

Date: February 17, 2016

Time: 5:00 pm

Place: 466 George St.-Multi-purpose room

BOARD MINUTES	
Present: Pat Dunn, Adam Guzkowski, Marg Seaton, Mary Reader, Danielle Carter, Keely Jacox, Judy Dickson, Ted Smith, Via OTN: Sue Grant, Starr Olsen, Patti Ley	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Paul Forget, Anna Froebe	
Guests: Shari Warfield, Jonathan Bennett & Jennifer Harrington of Laridae Communications Inc.	
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 5:04pm. Quorum was met.
Guest Presentation	
2. Quality Assurance Measures (QAM) /Lighthouse / Dual Diagnosis	<ul style="list-style-type: none"> As part of CMHA HKPR's annual Ministry of Community and Social Services Compliance Inspection, which was conducted yesterday and today (February 17-2016), Shari Warfield, Program Manager, reviewed the Introduction to Quality Assurance Measures (QAM) Regulations reg. 299 as part of the annual review to the board. Supporting QAM documentation was included in the board member's board packages. Board members received mandated, annual information on all QAM policies at today's board meeting. All board members will receive Policy & Procedure Management (PPM) email prompts to read and acknowledge (27) QAM policies and procedures by February 29, 2016, including two absent board members as indicated above under 'Regrets'. PPM will produce a report indicating that board members have read all QAM policies as supporting evidence for MCSS compliance. The annual auditing of the Trustee Annual Review Report, completed and provided to the board in February of each year, was actually completed and provided to the board on October 27, 2015 in Executive Limitations EL #2d – Financial Condition and Activities. This particular report/Executive Limitations was provided today to Jean David Charles, MCSS Program Advisor, during the MCSS Compliance Inspection for his approval. One-quarter of the QAM Regulations 299 apply to CMHA HKPR. Met with Jean David Charles, MCSS Program Advisor, for the de-briefing of the MCSS Compliance Inspection today. CMHA HKPR was advised of (3) outstanding, non-compliance items this year in comparison to (12) last year. The (3) items will be addressed and followed up with MCSS by March 1,

	<p>2016. Job well done.</p> <ul style="list-style-type: none"> • Shari provided a PowerPoint presentation highlighting the successes/challenges of the Dual Diagnosis Case Management Team and the Lighthouse Community Centre as follows: • Experiencing an increase with individuals with complex needs in the DD program. • Experiencing hiring challenges in the DD program. • FASD structures in place with schools in the DD program. Shari has spoken directly with schools about the DD program. • OCAN form improved – detailed evidence. • Improved policy language. • Obtaining Individual Support Planning (ISP) from partnering agencies. • Increase in volume at the Lighthouse. Serving 100-184 meals a day, busy. • Rely on Lighthouse volunteers. • Safety concerns with increased volume at Lighthouse. • Staff have alarms, which go directly to police. CMHA HKPR staff have a good relationship with police. • Cameras are inside/outside of Lighthouse.
<p>3. Laridae Communications Inc.</p>	<ul style="list-style-type: none"> • Jonathan Bennett and Jennifer Harrington of Laridae Communications Inc. facilitated a discussion with board members surrounding the ‘Centre of Excellence’. • Input/feedback was gathered from board members and will be incorporated into the ‘Concept Paper’. <p>Motion: Whereas CMHA HKPR has been presented with a substantial philanthropic gift of opportunity, and whereas the pursuit of such a gift will require substantial planning, visioning and engagement. The board instructs management to pursue this opportunity over the coming few months to regularly report back to the board on its progress and/or at key decision points; and to dedicate appropriate resources so it can make assessment of all anticipated risks and opportunities associated with the project, along with final recommendations around how best to proceed. Report back to board members with findings at the next board meeting, March 16, 2016.</p> <p>Moved: Pat Dunn Seconded: Mary Reader Approved: Unanimous</p>
<p>4. Agenda:</p>	<p>Motion: To accept agenda dated February 17, 2016.</p> <p>Moved: Ted Smith Seconded: Keely Jacox Approved: Unanimous</p>
<p>5. Minutes January 20, 2016</p>	<p>Motion: To accept minutes dated January 20, 2016.</p>

	<p>Moved: Danielle Carter Seconded: Ted Smith Approved: Unanimous</p>
Task Calendar CMHA Board	
6. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
7. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours were collected. • Danielle Carter (9), Adam Guzkowski (7), Patti Ley (8), Ted Smith (15), Sue Grant (6), Keely Jacox (7), Starr Olsen (7), Judy Dickson (10), Pat Dunn (12), Mary Reader (7), Marg Seaton (7)
Business Arising	
8. Standing Committee Updates:	
8.1 Nominating Committee:	<ul style="list-style-type: none"> • Judy advised that Adam is leaving the Board of Directors at the end of June, 2016. • Will need to repost for his vacancy. <p>Action: Karen to send the boards' years of service left to Judy/Marg.</p>
8.2 Tenant Selection Committee:	
- Peterborough	<ul style="list-style-type: none"> • Meeting held Monday, February 8, 2016. • CMHA owned unit opened up-have someone to place there, will offer the unit to them. • Still experiencing budget deficit, but working towards reducing.
- Kawartha Lakes	<ul style="list-style-type: none"> • No Meeting – No budget until year end.
8.3 Ethics Committee	<ul style="list-style-type: none"> • Ethics meeting Friday, February 19, 2016.
8.4 Finance Committee	<ul style="list-style-type: none"> • No meeting held. • Danielle presented and reviewed the Monthly Board Financial Update for the ten months ended January 31st, 2016.
8.5 Fund Development Committee	<ul style="list-style-type: none"> • Keely reviewed the Fund Development Committee report with the board. • The review of the Complaint Policy has been deferred to the March 16th, 2016 board meeting. • Gaskell Hockey Tournament being held March 26th, 2016. Looking for volunteers. • The Rush family are committed to continue fundraising efforts for CMHA HKPR. Looking to hold a low

<p>8.6 Policy Review Committee</p> <p>8.7 Executive Committee</p>	<p>key event that would include past key supporters. Family asking CMHA HKPR board members to consider direction for future events.</p> <ul style="list-style-type: none"> No Report. No Meeting, no report. <p>Motion: To approve Standing Committee items as presented. Moved: Marg Seaton Seconded: Mary Reader Approved: Unanimous</p>
<p>8. CEO Report</p>	<ul style="list-style-type: none"> The ECNO Technology for Education professionals in partnership with CMHA HKPR and Team55 have developed a grant fund (\$10,546) to promote a suicide-safer community. Each CMHA branch can submit an application in partnership with their local school board in raising awareness. The ECNO grant is a provincial body. No responses to date from the CELHIN for HSIP's. Will hear most likely around March 16, 2016. Reviewed Executive Limitations – EL#2k Partnership Agreements with the board. <p>Motion: To accept the CEO Report as presented. Moved: Ted Smith Seconded: Marg Seaton Approved: Unanimous</p>
<p>New Business</p>	
<p>10.1 Quality Improvement Report – Q3 (Oct-December 2015)</p> <p>10.2 Quality Improvement Project Reports – Q3</p>	<ul style="list-style-type: none"> The Quality Improvement Report – Q3 (Oct-December 2015) was presented to the board for review. The board has asked to separate the short-term disability from the long-term disability ratio. HR will be advised of this separation, and will implement starting Q1 (April-June 2016). The board was provided with the Quality Improvement Project Reports – Q3 for all programs.
<p>Correspondence</p>	
<p>11. Accountability for MH Crisis Response & Consumer Initiative</p>	<ul style="list-style-type: none"> The 2015/16 Accountability for MH Crisis Response & Consumer Initiative was presented to board members for review.
<p>12. Accountability for MH Housing Initiative</p>	<ul style="list-style-type: none"> The 2015/16 Accountability for MH Housing Initiative letter from the CELHIN was presented to board members for review.
<p>13. CMHA HKPR 215-16 In-Year Recovery CI Surplus</p>	<ul style="list-style-type: none"> The 2015/16 In-Year Recovery – Community Investments Surplus letter from the CELHIN was presented to board members for review.

14. CMHA HKPR 2015-16 In-Year Operation Surplus	<ul style="list-style-type: none"> The 2015/16 In-Year Operation Surplus letter from the CELHIN was presented to board members for review.
15. Revised 2015/16 Budget – Ontario Non-Profit Housing Program, Rent Supplement	<ul style="list-style-type: none"> The <i>revised</i> 2015/16 Budget – Ontario Non-Profit Housing Program, Rent Supplement letter from the MOHLTC was presented to board members for review.
Addendum	
16. 2016 AGM – Date Selection	<ul style="list-style-type: none"> Board members agreed to hold CMHA HKPR’s annual AGM meeting in KL on Wednesday, June 22, 2016 or Thursday, June 23, 2016 as an alternate date. Venue selection for the AGM will commence. The closing date for all AGM Award applications will be Friday, May 27th, 2016. The Nominating Committee will be selected in the near future.
In Camera Session	
17. In Camera <ul style="list-style-type: none"> ✚ HR Update ✚ Property Update ✚ Paul’s Dirty Enduro 	<p>Motion: To move ‘In Camera’ Moved: Pat Dunn Seconded: Marg Seaton Approved: Unanimous</p> <p>Motion: To move ‘Out of Camera’ Moved: Marg Seaton Seconded: Mary Reader Approved: Unanimous</p> <p>Rise and Report: No Report</p>
Anything Else:	
14. Did Well/Do Better	<ul style="list-style-type: none"> Good discussions on several key issues. Recommend to catering chef to reduce size of serving portions – too large.
Meeting Adjourned	<p>Motion: To adjourn. Moved: Pat Dunn Seconded: Ted Smith Approved: Unanimous</p>