

Date: May 20, 2015



Time: 5:20 pm

Place: Northumberland Hills Hospital-Board Room

BOARD MINUTES	
Present: Margaret Seaton, Pat Dunn, Mary Reader, Starr Olsen, Patti Ley, Judy Dickson, Danielle Carter, Ted Smith, Adam Guzkowski	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Paul Forget, Bob Allen	
Guests: Paul Schaubert, Jeff Cadence	
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 May 20, 2015 Moved: Patti Ley Seconded: Mary Reader Approved: Unanimous</p>
3. Minutes April 15, 2015	<p>Motion: To accept minutes dated April 15, 2015. Moved: Pat Dunn Seconded: Patti Ley 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 (16), Patti Ley (16), Margaret Seaton (35), Pat Dunn (4), Mary Reader (15), Judy Dickson (22), Ted Smith (22), Danielle Carter (7), Adam Guzkowski (3)
Guest Presentation	
6.1 Justice Service Programs – Peterborough/Kawartha Lakes	<p>Paul Schaubert, Program Manager for Community Support Court Support Services, presented an annual review with a PowerPoint presentation.</p> <ul style="list-style-type: none"> Highlights included: A description of what Community Support Court is all about along with program goals, programs

	<p>offered, how to make a referral, the process involved in the Community Support Court Services system, and a question and answer period.</p> <ul style="list-style-type: none"> • Clients need to participate in this program for at least 12 months. • This program started 3 ½ years ago. • Community Support Court is a specialized criminal court that is designed to assist individuals with mental health addiction and/or intellectual impairments. <p>Jeff Cadence, Program Manager, for Justice Services in the City of Kawartha Lakes and Haliburton, presented an annual review with a PowerPoint presentation:</p> <ul style="list-style-type: none"> • Highlights included: • A description of the Justice Services program within KL and Haliburton including court support, the processes within the community courtroom, and their bail program. • The bail program is an unfunded program. • There are three Justice Service workers covering the four counties of HKPR. • Review of ‘program presentations’ is up for discussion in regards to how often program managers will need to present going forward. All Program Managers have presented at least twice.
<p>Business Arising</p>	
<p>7. Standing Committee Updates:</p> <p>7.1 Nominating Committee:</p>	<ul style="list-style-type: none"> • Board assessment surveys will be completed in time for the June 17th board meeting per Judy. • Sue Grant has applied to become a board member for a 2 year term as of June 17th, 2015. • Two board member positions are currently available on the Board of Directors. Residents of Haliburton County and First Nations are encouraged to apply. <p>Motion: Motion made to advertise board member vacancies including the Haliburton area. Moved: Patti Ley Seconded: Starr Olsen Approved: Unanimous</p> <p>Motion: Board motioned to appoint Sue Grant to the 2015-16 Slate of Directors at the June 24th AGM meeting. Moved: Judy Dickson Seconded: Patti Ley Approved: Unanimous</p>

	<ul style="list-style-type: none"> • United Way KL board meets on May 19th at which time allocation decisions will be made. • Ontario Trillium Foundation announced that one can apply for a grant while in receipt of an existing Trillium grant. More than one application can be in process. Four new investment streams have been added, along with six new action areas. Deadlines for applications will be announced in the spring. • Trillium funding will be discussed with staff re: ‘asks’ per Mark. • The LHIN will be presented with a number of HSIP’s for sustainability. • HSIP’s will be created and assessed through and with community partners making certain that CMHA HKPR is not duplicating per Mark. • Capital campaign planning will be conducted in the next two years. It has been suggested for board members to think of ideas. • The OTN is a great success to date with the addition of the two new doctors per Mark. <p>Motion: To approve the CEO Report as presented. Moved: Adam Guzkowski Seconded: Starr Olsen Approved: Unanimous</p>
New Business	
9. 5 Year Fund Development Plan – Tactical Plan Forecast	<ul style="list-style-type: none"> • The 5 Year Fund Development Plan along with Tactical Plan Forecast has been submitted to board members for review. Further discussion surrounding these plans will be held by Kerri at the August 19th board meeting.
10. Ethics Orientation – slideshow presentation	<ul style="list-style-type: none"> • Ted presented the Ethics Orientation slideshow to board members.
11. 2015 CMHA Ontario Division Provincial Conference - Update	<ul style="list-style-type: none"> • Board members in attendance at the 2015 CMHA Ontario Division Conference expressed that conference was worthwhile attending to with good government presentations, along with portals. Presentations will be shared with the board. • Mark, Judy and Starr recommended the United Way training by Lisa Smith. • Mark acknowledged Marg for her work in the Governance Stream. Feedback at the conference was very good.
12. Strategic Plan – Update	<ul style="list-style-type: none"> • Strategic Plan update was provided to the board for review. • The Strategic Plan is now in its third year taking us to June 2016. • Experiencing pressure in EPI/LYNX – cannot sustain EPI incomes for delivery of the program (i.e. in comparison to hospital incomes). • Reviewed 3.2.1 on the Strategic Plan with board members. • CMHA HKPR hired Kapel Associates. Kapel Associates are reviewing the company structure, the roles/skillsets of managers, and salary reviews across the province. (Services vs Employee Salaries).

	<p>Motion: To receive the updated Strategic Plan as presented. Moved: Pat Dunn Seconded: Marg Seaton Approved: Unanimous</p>
<p>13. Board Meeting Schedule – August 19th at RMH?</p>	<ul style="list-style-type: none"> • Judy has proposed revised locations of the following board meetings: <ul style="list-style-type: none"> - August 19th : KL at Ross Memorial Hospital - September 16th : Cobourg at NHH - October 21st : Peterborough at 466 George St. - November 18th : KL at Ross Memorial Hospital - December 16th : Peterborough at 466 George St. <p>Motion: To accept the revised board meeting locations for the above-noted dates. Moved: Judy Dickson Seconded: Ted Smith Approved: Unanimous</p>
<p>14. Workplace Violence Prevention Policy - Update</p>	<ul style="list-style-type: none"> • The Workplace Violence Prevention Policy was presented to board members for review and approval. Title has been changed to include 'Prevention', along with minor tweaks in the Rights, Roles and Responsibilities. <p>Motion: To accept the updated Workplace Violence Prevention Policy as presented. Moved: Pat Dunn Seconded: Starr Olsen Approved: Unanimous</p>
<p>In Camera Session</p>	
<p>15. In Camera  Financial  Human Resources</p>	<p>Motion: To move 'In Camera' Moved: Judy Dickson Seconded: Pat Dunn Approved: Unanimous</p> <p>Motion: To Rise & Report: Moved: Pat Dunn Seconded: Patti Ley Approved: Unanimous</p> <p>Rise & Report: (3) Motions were made as follows:</p>



	<p>Motion: 1. Hire a contract employee for (6) months to support the HR Department. Moved: Pat Dunn Seconded: Judy Dickson Approved: Unanimous</p> <p>Motion: 2. To hire a contract employee for (3) months to support the development of an inventory management system. Moved: Adam Guzkowski Seconded: Pat Dunn Approved: Unanimous</p> <p>Motion: 3. To support a pilot project with Team55 to hire a clinical for (1) year. Moved: Pat Dunn Seconded: Adam Guzkowski</p>
Anything Else:	
17. Did Well/Do Better	<ul style="list-style-type: none">• No Report.
Meeting Adjourned	<p>Motion: To adjourn the meeting. Moved: Pat Dunn Seconded: Adam Guzkowski Approved: Unanimous</p>