

**Date:** January 20, 2016

**Time:** 5:11 pm



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

<b>BOARD MINUTES</b>	
<b>Present:</b> Pat Dunn, Mary Reader, Danielle Carter, Keely Jacox, Sue Grant, Judy Dickson, Paul Forget, Ted Smith, Anna Froebe, Starr Olsen and Patti Ley <b>via OTN-NHH</b>	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Marg Seaton, Adam Guzkowski	
<b>Guests:</b> No Guest Presentation	
<b>Chair:</b> Judy Dickson	<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 5:11pm. Quorum was met.</li> </ul>
<b>2. Agenda:</b>	<p><b>Motion: To accept agenda dated <b>January 20, 2016.</b></b></p> <p><b>Moved: Pat Dunn</b></p> <p><b>Seconded: Mary Reader</b></p> <p><b>Approved: Unanimous</b></p>
<b>3. Minutes December 16, 2015</b>	<p><b>Motion: To accept minutes dated <b>December 16th, 2015.</b></b></p> <p><b>Moved: Paul Forget</b></p> <p><b>Seconded: Ted Smith</b></p> <p><b>Approved: Unanimous</b></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>Danielle Carter (11), Paul Forget (8), Patti Ley (7), Ted Smith (25), Sue Grant (10), Anna Froebe (6), Keely Jacox (7), Starr Olsen (6), Judy Dickson (7), Pat Dunn (4), Mary Reader (23)</li> </ul>
<b>Guest Presentation</b>	
<b>6.1 No Guest Presentation</b>	No Presentation
<b>Business Arising</b>	
<b>7. Standing Committee Updates:</b>	

<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> <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>	<ul style="list-style-type: none"> <li>• No Meeting - No Report.</li> <li>• No Meeting in January – No Report.</li> <li>• No Meeting – No Report.</li> <li>• Ethics consult/discussion was held <b>January 14, 2016</b> surrounding Dual Diagnosis. (10) Attended.</li> <li>• Danielle presented and reviewed the Quarterly Report to the Board of Directors for <b>December 2015</b>.</li> <li>• Surpluses will be reviewed In Camera.</li> <li>• Linda reviewed (4) housing budgets: (1) Bricks &amp; Mortar and (3) Rent Supplement Units.</li> <li>• Patti reviewed the Fund Development Committee report to the board.</li> <li>• Paul’s Dirty Enduro – The Rush family no longer wishes to have their name attached to this event after 20 years.</li> <li>• This particular event has a large capacity to raise funds which CMHA HKPR could possibly take on themselves under a different name.</li> <li>• In an attempt to poll the Fund Development Committee for further direction on this suggestion, Patti was advised by fund development manager and chief executive officer that a decision had already been made not to proceed with any future events.</li> <li>• The Fund Development Committee is part of the board committee structure.</li> <li>• Shall the board, as a committee, be involved in this decision to render defunct or is this an operational decision or fund development decision?</li> <li>• The board’s consensus is that before any decisions are made, discussions need to be presented to the board/committee.</li> <li>• Going forward the board has recommended to obtain a better understanding for future communication between CMHA HKPR staff and the board.</li> <li>• Mark identified that no final decision has been discussed or made with the Rush family.</li> </ul> <p><b>Motion: All board committees report to the board.</b></p> <p><b>Moved: Pat Dunn</b></p> <p><b>Seconded: Mary Reader</b></p> <p><b>Approved: Unanimous</b></p>
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<p><b>7.6 Executive Committee</b></p>	<ul style="list-style-type: none"> <li>• Fund Development manager arranging a meeting with local MP as soon as possible in regards to obtaining potential federal funding surrounding the ‘Centre of Excellence’ project.</li> <li>• Executive Committee meeting held <b>January 13, 2016</b>.</li> <li>• Ted will send out updated work plan to board members.</li> <li>• Request for Proposal (RFP) not released until June. Send comments to Judy by email.</li> <li>• At least (3) consultants need to apply if position posted.</li> <li>• Due to procurement legislation, position needs to be advertised rather than hiring previous/original consultant.</li> <li>• Will start RFP process in the next 6-8 weeks.</li> <li>• Three year strategic plan ends in <b>June, 2016</b>. Will finish up and start fresh in <b>September, 2016</b>.</li> <li>• Won’t do anything until ratification of collective agreement.</li> <li>• Board retreat removed from work plan until such time things have settled.</li> </ul> <p><b>Motion: To approve Standing Committee items as presented.</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Mary Reader</b>  <b>Approved: Unanimous</b></p>
<p><b>8. CEO Report</b></p>	<ul style="list-style-type: none"> <li>• Northumberland trustee service with (2) days p/week in Northumberland and (5) hrs. in Peterborough p/week have been approved. Recruitment will commence shortly.</li> <li>• This trustee service will cost \$22-\$26k. An additional \$6k is required. May look at surplus dollars to augment this service.</li> <li>• Hope to have this position running by <b>April 1<sup>st</sup>, 2016</b>.</li> </ul> <p><b>Motion: To allocate additional \$6,000 to support the Northumberland trustee position.</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Starr Olsen</b>  <b>Approved: Unanimous</b></p> <ul style="list-style-type: none"> <li>• CMHA HKPR Requested \$15k from United Way-Peterborough for 2016. Received \$9k last year.</li> <li>• Mark reviewed United Way application with the board. Looking for board approval.</li> </ul> <p><b>Motion: For board to approve CMHA HKPR’s application to the United Way – Peterborough.</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Pat Dunn</b></p>

	<p><b>Approved: Unanimous</b></p> <ul style="list-style-type: none"> <li>• Reviewed Executive Limitations-EL#2a – Treatment of Clients. Board has suggested keeping staff names “closed” (unidentifiable).</li> <li>• Reviewed Executive Limitations-EL#2b-Treatment of Staff.</li> <li>• Grievance procedures will change in accordance to the Collective Agreement.</li> <li>• Board will have to change executive limitation to reflect collective agreement grievance policy.</li> <li>• Correct Workplace Safety and Insurance Board item in the CEO report. Should read “This program rewards <i>employers</i>”, rather than <i>employees</i> as currently indicated in error. Karen to make correction.</li> <li>• Presented two submitted Health Service Integration Plans (HSIP’s) to the CELHIN as follows: 1. For video surveillance cameras for CMHA HKPR George and Water St. locations. 2. For new and enhanced services for Community Outreach Mental Health Case Management.</li> </ul> <p><b>Motion: To approve the amended CEO Report as presented.</b>  <b>Moved: Anna Froebe</b>  <b>Seconded: Paul Forget</b>  <b>Approved: Unanimous</b></p>
<b>New Business</b>	
<p><b>9. Terms of Reference – Policy Review Committee</b></p>	<ul style="list-style-type: none"> <li>• The Terms of Reference for the Policy Review Committee was presented to the board.</li> <li>• All policies have been reviewed by the committee with no changes to be made.</li> </ul> <p><b>Motion: To approve the Policy Review Committee Terms of Reference as presented.</b>  <b>Moved: Starr Olsen</b>  <b>Seconded: Patti Ley</b>  <b>Approved: Unanimous</b></p>
<p><b>10. Succession Plans for Managers</b></p>	<ul style="list-style-type: none"> <li>• Program Managers’ Succession Plans were presented to the board for review.</li> <li>• Board query: Should incumbents name be indicated on succession plans?</li> <li>• Response: Staff names are identified as a living, working document (operational document), and contingency plan. Twice a year edits are done to succession plans.</li> </ul>
<p><b>11. Ministry of Community and Social Services (MCSS) – Notification of upcoming Compliance Inspection</b></p>	<ul style="list-style-type: none"> <li>• Provided and presented board members with detailed notification of upcoming MCSS Compliance Inspection on <b>February 16/17, 2016</b> surrounding MCSS funded programs (i.e. Dual Diagnosis)</li> </ul>
<b>Addendum</b>	
<p><b>12. United Way- Training</b></p>	<ul style="list-style-type: none"> <li>• Judy apprised board members of the United Way Winter/Spring Training Calendar for 2016 and highly</li> </ul>

<b>Calendar 2016</b>	recommended the courses/training that the United Way provides.
<b>In Camera Session</b>	
<b>13. In Camera</b>  HR Updates  Property	<p><b>Motion: To move 'In Camera' at 6:45pm</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Mary Reader</b>  <b>Approved: Unanimous</b></p> <p><b>Motion: To move 'Out of Camera'</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Patti Ley</b>  <b>Approved: Unanimous</b></p> <p><b>Rise and Report: That the allocation of funds agreed to In Camera be implemented.</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Paul Forget</b>  <b>Approved: Unanimous</b></p> <p><b>Motion: That an ad hoc committee consisting of Pat, Ted and Starr be struck to work with Mark and staff on further discussions on the proposed "Centre of Excellence".</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Patti Ley</b>  <b>Approved: Unanimous</b></p> <ul style="list-style-type: none"> <li>Judy reminded the board that the three surveys should be completed by <b>January 30<sup>th</sup>, 2016</b></li> </ul>
<b>Anything Else:</b>	
<b>14. Did Well/Do Better</b>	<ul style="list-style-type: none"> <li>Survey was user friendly.</li> <li>Meeting was timely, informative. Chair kept meeting moving.</li> </ul>
<b>Meeting Adjourned</b>	<p><b>Motion: To adjourn.</b>  <b>Moved: Pat Dunn</b>  <b>Approved: Unanimous</b></p>