized Budget Proposal</p>	<ul style="list-style-type: none"> • Mark reviewed the United Way Annualized Budget Proposal with the Board of Directors. <p>Motion: To approve the Health Promotion and Education budget for 2015-16. Moved: Adam Guzkowski Seconded: Mary Reader Approved: Unanimous</p>
<p>11. Orientation Manual Board Surveys vs Current issue Board Surveys</p>	<ul style="list-style-type: none"> • The Board has decided to remove the following forms from the Board’s Governance Manual, and continue to use the forms/surveys that have already been provided, and are current issue: <ul style="list-style-type: none"> - Board Member Self-Assessment - Board Governance Process Evaluation - Board Meeting Evaluation <p>Motion: To delete the above-noted forms/surveys from the Board’s Governance Manual. Moved: Bob Allen Seconded: Danielle Carter Approved: Unanimous</p>
<p>12. Board Photos/Biographies</p>	<ul style="list-style-type: none"> • 4 Board biographies remain outstanding. • Board photos will appear on the CMHA HKPR website.
<p>Correspondence</p>	
<p>13. 2014-15 In-Year Reallocation-One-Time Community Funding</p>	<ul style="list-style-type: none"> • Mark reviewed In-Year Reallocation One-Time funding with board members. • Gathering feedback from Programs for suggested expenditures. • Getting quotes on items. • Will report back at the March 18 board meeting.
<p>14. 2014-16 Community Investments-Northeast Community</p>	<ul style="list-style-type: none"> • The CELHIN advised that CMHA HKPR will receive funding, as of January 1st, 2015 through to 2016, in support of the Community Treatment Orders (CTO) Case Management Expansion. • This funding is part of the Hospital to Home (H2H) initiative. • A Memorandum of Understanding with PRHC and RMH will be submitted to CELHIN by March 31st,

	<p>2015.</p> <ul style="list-style-type: none"> • Hope to have new staff on board by April 1st, 2015.
15. 2014-15 Community Investments-Housing Coordinator	<ul style="list-style-type: none"> • The CELHIN advised that CMHA HKPR will receive funding in support of 2014/15 Community Investments-Housing Coordinator. • This funding will support an additional .8 Full Time Equivalent (FTE) Housing Coordinator for bricks and mortar only.
16. 2014-15 Community Investments-Telemedicine Enhancements	<ul style="list-style-type: none"> • The CELHIN advised that CMHA HKPR will receive funding to replace 1 Ontario Telemedicine Network (OTN) camera clinical cart, along with a .6 FTE Nurse and .6 FTE Administrative staff. • Hope to have staff up and running by April 1st, 2015.
17. 2014-15 Developmental Services System Capacity Investment	<ul style="list-style-type: none"> • This agenda item has been moved to 'In Camera' session.
18. 2015 CMHA Ontario Division Conference Update #3	<ul style="list-style-type: none"> • CMHA Ontario Division has provided Update #3 for their upcoming conference April 26/27/28, 2015. • CMHA Ontario Division has provided a survey for those planning to attend the conference. Karen will complete this survey by February 24th on behalf of board members and staff.
In Camera Session	
<p>19. In Camera</p> <ul style="list-style-type: none"> ✚ Executive Committee Discussion ✚ HR ✚ Finance 	<p>Motion: To move 'In Camera' Moved: Ted Smith Seconded: Mary Reader Approved: Unanimous</p> <p>Motion: To come out of 'In Camera' Moved: Paul Forget Seconded: Adam Guzkowski Approved: Unanimous</p> <p>Rise & Report: To approve the expenditures recommended by the Board. Moved: Bob Allen Seconded: Danielle Carter Approved: Unanimous</p> <p>Motion: For the CEO to prepare a report by May 30th, 2015 on enhanced programs and opportunities. Moved: Ted Smith Seconded: Mary Reader Approved: Unanimous</p>



Anything Else:	
20. Did Well/Do Better	<ul style="list-style-type: none">• Meeting finished 40 minutes ahead of schedule.
Addendum Items:	
	<ul style="list-style-type: none">•
Meeting Adjourned	Motion: To adjourn the meeting. Moved: Ted Smith Seconded: Paul Forget Approved: Unanimous