

Date: November 16, 2016

Time: 5:00pm

Place: Ross Memorial Hospital – Board room

BOARD MINUTES	
Present: Pat Dunn, Judy Dickson , Mary Reader, Ted Smith, Anna Froebe, Paul Forget, Marg Seaton, Keely Jacox, Starr Olsen (via teleconference), Sue Grant	
Staff Participants: Mark Graham	
Regrets: Linda Saunders, Patti Ley, Danielle Carter	
Guest(s): Marnie Sicker	
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 5:14pm. Quorum was met.
2. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
3. Approval of November 16, 2016 Agenda	<p>Motion: To accept November 16, 2016 agenda as presented. Note: Agenda item #8a & #8ai has been bumped up on the agenda for presentation by Marnie Sicker.</p> <p>Moved: Marg Seaton Seconded: Anna Froebe Approved: Unanimous</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours were collected. Anna Froebe (8), Danielle Carter (11), Judy Dickson (9), Keely Jacox (15), Marg Seaton (8), Mary Reader (15), Patti Ley (3), Paul Forget (15), Starr Olsen (8), Ted Smith (37), Pat Dunn (8), Sue Grant (12)
Guest Presentation	
5. Finance	<p>Marnie Sicker, Finance Program Manager, provided a presentation to the board.</p> <p>Departmental highlights included:</p> <ul style="list-style-type: none"> Provided an overview of CMHA HKPR's financial services (i.e. create budgets, multiple ministry reports, housing support-rents, account payables, Fourcast reports etc.). Work with a complex chart of accounts. Bank reconciling Finance department consists of three additional staff (2) F/T and (1) P/T. Finance department is now fully staffed and running well. Finance department encouraging Electronic Funds Transfer (EFT) to vendors, landlords and tenants

	<p>etc. Currently EFT at 30%. Online banking at 10-20%.</p> <ul style="list-style-type: none"> • Working alongside with Fund Development and downloaded SUMAC (program) for charitable donations for receipting purposes for increased efficiency. • Finance department purchased a debit/credit machine for fundraising events, which saves immense processing time in the finance department. • Finance department worked out kinks surrounding the collective agreement and seniority hours for staff. Quite an extensive project to complete. • Achieved a successful audit for 2015-16. • Trustee department now has four trustee programs. The newest trustee program is at Northumberland Hills Hospital (NHH) as of November 1, 2016. • New NHH trustee employee will work two days a week at NHH and ½ day at CMHA HKPR Water St. office (20 hours p/week). • Looking to service approximately 20 trustee clients at NHH. • CMHA HKPR would consider expanding the trustee program at NHH if the municipality is interested. Would need to receive financial provision from the municipality for this extension, however. • The current Northumberland trustee program is financed until March 31, 2018. • Finance department completed Kawartha Lakes Policy & Procedure manual and orientation. • Cross-training staff is being conducted to prevent absences in financial services due to staff Leave of Absences, holidays. • Marnie recently took over supervision of I.T. Department. • Audit recently conducted for cost saving processes. Recently switched teleconferencing services to another provider for increased cost efficiencies. • Looking at desktop replacements.
<p>6. Consent Agenda Acceptance:</p>	<p>Motion: To accept consent agenda items dated November 16, 2016 with consent agenda item #6d extracted.</p> <p>Moved: Starr Olsen</p> <p>Seconded: Judy Dickson</p> <p>Approved: Unanimous</p>
<p>7. Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • Consent Agenda item #6d – Ethics Committee Report requested to be extracted by Ted Smith. • Ted reviewed Ethics Committee Report with board members. <p>Motion: To accept Ethics Committee Report as presented.</p> <p>Moved: Ted Smith</p>

	<p>Seconded: Keely Jacox Approved: Unanimous</p>
<p>8. Monthly Board Financial Report for the seven months ended October 31st, 2016</p>	<ul style="list-style-type: none"> In Danielle's absence, Marnie presented and reviewed the monthly board financial report for the seven months ended October 31st, 2016. <p>Motion: To accept the monthly board financial report for the seven months ended October 31st, 2016, as presented. Moved: Ted Smith Seconded: Marg Seaton Approved: Unanimous</p>
<p>9. Urgent Matter</p>	<ul style="list-style-type: none"> None
<p>New Business</p>	
<p>10. a) Governance Advisory Council</p>	<ul style="list-style-type: none"> Ted provided Governance Advisory Council (GAC) meeting update. Ted shared general information with GAC council members surrounding the 'Centre of Excellence'. Ted received a positive response, especially from Louis O'Brien, new LHIN chair, on the concept of 'one shop client care'. Patients First Act, Proposed Bill 41 has had second reading and it is hoped for the bill to be passed before the house adjourns in December. (i.e. one of the changes - do all things necessary to accomplish the amalgamation, dissolution, division or change of geographic area of one or more local health integration networks made by a regulation). We have been advised that the Central East LHIN geography would remain the same. The Community Care Access Centres will be dissolved, and the transfer of home care will be managed by the LHIN's. <p>Motion: To accept Ted Smith's Governance Advisory Council report as presented. Moved: Ted Smith Seconded: Mary Reader Approved: Unanimous</p>
<p>b) CMHA HKPR By-Laws – Number of board members</p>	<ul style="list-style-type: none"> Board discussion held regarding increasing board membership. Board chair, Pat Dunn, advised that the By-laws regarding membership can be amended. <p>Motion: To increase CMHA HKPR's Board of Directors membership from 12 to 14. Moved: Ted Smith Seconded: Judy Dickson</p>

	Approved: Unanimous
Correspondence	
11. Laptop Security Protocol – Distribute handout	<ul style="list-style-type: none"> In consideration of CMHA HKPR Privacy & Security policies, Laptop Security Protocol handouts were distributed to board members. Looking into obtaining cyber insurance, which is expensive.
In Camera Session	
12. In Camera Agenda (under separate cover)	<p>Motion: To move ‘In Camera’ Moved: Ted Smith Seconded: Paul Forget Approved: Unanimous</p> <p>Motion: To Rise and Report: No Report Moved: Ted Smith Seconded: Mary Reader Approved: Unanimous</p>
Addendum	
13. CMHA HKPR 2016/17 Q1 & Q2 MSAA Refresh	<ul style="list-style-type: none"> Mark and Marnie presented CMHA HKPR 2016/17 Q1 & Q2 MSAA refresh summarizing the changes to the budget that have been completed to date from the LHINs: <ol style="list-style-type: none"> \$14k – addition of the HS & JC local monies for Haliburton & Northumberland \$42k – Return of Support money for the new rent supplement units in Northumberland \$84k – Return of Support money for the new rent supplement units to Fourcast \$79,721 – Addition of the Local Priorities Tier 1 funding Signback of the 2016/17 Q1 & Q2 MSAA Refresh approved by board members.
Anything Else:	
14. Did Well/Do Better	<ul style="list-style-type: none"> Timely meeting.
Meeting Adjourned	<p>Motion: To adjourn – 6:46pm Moved: Ted Smith Seconded: Marg Seaton Approved: Unanimous</p>