

Date: October 19, 2016

Time: 5:00pm

Place: Northumberland Hills Mental Health
Office

BOARD MINUTES	
Present: Judy Dickson (via OTN), Mary Reader, Ted Smith, Patti Ley, Anna Froebe (via teleconference), Paul Forget, Danielle Carter, Marg Seaton, Keely Jacox, Starr Olsen	
Staff Participants: Mark Graham	
Regrets: Linda Saunders, Pat Dunn, Sue Grant	
Guests: Katherine Jordan and Patrick Lindsay	
Chair: Ted Smith	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 5:40pm. Quorum was met.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of October 19, 2016 Agenda	<p>Motion: To accept October 19, 2016 agenda as presented. Note: Agenda item #10 has been bumped up on the agenda for presentation by Katherine Jordan.</p> <p>Moved: Mary Reader Seconded: Marg Seaton Approved: Unanimous</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours were collected. • Anna Froebe (33), Danielle Carter (7), Judy Dickson (35.5), Keely Jacox (8), Marg Seaton (5), Mary Reader (18), Patti Ley (4), Paul Forget (6), Starr Olsen (4), Ted Smith (11)
Guest Presentation	
5. Human Resources and Health & Safety	<p>Katherine Jordan, Human Resources Manager, and Patrick Lindsay, Health & Safety and Maintenance Supervisor, provided a PowerPoint presentation.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> • Provided a presentation on a paperless, online orientation program called "Moodle". • Orientation included training related to health and safety, direct client service and privacy. • Moodle is a cost-effective method of orientation. • E-learning promotes a positive and engaging method of learning. • Reviewed manager orientation training checklists and forms with board members, which are available

	<p>on Policy and Procedure Management (PPM).</p> <ul style="list-style-type: none"> • Discussions held surrounding orientation processes and effectiveness. HR will be looking at further enhancing the internal hire and student orientation process. • The Recruitment Process Working Group currently revising job descriptions and the recruitment process ensuring effective and consistent hiring practices in a unionized workplace. • Enhancing partnerships with post-secondary educational institutions for student placements. Currently working with Trent University's new BSW program and developing a student placement process and manual with front-line program staff. • Highlighted on Labour Relations and successes to date: i.e. obtained a first contract with CUPE Local 5258 without a strike, successful resolution of a ULP and multiple grievances to date and building positive relationships with union leaders and providing labour relations training to management staff. • Identified HR Cross-functional Supports: i.e. provide IT support and troubleshooting to staff, upload program statistics to meet funder reporting requirements, perform privacy and audit reports to support Privacy Committee/Officers, provide training coordination and administrative support and provide payroll back-up support for payroll, IT and Health and Safety. • Identified key quality improvement areas in HR: i.e. improving effectiveness of performance management process, aligning HR policies and procedures with the collective agreement and accreditation requirements and revising the exit interview procedure. • Highlighted on Health and Safety stats and improvements: i.e. one lost time injury for 5 days, which is the first injury since 2014 (corrective action implemented), completed Ministry of Labour's new standardized worker & supervisor health and safety training for new and existing staff, analyzed workplace violence hazards at the Lighthouse Community Centre, which resulted in implementing a site-specific emergency protocol and installation of security equipment. • More scrubs have been made available in multiple sizes for front-line staff and can be washed at work. • Identified improved health and safety maintenance features: i.e. installation of security cameras at multiple CMHA HKPR locations, installation of low profile sinks to reduce bending and lifting hazards, installation of chemical cleaning product dispensers and increased installation of hand wash stations throughout CMHA HKPR to reduce spread of disease and address IPAC requirements, and improved maintenance of walkways, especially in winter, which has reduced trips, slips and falls. • Identified key quality improvement areas in Health, Safety and Maintenance. • Ted commended Katherine and Patrick on their HR and Health & Safety presentation.
New Business	
10. a) Harassment Policy b) Workplace Violence Policy	<ul style="list-style-type: none"> • Katherine Jordan reviewed the Harassment Policy and the Workplace Violence Policy explaining the differences between workplace harassment and workplace sexual harassment.

	<p>Motion: To accept the Harassment Policy and the Workplace Violence Policy as presented. Moved: Marg Seaton Seconded: Starr Olsen Approved: Unanimous</p>
<p>6. Consent Agenda Acceptance:</p>	<p>Motion: To accept consent agenda items dated October 19, 2016 as presented. Moved: Mary Reader Seconded: Marg Seaton Approved: Unanimous</p> <ul style="list-style-type: none"> • Ted advised that the reports on the CMHA National Conference received from board and management participants are to be commended.
<p>7. Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • No items extracted from the Consent Agenda.
<p>8. Monthly Financial Report a) Quarterly financial report for the six months ended September 30th, 2016</p> <p>b) Business Expense Policy</p>	<ul style="list-style-type: none"> • Danielle presented and reviewed the quarterly board financial report for the six months ended September 30th, 2016. <p>Motion: To accept the quarterly board financial report for the six months ended September 30th, 2016, as presented. Moved: Judy Dickson Seconded: Patti Ley Approved: Unanimous</p> <ul style="list-style-type: none"> • Danielle reviewed the Business Expense Policy with board members. • The Business Expense Policy follows the directives issued under the authority of the Broader Public Sector Accountability Act as CMHA HKPR is an organization that receives Government of Ontario funding. • Danielle clarified allotted meal allowance(s) and allowable accommodation for family member(s). • Time frame to submit business expense claims has been updated from 30 to 90 days. <p>Motion: To accept the Business Expense Policy as presented. Moved: Paul Forget Seconded: Keely Jacox Approved: Unanimous</p>

<p>c) Procurement Policy re: Spending Thresholds-recommendation required</p>	<ul style="list-style-type: none"> • Danielle presented the following Procurement Policy spending threshold recommendations for: <ol style="list-style-type: none"> 1. The CEO – authorized to sign up to and including \$15k. 2. Directors and Managers – authorized to sign up to and including \$2k <p>Motion: To accept the recommended Procurement Policy spending thresholds as presented. Moved: Danielle Carter Seconded: Mary Reader Approved: Unanimous</p>
<p>9. Urgent Matter</p>	<ul style="list-style-type: none"> • None
<p>Correspondence</p>	
<p>11. United Way Peterborough & District 2015/2016 Annual Report</p>	<ul style="list-style-type: none"> • Mark distributed the United Way Peterborough & District 2015/2016 Annual Report to board members.
<p>In Camera Session</p>	
<p>12. In Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’ Moved: Mary Reader Seconded: Paul Forget Approved: Unanimous</p> <p>Motion: To Rise and Report: No Report Moved: Paul Forget Seconded: Patti Ley Approved: Unanimous</p>
<p>Anything Else:</p>	
<p>14. Did Well/Do Better</p>	<ul style="list-style-type: none"> • Ted chaired the meeting very well.
<p>Meeting Adjourned</p>	<p>Motion: To adjourn – 7:46pm Moved: Mary Reader Seconded: Paul Forget Approved: Unanimous</p>