

**Date:** December 16, 2015

**Time:** 5:15 pm

**Place:** 466 George St. – Multi-purpose Room

<b>BOARD MINUTES</b>	
<b>Present:</b> Marg Seaton, Danielle Carter, Anna Froebe (via Minden OTN), Keely Jacox, Sue Grant and Judy Dickson (via Ross Memorial OTN-Sue joined at 6:30pm), Paul Forget, Patti Ley, Ted Smith, Adam Guzkowski, Starr Olsen	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Mary Reader, Pat Dunn	
<b>Guests:</b> Tracy Graham, Jean Kehoe, Lynn Galeazza	
<b>Chair:</b> Marg Seaton	<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 5:08pm. Quorum was met.</li> </ul>
<b>2. Agenda:</b>	<p><b>Motion:</b> To accept amended agenda dated <b>December 16, 2015</b> reflecting the addition of the CCAC discussion and removing the 'Centre of Excellence' from the CEO Report and add as a stand alone agenda item instead.</p> <p><b>Moved:</b> Patti Ley</p> <p><b>Seconded:</b> Ted Smith</p> <p><b>Approved:</b> Unanimous</p>
<b>3. Minutes November 18, 2015</b>	<p><b>Motion:</b> To accept minutes dated <b>November 18th, 2015</b>.</p> <p><b>Moved:</b> Ted Smith</p> <p><b>Seconded:</b> Danielle Carter</p> <p><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 (8), Danielle Carter (6), Paul Forget (9), Patti Ley (11), Ted Smith (10), Sue Grant (0), Marg Seaton (15), Anna Froebe (6), Keely Jacox (26), Starr (10), Judy (23)</li> </ul>
<b>Guest Presentation</b>	
<b>6.1 Four County Crisis</b>	Tracy Graham, CMHA HKPR Program Manager of Four County Crisis provided a PowerPoint presentation in collaboration with Jean Kehoe, Safe Beds Program Manager and Lynn Galeazza, Crisis Intervention Worker Program Manager.



Highlights included:

- The Mission Statement and purpose of 4CC in providing an alternative to hospital, Emergency Department (ED) & 911 services for mental health crisis, by providing crisis intervention services to individuals experiencing crisis including de-escalating/diffusing or resolving crisis situations, and lastly diverting entry into the mental health for individuals not suffering from a severe mental illness, but who may be experiencing an acute psychosocial crisis.
- Identified (8) teams that 4CC coordinates with (i.e. Crisis Intervention Worker Team, Safebed Worker Team, H2H Team, Mental Health Integrated Outreach Worker Team, Tri-County Behavioural Therapist, Four County Addictions Services, Dual Diagnosis Outreach Worker, and the Short Term Case Management Team.
- In addition to the above-noted 8 teams, two new positions have been developed as follows:
  1. Community Treatment Order – RPN – Case Management: Program started in July 2015 with 40 referrals per year. 50% of target referrals have been received to date. Physically located at PRHC and RMH hospitals.
  2. Assertive Outreach Suicide Prevention Worker (AOSP) position which developed through a partnership with Team55. Two year funding has been received to fund the AOSP position. AOSP will work with individuals with repeated suicide attempts being discharged from hospital. Actively recruiting for this position to date.
- The expansion of Hospital to Home (H2H) to incorporate Addictions Workers in collaboration with Fourcast, and ED at PRHC and RMH.
- Provided update on the progress in working with the OPP, along with year-to-date statistics (i.e. Developed and implemented process for all Brief Mental Health Screeners completed by OPP officers). Provided the steps included in this process.
- Acknowledged that two, one-week Crisis Intervention Training (CIT) sessions were provided to the Peterborough County OPP. (25) Officers from various OPP Detachments were in attendance.
- 100% of the Officers in attendance would recommend the CIT training to colleagues.
- Going into 2015-2016, several CIT training weeks will be provided to the Peterborough City Police and the OPP.
- Phase 1 of the CE LHIN's Crisis Review on Integration, Efficiency and Standardization has been completed. The CE LHIN approved the recommendations that resulted from the Community Crisis Service Review Priority Project completed in **March 2015**. Detailed recommendations were outlined/presented in the PowerPoint presentation.
- The purpose of Phase 2 is to design a client-centred, shared-care community crisis model and to plan implementation.
- Provided an overview of the Crisis Safe Beds Program and Changes to the Crisis Safe Beds Framework.

## Business Arising

### 7. Standing Committee Updates:

#### 7.1 Nominating Committee:

- Annual board member and board meeting evaluations/assessments scheduled for **January, 2016**.
- Board members have agreed to complete board evaluations developed through Survey Monkey this year. Karen will assist in creating Survey Monkey board assessments in January and will have Survey Monkey assessments, with results, ready for the **February 2016** Executive Committee meeting. Upon Executive Committee's review in **February**, survey results will be reviewed with the board at the **March 16, 2016** board meeting.

#### 7.2 Tenant Selection Committee:

- Peterborough
- Kawartha Lakes

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- No Meeting – Receiving funding for 24 units.
- No Meeting – no report.

#### 7.3 Ethics Committee

- The **December 18, 2015** Ethics Committee meeting was postponed until **February 19th**.

#### 7.4 Finance Committee

- No meeting was held in November.
- Presented and reviewed the Monthly Board Financial Update for the Eight Months ended **November 30th, 2015**.

#### 7.5 Fund Development Committee

- The Fund Development Committee meeting was held on **November 19, 2015**.
- Welcomed new community member, Julie Valliers, to the committee. Still looking for another well-connected community member.
- After 20 years, Paul's Dirty Enduro is headed in a new direction/new model in accordance to the wishes of the Rush family. Discussions are ongoing.
- A steering committee for the **June 26, 2016** "Ride Don't Hide" bike event has been created. The next meeting is scheduled for **January 21, 2016**.
- In accordance with the CMHA Ontario's Ethical Fundraising and Financial Accountability Code, a Complaint Policy has been drafted and will be reviewed at the next FDC meeting.
- The FDC reminded the board about creating a document/guide providing allocations of raised funds. No board input has been received to date; however, the FDC is working on a draft process.

<p><b>7.6 Executive Committee</b></p>	<ul style="list-style-type: none"> <li>• Next FDC meeting is scheduled for <b>January 7, 2016</b>.</li> <li>•</li> <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>• Changes within the Northumberland Hills (NH) Department of Community and Social Services have contributed to the cancellation of Trustee Services in NH.</li> <li>• Northumberland Hills Hospital has been contacted to see if there is any funding available to offer three days a week of trustee services in Cobourg, which would require \$10k.</li> <li>• Board members would like to pursue recruitment for two days a week of trustee services in NH. If the position cannot be filled due to short hour(s) of work p/week, then the position can be collapsed.</li> <li>• Kawartha Lakes United Way Campaign runs to <b>March 31, 2016</b>.</li> <li>• Peterborough’s United Way Campaign is \$500k short from this time last year. Any shortages/cuts from the campaign will be shared across the board.</li> <li>• CMHA HKPR received contract from the Toronto Housing Authority for Jack Veitch to provide safeTALK training.</li> <li>• Ann-Marie Covert is the successful Early Psychosis Program Manager. Jeff Cadence will step into Ann-Marie’s Case Management and Outreach role temporarily from <b>Jan. 4-April 1, 2016</b>, while completing his final MSW placement. Additional management presence in Kawartha Lakes, to ensure regular coverage, has been scheduled.</li> <li>• CUPE Local 5258 has filed an application request for Appointment of Conciliation Officer.</li> <li>• The Transitional-aged Youth (TAY) Supportive Housing Project received the first installment of \$30k (for a total of \$188k) in order to begin the first phase of the project.</li> <li>• MPP Jeff Leal notified CMHA HKPR that we will be in receipt of \$121,600 in supportive housing units. This subsidy will provide an additional 24 rent supplement units and 2.9 FTE.</li> <li>• In follow-up to a business proposal submitted in partnership with Durham Mental Health and Scarborough General Hospital, for small projects fostering Indigenous Cultural Competency in the CE LHIN Crisis Response System, CMHA HKPR will be in receipt of one-time funding for \$9,571 for training all crisis support staff and creating collaborative relationships with Indigenous Peoples of the CE LHIN. CMHA HKPR will be working with Curve Lake First Nations to provide the training to 40 of our crisis staff.</li> <li>• Anna identified that Indigenous people from Parry Sound may be able to assist/partake in this</li> </ul>

	<p>endeavour. Anna will forward contacts/information to CMHA HKPR.</p> <ul style="list-style-type: none"> <li>• CMHA HKPR will be in receipt of \$91,686 for peer support Hospital 2 Home services in Haliburton and the City of Kawartha Lakes. The existing program will partner with Haliburton Highlands Health Services and Ross Memorial Hospital for a total of 4.7 FTE equivalent.</li> <li>• The 'Centre of Excellence' segment of the CEO Report has been amended and recognized as a 'stand alone' agenda item for discussion among the Board of Directors as requested by Ted Smith.</li> </ul> <p><b>Motion: To approve the amended CEO Report as presented.</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Paul Forget</b>  <b>Approved: Unanimous</b></p>
<b>New Business</b>	
<p><b>9. Board Quality Improvement Report Q2 (deferred from November 18<sup>th</sup> board meeting)</b></p>	<ul style="list-style-type: none"> <li>• The Board Quality Improvement Report – Q2 was reviewed by the board.</li> <li>• Recommendation for the new fiscal year has been made by Anna that the WSIB 'Days Lost' should be targeted for '0' rather than the current target of '6' days lost.</li> <li>• Further discussion will take place on whether the Culture Survey or Work Life Pulse Survey will be issued to CMHA HKPR employees in light of the new Collective Agreement with CUPE Local 5258.</li> </ul>
<p><b>10. Board of Directors Work Plan Review/Update</b></p>	<ul style="list-style-type: none"> <li>• The updated/revised Board of Directors Work Plan was issued to the board for review.</li> <li>• Starr identified that the Terms of Reference for the board's Policy Review Committee will be available for review at the <b>January 20<sup>th</sup></b> board meeting.</li> <li>• The Board of Director's policies are under review by the Policy Review Committee and the committee will provide a report at the <b>February 18<sup>th</sup></b> board meeting.</li> <li>• An Executive Committee meeting has been scheduled for <b>Wednesday, January 13, 2016</b> at 5:00pm at 466 George Street in the Multi-purpose room. Ted and Danielle will be at the George St. location and will join Judy and Pat via OTN at the Ross Memorial Hospital, Room 1102.</li> <li>• The Executive Committee are meeting in follow-up to the <b>November 18<sup>th</sup></b> board meeting surrounding next steps in developing a committee and Request For Proposal (RFP) in selecting a Strategic Plan Facilitator. Committee will include staff and board members. Decision to have a 3 or 5 year plan will be left with the Executive Committee.</li> <li>• Board Composition will be moved to the <b>March 16<sup>th</sup></b> board meeting including review of the board's Survey Monkey assessment/evaluations results.</li> </ul> <p><b>Action: Review Board Survey results at the <b>March 16<sup>th</sup></b> board meeting. Karen to create board assessment surveys in Survey Monkey.</b></p>
<p><b>11. Kids on the Block Puppets</b></p>	<ul style="list-style-type: none"> <li>• Board members agreed to extend an invitation to Ryan Luscombe to provide a full scripted</li> </ul>

<b>(KOB)</b>	<p>demonstration with the Kids on the Block puppets to the board upon Marg's suggestion.</p> <p><b>Action: Mark and Karen will extend an invitation to Ryan Luscombe to provide a KOB demonstration at a Board of Directors meeting at his earliest convenience.</b></p>
<b>12. Mortgage Renewals</b>	<ul style="list-style-type: none"> <li>• Linda presented Mortgage Renewals to the board for the following properties: <ul style="list-style-type: none"> <li>- 648 George St. North, Ptbo.</li> <li>- 60 McDonnell St., Ptbo.</li> <li>- 564 Sherbrooke St., Ptbo.</li> <li>- 548 Barker Avenue, Ptbo.</li> <li>- 524 Charlotte St., Ptbo</li> </ul> </li> </ul> <p><b>Motion: To accept mortgage renewals as presented.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Ted Smith</b>  <b>Approved: Unanimous</b></p> <ul style="list-style-type: none"> <li>• Linda advised that \$20k was received for the Housing Program for (5) MH &amp; Addiction and (5) CMHA HKPR housing units.</li> </ul> <p><b>Motion: To approve the \$20k budget for the (5) Mental Health &amp; Addiction and (5) CMHA HKPR housing units.</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Starr Olsen</b>  <b>Approved: Unanimous</b></p>
<b>13. Advance Notice of Community Accountability Planning Submission (CAPS)</b>	<ul style="list-style-type: none"> <li>• Linda presented the Financial and Activity Summaries for the 2016-17 Advance Notice of Community Accountability Planning Submissions to board members.</li> </ul> <p><b>Motion: To accept and approve the Advance Notice of Community Accountability Planning Submission for 2016-17 (CAPS)</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Keely Jacox</b>  <b>Approved: Unanimous</b></p>
<b>14. Centre of Excellence (moved from CEO Report)</b>	<ul style="list-style-type: none"> <li>• Discussed parameters surrounding potential development of a 'Centre of Excellence' offered by two local businessmen.</li> </ul>



	<p><b>Motion: For Mark to further investigate the possibility of gifted land and all other plans necessary to develop.</b> <b>Moved: Starr Olsen</b> <b>Seconded: Patti Ley</b> <b>Approved: Unanimous</b></p>
<b>In Camera Session</b>	
<b>15. In Camera</b> ✚ HR Updates	<p><b>Motion: To move 'In Camera'</b> <b>Moved: Patti Ley</b> <b>Seconded: Paul Forget</b> <b>Approved: Unanimous</b></p> <p><b>Motion: To move 'Out of Camera'</b> <b>Moved: Paul Forget</b> <b>Seconded: Ted Smith</b> <b>Approved: Unanimous</b></p> <p><b>Rise and Report: No Report</b></p>
<b>Anything Else:</b>	
<b>16. Did Well/Do Better</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Meeting Adjourned</b>	<p><b>Motion: To adjourn.</b> <b>Moved: Adam Guzkowski</b> <b>Seconded: Paul Forget</b> <b>Approved: Unanimous</b></p>