

**Date:** November 18, 2015

**Time:** 5:15 pm

**Place:** Ross Memorial Hospital – Board room

<b>BOARD MINUTES</b>	
<b>Present:</b> Pat Dunn, Marg Seaton, Mary Reader, Danielle Carter, Anna Froebe, Keely Jacox, Sue Grant, Paul Forget, Patti Ley, Ted Smith, Adam Guzkowski	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Judy Dickson, Starr Olsen	
<b>Guests:</b> Christine Crough	
<b>Chair:</b> Pat Dunn	<b>Recorder:</b> Karen Wolff
<b>Item / Topic</b>	<b>Discussion / Decision / Action / Motion</b>
<b>Welcome and Introductions</b>	
<b>1. Call to Order</b>	<ul style="list-style-type: none"> <li>• Call to order at 5:15pm. Quorum was met.</li> <li>• Chair welcomed new board members, Anna Froebe and Keely Jacox, to the CMHA HKPR Board of Directors.</li> <li>• Round table of introductions was conducted.</li> </ul>
<b>2. Agenda:</b>	<p><b>Motion:</b> To accept agenda dated <b>November 18, 2015</b> with amendment to defer Agenda Item #12 – Board Quality Improvement Report-Q2 to the <b>December 16, 2015</b> board meeting.</p> <p><b>Moved:</b> Patti Ley  <b>Seconded:</b> Mary Reader  <b>Approved:</b> Unanimous</p>
<b>3. Minutes October 27, 2015</b>	<p><b>Motion:</b> To accept amended minutes dated <b>October 27th, 2015</b> advising that newest board member, Anna Froebe, lives in Minden, rather than Canarvan as originally indicated.</p> <p><b>Moved:</b> Marg Seaton  <b>Seconded:</b> Mary Reader  <b>Approved:</b> Unanimous</p>
<b>Task Calendar CMHA Board</b>	
<b>4. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>• None expressed.</li> </ul>
<b>5. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>• Board volunteer hours were collected.</li> <li>• Adam Guzkowski (12), Mary Reader (8), Pat Dunn (6), Danielle Carter (7), Paul Forget (32), Patti Ley (9), Ted Smith (21), Sue Grant (6), Marg Seaton (10), Anna Froebe (7), Keely Jacox (7)</li> </ul>
<b>Guest Presentation</b>	



<p><b>6.1 Consumer Initiatives and Vocational Services</b></p>	<p>Christine Crough, CMHA HKPR Program Manager of Consumer Initiatives and Vocational Services provided a PowerPoint presentation. Highlights included:</p> <ul style="list-style-type: none"> <li>• Outlined the following (6) Consumer Initiative and Vocational Services and the programs’ purpose: <ul style="list-style-type: none"> <li>- Making it Work</li> <li>- Partners in Employment</li> <li>- Phoenix</li> <li>- Peer Outreach</li> <li>- Peer Support</li> <li>- Catering PLUS</li> </ul> </li> <li>• Captured pictures of program staff that are responsible in the success of these programs.</li> <li>• Provided examples of anonymous client success stories for each program.</li> <li>• Christine’s presentation was done from a more personal approach on behalf of Christine and her team and the successes and challenges they face in their programs. This personalized approach in presenting the Quality Improvement Program is in follow-up to the Board of Director’s suggestion to demonstrate the personal challenges each program manager faces daily, along with their personal roles and responsibilities within their program.</li> </ul> <p><b>Motion: To accept the Consumer Initiatives and Vocational Services presentation as presented.</b> <b>Moved: Ted Smith</b> <b>Seconded: Adam Guzkowski</b> <b>Unanimous: All</b></p>
<p><b>Business Arising</b></p>	
<p><b>7. Standing Committee Updates:</b></p> <p><b>7.1 Nominating Committee:</b></p> <p><b>7.2 Tenant Selection Committee:</b></p> <ul style="list-style-type: none"> <li>- Peterborough</li> <li>- Kawartha Lakes</li> </ul>	<ul style="list-style-type: none"> <li>• Annual board member and board meeting evaluations will be conducted in <b>January, 2016.</b></li> <li>• Keely Jacox will join the Fund Development Committee (FDC), along with one other new FDC committee member. These new committee member additions will complete required membership for the Fund Development Committee.</li> </ul> <ul style="list-style-type: none"> <li>• No Meeting – no report.</li> <li>• No Meeting – no report.</li> </ul>


<p><b>7.3 Ethics Committee</b></p> <p><b>7.4 Finance Committee</b></p> <p><b>7.5 Fund Development Committee</b></p> <p><b>7.6 Executive Committee</b></p>	<ul style="list-style-type: none"> <li>• Next Ethics Committee meeting is <b>December 18, 2015</b>.</li> <li>• Presented and reviewed the Monthly Board Financial Update for the Seven Months ended <b>October 31<sup>st</sup>, 2015</b>.</li> <li>• Reviewed final revisions made to the Investment Policy.</li> </ul> <p><b>Motion: To accept revised Investment Policy as presented.</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Mary Reader</b>  <b>Unanimous: All</b></p> <ul style="list-style-type: none"> <li>• No Report at this time. Fund Development Committee meeting scheduled for November 19, 2015.</li> <li>• The City of Kawartha Lakes is relinquishing all parking meters in the community, and will be offering free parking to encourage downtown shopping. The residual proceeds from these parking meters, from <b>July 1, 2015 to November 18, 2015</b>, will go to CMHA HKPR. Pat will follow-up on these proceeds.</li> <li>• Board members were advised again of the “Ride, Don’t Hide” bike event, promoted by CMHA National, which will be held on Father’s Day on <b>June 19<sup>th</sup>, 2016</b>.</li> <li>• In addition to Keely, the committee also accepted new Fund Development Committee member, Julie Valliers, to the team.</li> </ul> <p><b>Action: Pat will follow-up on residual KL parking meter proceeds to CMHA HKPR from July 1 to November 18, 2015.</b></p> <ul style="list-style-type: none"> <li>• No Meeting held – no report.</li> </ul> <p><b>Motion: To approve Standing Committee items as presented.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Adam Guzkowski</b>  <b>Approved: Unanimous</b></p>
<p><b>8. CEO Report</b></p>	<ul style="list-style-type: none"> <li>• Reviewed follow-up letter received from Accreditation Canada regarding (3) remaining minor unmet criteria. Extension has been granted until <b>April 2016</b> to submit evidence.</li> <li>• Discussions continue with Northumberland County surrounding a proposed Trustee Program in Northumberland County.</li> <li>• Reviewed two service proposals for the CELHIN Health Service Integration Plan: Integrated and</li> </ul>

	<p>Timely Support for Youth and Older Adults and Peer Outreach Expansion.</p> <ul style="list-style-type: none"> <li>• CMHA HKPR has officially registered for a license to run the “Ride Don’t Hide” event in <b>2016</b>. Details will follow.</li> <li>• Board members reviewed Executive Limitations – EL #2c Compensation and Benefits.</li> </ul> <p><b>Motion: To receive and approve the CEO Report in recognition of noted comparators, which was made reference to, in Executive Limitations – EL #2c Compensation and Benefits as presented.</b></p> <p><b>Moved: Marg Seaton</b> <b>Seconded: Mary Reader</b> <b>Approved: Unanimous</b></p>
<b>New Business</b>	
<p><b>9. Quality Improvement Board Meeting Schedule</b></p>	<ul style="list-style-type: none"> <li>• Board members agreed that the new personalized approach for Program Managers presenting their Quality Improvement projects provides for a better discussion surrounding their program(s).</li> <li>• New Quality Improvement Board Meeting Schedule has been distributed to the Board.</li> <li>• With new Board of Director representation in Haliburton County, it has been suggested to have Haliburton front-line staff representation on the Quality Improvement Board Meeting Schedule in order to speak to programs conducted in Haliburton County.</li> </ul> <p><b>Motion: To accept the Quality Improvement Board Meeting Schedule as amended reflecting the possible addition of Haliburton front-line staff representation on the schedule.</b></p> <p><b>Moved: Danielle Carter</b> <b>Seconded: Ted Smith</b> <b>Approved: Unanimous</b></p>
<p><b>10. Board Committee Structure</b></p>	<ul style="list-style-type: none"> <li>• Board members reviewed the Board Committee Structure table.</li> <li>• Amend Fund Development Committee structure to include the following: Paul Forget, Patti Ley, Kerri Davies, Keely Jacox, and Julie Valliers. Remove Marg Seaton from the committee structure.</li> </ul> <p><b>Motion: To accept the Board Committee Structure as amended.</b></p> <p><b>Moved: Patti Ley</b> <b>Seconded: Paul Forget</b> <b>Approved: Unanimous</b></p>
<p><b>11. Risk Management Plan</b></p>	<ul style="list-style-type: none"> <li>• Reviewed CMHA HKPR’s Risk Management Plan with the Board of Directors.</li> <li>• The Risk Management Plan is an Accreditation Canada requirement.</li> <li>• Reviewed roles and responsibilities with board members for Accreditation.</li> <li>• Risk is reported as needed.</li> </ul>

	<p><b>Motion: To accept the Risk Management Plan as reported.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Marg Seaton</b>  <b>Approved: Unanimous</b></p>
<b>12. Board Quality Improvement Report – Q2</b>	<ul style="list-style-type: none"> <li>Deferred to the <b>December 16<sup>th</sup>, 2015</b> board meeting.</li> </ul>
<b>13. Strategic Plan – Update</b>	<ul style="list-style-type: none"> <li>Reviewed updated Strategic Plan with the Board of Directors.</li> <li>Layout of current strategic plan is in question.</li> <li>Board members agreed to elect a third party to develop a strategic plan for the Board of Directors.</li> <li>The Board will develop a committee and Request For Proposal (RFP) to select a Strategic Plan Facilitator. Committee will include staff and board members.</li> <li>Early <b>January, 2016</b> has been selected to begin the facilitator selection process.</li> </ul> <p><b>Motion: To receive and accept the updated Strategic Plan as presented.</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Adam Guzkowski</b>  <b>Approved: Unanimous</b></p> <p><b>Motion: To develop a committee to select a third party Strategic Plan Facilitator. Funding for this endeavor will be secured from surplus funds.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Anna Froebe</b>  <b>Approved: Unanimous</b></p>
<b>Correspondence</b>	
<b>14. CMHA National Annual Report 2014-15</b>	<ul style="list-style-type: none"> <li>Paul Forget reviewed his Report to the Board of Directors for the 2015 CMHA National Symposium, which was held in St. John's, NL on <b>October 28-30, 2015</b> and attended by Paul and Mark Graham.</li> <li>The report outlined programming, daily events and presentations conducted throughout the National Symposium.</li> <li>The Quebec Hockey League has elected to provide safeTALK to their teams in <b>2017</b>.</li> </ul> <p><b>Motion: Marg Seaton</b>  <b>Moved: Sue Grant</b>  <b>Approved: Unanimous</b></p>
<b>15. 2015-16 MSAA Request for</b>	<ul style="list-style-type: none"> <li>Reviewed the <b>2015-16</b> MSAA Request for Approval with the Board of Directors.</li> </ul>

<p><b>Approval</b></p>	<ul style="list-style-type: none"> <li>• Defined Multi-Sector Service Accountability Agreement to the board including definition of targets and history tracking.</li> <li>• Reviewed yearly agreement to deliver services.</li> <li>• Explained actual performances and actual targets. Performances are always monitored.</li> </ul> <p><b>Motion: To approve Board of Directors', President, Judy Dickson, to sign the 2015-16 MSAA Request for Approval as presented.</b>  <b>Moved: Marg Seaton</b>  <b>Seconded: Mary Reader</b>  <b>Approved: Unanimous</b></p> <p><b>Motion: To approve the MSAA Q2 Report that targets have been met and signed.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Sue Grant</b>  <b>Approved: Unanimous</b></p>
<p><b>16. MOHLTC – Base Funding Letter – Dr. Eric Hoskins</b></p>	<ul style="list-style-type: none"> <li>• Reviewed the Base Funding letter with the Board of Directors.</li> <li>• Housing supplements are over-extended. Base funding will financially assist with the deficit.</li> </ul> <p><b>Motion: To receive and approve the MOHLTC Base Funding letter as presented.</b>  <b>Moved: Sue Grant</b>  <b>Seconded: Patti Ley</b>  <b>Approved: Unanimous</b></p>
<p><b>17. Peterborough Business Excellence Award Letters</b></p>	<ul style="list-style-type: none"> <li>• Presented Peterborough Business Excellence Award letters to the Board of Directors.</li> </ul>
<p><b>Addendum</b></p>	
<p><b>18. CELHIN Governance Advisory Council (GAC) Report</b></p>	<ul style="list-style-type: none"> <li>• Ted Smith attended the November 11<sup>th</sup>, 2015 Governance Advisory Council (GAC) meeting of the Northeast Cluster. Ted is a member of the GAC.</li> <li>• Ted reviewed the GAC report with the Board of Directors.</li> </ul> <p><b>Motion: To receive the GAC Report as presented.</b>  <b>Moved: Marg Seaton</b>  <b>Seconded: Patti Ley</b>  <b>Approved: Unanimous</b></p>
<p><b>In Camera Session</b></p>	
<p><b>15. In Camera</b></p>	<p><b>Motion: To move 'In Camera'</b></p>



 <b>Human Resources Updates</b>	<b>Moved: Patti Ley</b> <b>Seconded: Mary Reader</b> <b>Approved: Unanimous</b>  <b>Motion: To Rise &amp; Report</b> <b>Moved: Marg Seaton</b> <b>Seconded: Danielle Carter</b> <b>Approved: Unanimous</b>  <b>Rise and Report: To extend two days of trustee services in Peterborough until March 31, 2017.</b>
<b>Anything Else:</b>	
<b>21. Did Well/Do Better</b>	<ul style="list-style-type: none"><li>• Processed a lot of information in good time.</li></ul>
<b>Meeting Adjourned</b>	<b>Motion: To adjourn the meeting.</b> <b>Moved: Mary Reader</b> <b>Seconded: Paul Forget</b> <b>Approved: Unanimous</b>