

Date: August 17, 2016

Time: 5:00pm

Place: Ross Memorial Hospital – Board room

BOARD MINUTES	
Present: Judy Dickson, Mary Reader, Pat Dunn, Ted Smith, Starr Olsen, Patti Ley, Anna Froebe, Paul Forget, Danielle Carter, Sue Grant, Marg Seaton, Keely Jacox	
Staff Participants: Linda Saunders, Gord Langill	
Regrets: Mark Graham	
Guests: Paul Schauber	
Chair: Pat Dunn	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 5:00pm. Quorum was met.
2. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
3. Approval of August 17, 2016 Agenda	<p>Motion: To accept August 17, 2016 agenda as presented. Moved: Judy Dickson Seconded: Ted Smith Approved: Unanimous</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours were collected. Anna Froebe (7), Danielle Carter (8), Judy Dickson (13), Keely Jacox (12), Marg Seaton (7), Mary Reader (18), Pat Dunn (12), Patti Ley (8), Paul Forget (10), Starr Olsen (8), Sue Grant (8), Ted Smith (12)
Guest Presentation	
5. CMHA HKPR Health Team Tracker Services Presentation	<p>Paul Schauber, Program Manager of Case Management and Intake in Peterborough provided a PowerPoint 'Health Team Tracker Services' presentation.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> Changes have been made to the service delivery process in order to increase supports to people. New service designed to include specific client pathways or "Tracks", which provide clients with several options for supports based on client's assessments, needs and symptoms. New tracking system came into effect August, 2015. More evidence/researched-based interventions with successful techniques (i.e. Cognitive Behaviour Therapy). Program serves up to 10 clients at a time with complex needs along with multiple diagnoses.



	<ul style="list-style-type: none"> • Waitlist to get into program used to be 7 months. Now with new tracking system implemented, the waitlist has been reduced to 2 months. • Prior to the new tracking system, the program assessed approximately 600 clients. Under the new tracking system, the program was able to see/assess approximately 1200 clients to date. • Reviewed the 5 new ‘Tracks’, with brief overviews for each, as follows: <ul style="list-style-type: none"> - Track One – Intake/Brief Services - Track Two – Groups - Track Three – Community Support - Track Four – Case Management - Track Five – Long-term Client Maintenance • Highlighted the 90-day transition period, once the five tracks have been completed, along with the 12 month post discharge follow-up. • Identified that CMHA HKPR recognize the challenges that youth face when transitioning into adulthood, and have developed a youth “Transitions” program to provide support to individuals with highly complex needs and require extensive pre-planning. • Paul provided an overview of the Transitions program, which includes a multi-disciplinary transition team of workers from different agencies (i.e. Kawartha Haliburton Children’s Aid Society, Kinark Children and Family Services, Peterborough Youth Services and CMHA HKPR). • On behalf of all board members, Marg Seaton expressed, “We appreciate and congratulate Case Management on a very successful program/model”. • Paul invited board members to come and meet the health team at their next health team meeting. • It was agreed that Anna could share this modality with CMHA Muskoka-Parry Sound (MPS) upon her query. • Gord advised that Paul and Maggie’s name be added to the health team power point presentation before distribution.
<p>6. Consent Agenda Acceptance:</p>	<p>Motion: To accept consent agenda items dated August 17, 2016 as presented.</p> <p>Moved: Anna Froebe</p> <p>Seconded: Danielle Carter</p> <p>Approved: Unanimous</p> <ul style="list-style-type: none"> • Linda asked board members to provide the rationale when requesting particular extractions from the Consent Agenda. With the rationale provided, some issues can be addressed and/or resolved prior to the board meeting. This procedure also allows management to bring necessary documentation to board meeting(s), to support extracted item, if required.
<p>7. Items Extracted from the</p>	<ul style="list-style-type: none"> • No items extracted from the Consent Agenda.

Consent Agenda	
<p>8. Monthly Financial Report</p> <p>a) Financial report for the four months ended July 31st, 2016</p> <p>b) Transfer Payment Annual Reconciliation – Approval/Signature required on two.</p>	<ul style="list-style-type: none"> Danielle presented and reviewed the monthly board financial report for the four months ended July 31st, 2016. <p>Motion: The board is authorizing Pat Dunn, President, to sign the Transfer Payment Annual Reconciliation for Service Contract: C-489188-1, for the year ended March 31st, 2016.</p> <p>Moved: Judy Dickson Seconded: Marg Seaton Approved: Unanimous</p> <p>Motion: The board is authorizing Pat Dunn, President, to sign the Transfer Payment Annual Reconciliation for Service Contract: C-489188-2, for the year ended March 31st, 2016.</p> <p>Moved: Marg Seaton Seconded: Paul Forget Approved: Unanimous</p>
<p>9. In Camera Session (located at the end of the minutes)</p>	<ul style="list-style-type: none"> Under separate cover Karen reminded to kindly move future agenda item ‘In Camera’ session to the end of the agenda as discussed at the June 15th board meeting.
<p>10. Urgent Matter</p>	<ul style="list-style-type: none"> ‘Urgent Matter’ will be discussed In Camera.
New Business	
<p>11. a) Review Date of AGM & Membership Drive</p>	<ul style="list-style-type: none"> a) Due to the number of involved spring events and development/publication of the annual report, the Fund Development department has requested moving the annual June AGM date to September. This change will allow for better preparation for CMHA HKPR’s spring events and AGM event in the fall. Board members discussed and reviewed changing the date for the annual AGM as suggested by Fund Development. <p>Motion: To move the date of CMHA HKPR’s annual AGM to September commencing in 2017.</p> <p>Moved: Starr Olsen Seconded: Ted Smith Approved: Unanimous</p>
<p>b) Review AGM Award Nomination Date</p>	<ul style="list-style-type: none"> b) In recognition of approved fall AGM, the AGM Award Nomination date will be reviewed and adjusted accordingly.

<p>c)Review CMHA HKPR By-law language-Annual Membership Corporate/Individual</p>	<ul style="list-style-type: none"> • c) Decision was made to defer changing the By-law language surrounding ‘Annual Membership’ – Corporate/Individual at this time. Instead a committee of three will conduct a complete review/update of CMHA HKPR’s by-laws. <p>Motion: To enlist the following CMHA HKPR By-law Committee to conduct a complete review/update of the by-laws as follows: Pat Dunn, Marg Seaton and Sue Grant.</p> <p>Moved: Ted Smith</p> <p>Seconded: Judy Dickson</p> <p>Approved: Unanimous</p>
<p>d)Board Member List – Contact Information Review</p>	<ul style="list-style-type: none"> • d) Current board member contact list was circulated among members to update their contact information.
<p>e)Board Member Recognition for AGM Awards</p>	<ul style="list-style-type: none"> • e) Recent attempts to nominate and award individual board members for AGM awards have not received recognition by the Nominating Committee per Judy Dickson. • As board members are volunteers, they should be able to receive honours and awards. <p>Motion: To move that as volunteers, board members are eligible to receive AGM awards.</p> <p>Moved: Judy Dickson</p> <p>Seconded: Ted Smith</p> <p>Approved: Motion Withdrawn</p>
<p>f)Tenant Selection Recommendation</p>	<ul style="list-style-type: none"> • Board members decided to withdraw motion, but rather emphasize clarification of this misinterpretation that all future board member nominations for the AGM, be eligible to receive AGM awards. • A new model for the tenant selection decision-making process has been recommended per Linda Saunders. • All tenant applications/selections would be directed to, and decided upon by two directors: Linda Saunders and Maggie Stephens with Gord Langill as a ‘tie-breaker’. • Previously tenant selections were made by the Tenant Selection Committee based on manager recommendations. • New tenant selection process is completely unbiased. • The current Tenant Selection Committee would become an ‘Appeals Committee’. • The new tenant selection process will increase confidentiality of client and increase efficiencies (will

	<p>work closely with clients and their needs).</p> <ul style="list-style-type: none"> • Ted would like to see a monthly report submitted to the board. Linda confirmed. • It was queried if existing Tenant Selection Committee needs to be disbanded in accordance to the by-laws. • Pat advised that this is an operational decision and does not require a motion. The Tenant Selection Committee is not a board committee. • Anna advised that CMHA MPS has an internal committee to select housing clients and proves to be successful.
Business Arising (Addendum)	
❖ Board Candidate	<ul style="list-style-type: none"> • Marg identified that a previously interested First Nations board candidate has withdrawn. • Marg questioned as to how does the board wish to proceed with the current board vacancy? • Pat suggested advertising in all newspaper/media outlets including Alderville. <p>Motion: For the Board Selection Committee to advertise for the vacant board position in all newspapers. Moved: Anna Froebe Seconded: Patti Ley Approved: Unanimous</p>
Correspondence - Addendum	
12. U.W. – KL – Allocation Funding Letter	<ul style="list-style-type: none"> • Linda reviewed the United Way KL Allocation Funding letter with the board. <p>Motion: For the United Way KL Allocation Funding letter to be received. Moved: Marg Seaton Seconded: Paul Forget Approved: Unanimous</p>
In Camera Session	
9. In Camera Agenda (under separate cover)	<p>Motion: To move ‘In Camera’ Moved: Paul Forget Seconded: Mary Reader Approved: Unanimous</p> <p>Motion: To move “Out of Camera” Moved: Anna Froebe Seconded: Mary Reader Approved: Unanimous</p>



	Rise and Report: No Report
Anything Else:	
14. Did Well/Do Better	<ul style="list-style-type: none">• Good Meeting
Meeting Adjourned	Motion: To adjourn – 7:20pm Moved: Paul Forget Seconded: Mary Reader Approved: Unanimous