

Date: March 18, 2015

Time: 5:00 pm

Place: Ross Memorial Hospital – Board Room

BOARD MINUTES	
Present: Margaret Seaton, Adam Guzkowski, Bob Allen, Pat Dunn, Mary Reader, Paul Forget, Starr Olsen, Patti Ley	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Judy Dickson, Danielle Carter, Ted Smith	
Guests: Ann-Marie Covert	
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 5:20pm. Quorum was met.
2. Agenda:	<p>Motion: To accept agenda dated March 18, 2015 with two additions: 1. Board Giving 2. Members who are not staying on after June, 2015.</p> <p>Moved: Bob Allen</p> <p>Seconded: Mary Reader</p> <p>Approved: Unanimous</p>
3. Minutes February 18, 2015	<p>Motion: To accept minutes dated February 18, 2015.</p> <p>Moved: Starr Olsen</p> <p>Seconded: Pat Dunn</p> <p>Approved: All</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. Starr Olsen (8), Patti Ley (16), Margaret Seaton (12), Bob Allen (6), Adam Guzkowski (7), Paul Forget (9), Pat Dunn (6), Mary Reader (8)
Guest Presentation	
6.1 Fund Development Event (via OTN-415 Water St.)	<ul style="list-style-type: none"> Kerri Davies, Fund Development Manager, invited all board members, along with guest(s), to an exclusive evening at the 'Galerie Q' art gallery in Cavan, Ontario on Saturday, April 11th from 7-9:00pm. This is a fundraising event for individuals with lived experience of mental illness.

<p>6.2 Harrison House, Homelessness, Journeying Together</p>	<ul style="list-style-type: none"> • Drew Merrett, of Merrett Home Hardware, will be attending this event to speak about the importance of CMHA in support of health and educational programs. • Kerri will send out invitations electronically. <p>Ann-Marie Covert, Program Manager of Kawartha Lake’s Supportive Housing and Caregiver Programs, presented an annual review.</p> <ul style="list-style-type: none"> • Highlights included important upgrades since Ann-Marie’s last presentation: • New deck and landscaping at Harrison House. • New kitchen, donated gym equipment and aquarium at Harrison House. • Board members were thanked for their support of the Harrison House aquarium. • A Harrison House survey was conducted to gather feedback on tenants’ experiences at Harrison House. Positive feedback was received, and implementing program changes based on feedback. • Increasing frequency of one-to-one support with the Housing Support Worker. • Improved and streamlined the move-in process. • Reviewed Rent Supplement. 59 Rent supplements at this time. • Retention waitlists used to be 2 years, and they are now 2 months. • Referral Agreements with private landlords will offer subsidized rent to individuals on limited incomes. • 100 clients are currently being served in Supportive Housing in KL. • 70 of the 100 clients are receiving retention supports. Minimum retention support is twice a year, and maximum retention support is twice a month after they leave the program. • Retention support is very recovery focused. Without retention, case management would have extremely low turnover, and would be challenged in program’s capacity to help anyone with psychiatric needs. • Reviewed goals, improvements, updates to group programming, along with educational supports in place for Housing Support and Journeying Together programs. • The pressure in KL is housing, and the pressure in Peterborough is in intake and case management.
<p>Business Arising</p>	
<p>7. Standing Committee Updates:</p> <p>7.1 Nominating Committee:</p>	<ul style="list-style-type: none"> • Waiting for more 360 Board Member Evaluations to be handed in to Karen. • Board will re-evaluate the 360 Board Member Evaluation tool for effectiveness.

<p>7.2 Tenant Selection Committee:</p> <ul style="list-style-type: none"> - Peterborough - Kawartha Lakes 	<ul style="list-style-type: none"> • No Report per Paul. • No Report per Pat.
<p>7.3 Ethics Committee</p>	<ul style="list-style-type: none"> • Next Ethics Committee meeting is Friday, March 20th per Karen.
<p>7.4 Finance Committee:</p>	<ul style="list-style-type: none"> • Linda presented and reviewed the CMHA Monthly Board Financial Update to board members for the eleven months ended February 28th, 2015.
<p>7.5 Fund Development Committee</p>	<ul style="list-style-type: none"> • Fund Development Committee meeting held March 9th, 2015, minutes have been provided. • Patti highlighted on the following: <ul style="list-style-type: none"> • Actively recruiting community members for the Fund Development Committee. • Establishing a volunteer pool to assist in event preparation. • Working/reviewing 20 standards in the Ethical Fundraising and Financial Accountability Code to ensure that fund development activities adhere to these standards. • Creating a monthly financial statement for the board to accompany the Committee Report. • Currently working on a Third Party Event policy. Policy will define what responsibilities the third party has and what CMHA is responsible for. Kerri reviewing draft policy, will bring draft to board next month. • Committee is working on expanding the Planned Giving program (i.e. Gift Giving Card, and Legacy Giving brochure). • A strategic plan will be created for the Fund Development Committee. • The board is very pleased with the direction of the Fund Development Committee.
<p>7.6 Recruitment and Retention Committee</p>	<ul style="list-style-type: none"> • 20 people attended the KL Wellness Fair and 50 attended the Peterborough Wellness Fair on February 26 & 27th. • Positive comments were received from the vendors that attended the Wellness Fair per Linda. Some vendors are getting referrals as a result of the fair. • Thank you's were received from staff.
<p>7.7 Policy & Procedure Committee</p>	<ul style="list-style-type: none"> • No Report.
<p>7.8 Executive Committee</p>	<ul style="list-style-type: none"> • No meeting held, no report.

	<p>Motion: To approve Standing Committee items as presented. Moved: Paul Forget Seconded: Patti Ley Approved: Unanimous</p>
8. CEO Report	<ul style="list-style-type: none"> • CMHA HKPR Accreditation date has been moved and approved by Accreditation Canada from May 2018 to November 2017. • Lorraine Nugent has officially retired, and is no longer CMHA's Accreditation Coordinator. • A working committee has been developed and will address accreditation matters (i.e. ROP's etc.) • Linda will assume a part of the Accreditation Coordinator role. • There will be no more meals served on Sundays at The Lighthouse. • The Lighthouse budget and program has been re-worked. • Meeting has been scheduled with the City of Peterborough to discuss Lighthouse operations beyond July, 2015. • CMHA HKPR will lead the Dual Diagnosis Psychiatry Clinic at 2 days per month for the northeast cluster. • Clinic will be tied to our existing OTN clinic and will support two psychiatrists from Kingston, Dr. Farouq and Dr. Ayud. • Ministry of Community and Social Services is providing \$29, 790 to provide dictation services, psychiatry and patient administrative support. <p>Motion: To approve the CEO Report as presented. Moved: Starr Olsen Seconded: Bob Allen Approved: Unanimous</p>
New Business	
9. AGM – Date Set	<ul style="list-style-type: none"> • The CMHA HKPR Annual General Meeting (AGM) will be held in Peterborough this year. • Wednesday, June 24th, 2015 has been selected for the AGM. Venue to be selected. • Develop AGM committee of 1-2 board members to assist in development of AGM. Marg and Starr have volunteered. • The Board has been asked for theme ideas for the AGM.
10. Awards Committee	<ul style="list-style-type: none"> • Mark reviewed the 7-8 AGM awards with board members along with descriptions. • Adam and Mary are on the Awards Committee.
11. United Way Kawartha Lakes Allocation Meeting – March 10, 2015 - Bob Allen/Pat Dunn	<ul style="list-style-type: none"> • The U.W. Kawartha Lakes Allocation Meeting was held on March 10th, 2015. • Results will be distributed in late April, but positive for CMHA to see if \$15k will be granted.

12. Health and Safety Policy Statement – Annual Review	<ul style="list-style-type: none"> • The annual review of the Health and Safety Policy was conducted by the Board of Directors. • Some Health and Safety Committee members may be revamped. <p>Motion: To approve the Annual Health and Safety Policy as presented. Moved: Pat Dunn Seconded: Starr Olsen Approved: Unanimous</p>
13. 2015 CMHA Ontario Division – Re: Conference Registration and Hotel Reservations Update	<ul style="list-style-type: none"> • Karen provided 2015 CMHA Ontario Division conference registration and hotel reservation packages to attending board members.
Correspondence	
Addendum Items:	
14. Board Giving	<ul style="list-style-type: none"> • Marg expressed importance of member donations at 100% annual/monthly. • This demonstrates that members are fully invested in CMHA HKPR. • The amount is not as important, but a committed donation is.
15. Board Members Staying on past June 2015	<ul style="list-style-type: none"> • The board has confirmed that there are no current openings on the Board of Directors at this time, with the exception of Haliburton representation. • Pat Dunn and Mary Reader will remain on the board for another three years until 2018.
In Camera Session	
16. In Camera <ul style="list-style-type: none"> ✚ Finance ✚ HR Matters ✚ Job Evaluation Analysis Proposal 	<p>Motion: To move ‘In Camera’ Moved: Paul Forget Seconded: Patti Ley Approved: Unanimous</p> <p>Motion: To move ‘out of Camera’ Moved: Pat Dunn Seconded: Bob Allen Approved: Unanimous</p> <p>Rise & Report: No Report</p>
Anything Else:	
17. Did Well/Do Better	<ul style="list-style-type: none"> • Meeting went very well. • Food was much better.



Meeting Adjourned

Motion: To adjourn the meeting.

Moved: Pat Dunn

Seconded: Paul Forget

Approved: Unanimous