

Date: March 16, 2016

Time: 5:10 pm

Place: Ross Memorial Hospital – Board room

BOARD MINUTES	
Present: Keely Jacox (teleconference), Adam Guzkowski, Marg Seaton, Mary Reader, Danielle Carter, Judy Dickson, Ted Smith, Sue Grant, Patti Ley, Paul Forget	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Pat Dunn, Starr Olsen, Anna Froebe	
Guests: Ann-Marie Covert	
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 5:10pm. Quorum was met.
2. Agenda:	<p>Motion: To accept agenda dated March 16, 2016.</p> <p>Moved: Ted Smith</p> <p>Seconded: Marg Seaton</p> <p>Approved: Unanimous</p>
3. Minutes: February 17, 2016	<p>Motion: To accept minutes dated February 17, 2016.</p> <p>Moved: Danielle Carter</p> <p>Seconded: Marg Seaton</p> <p>Approved: Unanimous</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. Danielle Carter (7), Adam Guzkowski (7), Patti Ley (7), Ted Smith (28), Sue Grant (7), Keely Jacox (7), Judy Dickson (20), Mary Reader (15), Marg Seaton (9), Paul Forget (10)
Guest Presentation	
6. LYNX Early Psychosis Intervention	<p>Ann-Marie Covert, CMHA HKPR Program Manager of the LYNX Early Psychosis program provided a PowerPoint presentation.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> An introduction to what LYNX is all about (i.e. part of an Ontario-wide network of 56 Early Intervention programs; serving the City of KL, and the counties of Peterborough, Haliburton and


	<p>Northumberland; LYNX is a rapid response treatment and education service for young people in the early stages of a psychotic illness and their families for youth aged 14-35 providing support for up to 3-5 years.</p> <ul style="list-style-type: none"> • Ann-Marie’s personal orientation, of four months, as new Program Manager of the LYNX EPI program and what those last 4 months have looked like in developing supervision schedules, building rapport, learning about site culture, learning about the complexities of a multi-site program, learning about the multitude of programs that LYNX has to offer and getting involved in EPION (Ontario Network). • Ann-Marie identified the strengths and challenges within the LYNX program. • Presented the early goals of Peer Support (i.e. building upon the existing Peer Support program, sharing lived experience, however, the team believes the position is underutilized and unclear) and the early goals of structure and process (i.e. triage mechanisms, policy and procedures manual along with program specific operating manuals and succession planning). • March 24th is scheduled as a Peer Support Worker Development Day which will cover defined roles within the spectrum of peer support, telling ‘your story’, boundaries, ethics and recovery principles. • Identified ‘Enhancement’ as future goals of the LYNX program (i.e. that transitional aged youth are LHIN priority, developing a HSIP re: Stepped Model of Care, and in the distant future to enhance the EPI program to include general early intervention. Youth are sometimes assessed as not having psychosis can fall through the cracks of long wait times and non-assertive/office-based “case management” supports.
<p>Business Arising</p>	
<p>7. Standing Committee Updates:</p> <p>7.1 Nominating Committee:</p>	<ul style="list-style-type: none"> • Judy Dickson advised that she will be resigning as the Board of Director’s President effective June, 2016. • Pat Dunn will become the new board president effective June, 2016. • Ted Smith will replace Pat Dunn’s current position as vice-president effective June, 2016. • Sue Grant will replace Ted Smith’s current position as secretary effective June, 2016. • As a kind reminder, Adam Guzkowski will be leaving the board of directors effective June, 2016. • Will need to repost for Adam’s vacancy. • Board members’ years of service was reviewed. • Marg reviewed board members’ survey results with the board. • Survey revealed for board to become more ethnically diversified. • Discussed skillsets of future board members.

<p>7.2 Tenant Selection Committee:</p> <ul style="list-style-type: none"> - Peterborough - Kawartha Lakes 	<ul style="list-style-type: none"> • No Report. • No Report.
<p>7.3 Ethics Committee</p>	<ul style="list-style-type: none"> • Ethics meeting was held on Friday, February 19, 2016. • An ethics poll/survey is being conducted, amongst Ethics committee members, surrounding the frequency/timing of future ethics meetings. • The Ethics Committee received a research project application, which was reviewed and approved by all committee members.
<p>7.4 Finance Committee</p>	<ul style="list-style-type: none"> • No finance meeting held. • Linda reviewed the Monthly Board Financial Update for the eleven months ended February 29, 2016. • Some board members expressed that they wish to see further financial breakdown of the fundraising program. • Linda to attend the next Fund Development Committee meeting to discuss/review the Fund Development budget. <p>Motion: For Linda to be invited to the next Fund Development Committee meeting to discuss the Fund Development budget and report back to the board of directors.</p> <p>Moved: Patti Ley</p> <p>Seconded: Marg Seaton</p> <p>Approved: Unanimous</p>
<p>7.5 Fund Development Committee</p>	<ul style="list-style-type: none"> • The new Fund Development ‘Donor Complaints’ policy was presented to the board for review and approval. • There have been no donor complaints to date. <p>Motion: That the Donor Complaints policy and Appendix be approved by the CMHA HKPR board.</p> <p>Moved: Patti Ley</p> <p>Seconded: Mary Reader</p> <p>Approved: Unanimous</p>
<p>7.6 Policy Review Committee</p>	<ul style="list-style-type: none"> • No Report
<p>7.7 Executive Committee</p>	

	<ul style="list-style-type: none"> No Report <p>Motion: To approve Standing Committee items as presented.</p> <p>Moved: Marg Seaton</p> <p>Seconded: Patti Ley</p> <p>Approved: Unanimous</p>
<p>8. CEO Report</p>	<ul style="list-style-type: none"> Discussed list of approved one-time year-end purchases. Further discussion required surrounding future partnership(s) with United Way Peterborough. <p>Motion: To extend Marnie Sicker, Finance Manager, and Ann-Marie Covert, LYNX/EPI Program Manager cheque signing authority for the Northumberland Hills Trustee account.</p> <p>Moved: Patti Ley</p> <p>Seconded: Ted Smith</p> <p>Approved: Unanimous</p> <ul style="list-style-type: none"> Reviewed changes being made to the Ontario Telemedicine Network (OTN) with board members. OTN is transitioning away from being a primary circuit provider for videoconferencing systems. Reviewed the list of new connectivity options with board members. These new options may cause undue financial hardship for the branch. The LHIN has advised submitting a HSIP. CMHA HKPR is currently gathering quotes from the selected options from our internet provider. PCVC has been recommended. KPP advised that they will not be filling the (5) allocated supportive housing units due to their inability to provide ADL and personal supports. CMHA HKPR is in discussion with the CELHIN to reallocate these (5) units to acquired brain injured clients and transition aged youth-dual diagnosed clients. The units will continue to remain in the CMHA HKPR portfolio along with the supports. Centre of Excellence meeting was held on March 3, 2016 with planning consultant, Kevin Duguay, along with board and management staff. Presentation focused on the existing site's land use, and its present industrial/commercial zoning. Discussed potential zoning changes, three (3) key documents of importance, and other possible incentives/improvements. A meeting with the present owners will be scheduled for the first week of April, 2016. The concept paper will be shared with the owners prior to the meeting. <p>Action: Mark to send out concept paper to board members for final review before presenting to owners.</p>

	<ul style="list-style-type: none"> • Mark as board members to reflect on AGM theme ideas/suggestions. • Announced and reminded board members of the upcoming spring dinners in Peterborough, March 24th and KL, March 31st. • Announced Gaskell Memorial Cup hockey tournament fundraiser for Team55 on March 26th. All proceeds go to Team55. • Donor Appreciation event – March 29th. • Ride Don't Hide event being held on June 26, 2016. <p>Motion: To accept the CEO Report as presented. Moved: Marg Seaton Seconded: Patti Ley Approved: Unanimous</p>
New Business	
9. Request for Board of Directors – Diversity Training/Presentation	<ul style="list-style-type: none"> • On behalf of the Diversity Committee, Kim Kennelly and Lori Thompson have requested to present before the board. They would like to discuss training opportunities related to Anti-oppression and Anti-racism, inclusivity and suggestions on how to improve the culture of the agency. • The board has agreed for the Diversity Committee to present at the September 21, 2016 board meeting.
10. Personal Computer Videoconference (PCVC)	<ul style="list-style-type: none"> • Linda provided a PCVC services and technical requirements report in follow-up to a board member's earlier inquiry. <p>Action: Linda will send out PCVC technical requirements to board members.</p>
11. Board's cmhahkpr.ca email address/Board Passwords/Security	<ul style="list-style-type: none"> • In accordance with CMHA HKPR's Privacy Committee's policies and procedures, it is confirmed that depending on work processes the board may be required to do electronically; the cmahhkpr.ca email address will need to be utilized. Due to lack of security, personal email addresses will not work.
12. AGM – Event Site	<ul style="list-style-type: none"> • The Lindsay Recreation Centre has been tentatively booked for the June 22nd AGM. • The Church of Latter Day Saints may also be a possibility. • St. Paul's church was also recommended as a possible site for the AGM.
13. AGM – Selection of Nominating Committee	<ul style="list-style-type: none"> • The Nominating Awards Committee will consist of the following board and staff members: Marg, Keely, Kerri and Mark. • Danielle and Mary have offered to attend to the 'Meet n' Greet' and/or Registration table at the AGM.
14. Health and Safety Policy Statement	<ul style="list-style-type: none"> • The Health and Safety Policy Statement was presented to the board for review and approval. <p>Motion: To accept and approve the Health & Safety Policy Statement as presented. Moved: Ted Smith</p>

	<p>Seconded: Mary Reader Approved: Unanimous</p>
Correspondence	
15. MCSS Compliance Inspection Letter	<ul style="list-style-type: none"> The MCSS Compliance Inspection letter was presented and reviewed by the board. CMHA HKPR was found to be in compliance with Ontario Regulation 299/10 of SIPDDA (Quality Assurance Measures) and/or policy directives applicable to MCSS-funded services and supports for adults with developmental disabilities.
16. 2015-16 In-Year Reallocation-One Time Expenses (signback)	<ul style="list-style-type: none"> The 2015/16 In-Year Reallocation – One Time Expenses was reviewed by all board members, and signed back by the board president, Judy Dickson and CEO, Mark Graham as required.
17. 2015-16 In-Year Video Surveillance Cameras (signback)	<ul style="list-style-type: none"> The 2015/16 In-Year Video Surveillance Cameras was reviewed by all board members, and signed back by the board president, Judy Dickson and CEO, Mark Graham as required.
18. 2015 Serious Occurrence Report-Year end Summary	<ul style="list-style-type: none"> The 2015/16 Serious Occurrence Report – Year end summary was reviewed. Report submitted to MCSS. No Serious Occurrences.
19. CMHA Rent Supplements – Case Management Funding Partnership - KPP	<ul style="list-style-type: none"> This agenda item was covered and discussed in Mark Graham’s CEO Report. Please refer to above-noted minutes in item #8- CEO Report.
Addendum	
20. United Way Peterborough – Funding Notification / MOU	<ul style="list-style-type: none"> CMHA HKPR In year two (2) of (5) year relationship with United Way Peterborough & District. Require motion to approve new Memorandum of Understanding (MOU). September 1st to November 30th is the ‘black-out’ period during the United Way’s campaign when CMHA HKPR is unable to hold their own fundraising events. Discussion was held surrounding future partnership with United Way. <p>Motion: To sign MOU for this particular year, but this will be CMHA HKPR’s last year. Moved: Ted Smith Seconded: Marg Seaton Approved: OPPOSED – Motion defeated.</p> <p>Motion: To sign United Way Peterborough MOU. Moved: Paul Forget Seconded: Patti Ley Approved: Unanimous</p>
21. 2014-17 MSAA Refresh	<ul style="list-style-type: none"> Received 2014-17 MSAA Refresh today and presented to the board for review. Signback is due March 23, 2016.

	<p>Motion: To sign MSAA Agreement as presented in consideration of future amendment. Moved: Paul Forget Seconded: Ted Smith Approved: Unanimous</p>
In Camera Session	
<p>22. In Camera  HR – Labour Relations</p>	<p>Motion: To move ‘In Camera’ Moved: Patti Ley Seconded: Sue Grant Approved: Unanimous</p> <p>Motion: To move ‘Out of Camera’ Moved: Paul Forget Seconded: Adam Guzkowski Approved: Unanimous</p> <p>Rise and Report: Motion: We ratify the collective agreement negotiated with CUPE Local 5258 as signed March 15, 2016. Moved: Patti Ley Seconded: Paul Forget Approved: Unanimous</p>
Anything Else:	
23. Did Well/Do Better	<ul style="list-style-type: none"> • No Salt available • Congratulations to Mark and Linda for a well negotiated Collective Agreement.
Meeting Adjourned	<p>Motion: To adjourn. Moved: Sue Grant Seconded: Patti Ley Approved: Unanimous</p>