



Date: January 18, 2017

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, Sue Grant, Danielle Carter	
Staff Participants: Mark Graham, Linda Saunders (via OTN until 6pm)	
Regrets: Patti Ley, Keely Jacox, Starr Olsen	
Guest(s): Sue Randell, Quality Assurance Manager	
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 5:01pm. Quorum was met.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of December 21, 2016 and January 18, 2017 Agenda	<p>Motion: To adopt December 21, 2016 and January 18, 2017 agenda as proposed. Will go into closed camera first and then rise from In Camera. Note: December 21, 2016 meeting was cancelled, however, both December & January agendas/board packages will be reviewed today.</p> <p>Moved: Marg Seaton Seconded: Sue Grant Approved: Unanimous</p>
In Camera Session	
5. In Camera Agenda (under separate cover)	<p>Motion: To move 'In Camera' Moved: Judy Dickson Seconded: Paul Forget Approved: Unanimous</p> <p>Motion: To Rise and Report: No Report Moved: Judy Dickson Seconded: Sue Grant Approved: Unanimous</p>
Guest Presentation	
6. a) Accreditation Introduction- Training	a) Sue Randell, Quality Assurance Manager, provided an Accreditation Canada presentation to the board. Highlights included:



<p>b) Accreditation Governance-Self-Assessment Survey</p>	<ul style="list-style-type: none"> • Provided an overview of the Accreditation Program – Qmentum and its objectives and program highlights. • Provided explanation of Accreditation Decision Guidelines (i.e. Accredited/Accredited with Commendation & Accredited with Exemplary standing). • Provided explanation surrounding the focus of Client and Family Centred Care. • Identified CMHA HKPR’s current progression in preparation for Accreditation in November, 2017 and projected goals and tasks to complete throughout the year. • b) Sue assisted the board in completing their online Governance Self-Assessment Survey for Accreditation Canada. This Governance self-assessment survey will identify ‘Required Organizational Practices’ (ROPs) needed for improvement (red or yellow flags). • Ted has recommended appointing/developing one or more committees to work on these high priority ROPs. • The results of the Governance self-assessment survey will be provided to the board so that the Governance Action Plan can be developed. • Karen will email an Accreditation Canada hyperlink to the ‘Governance Functioning Tool’ (survey) for board members to complete p/Sue. <p>Motion: To receive Sue Randell’s Accreditation report as presented. Moved: Ted Smith Seconded: Mary Reader Approved: Unanimous</p>
<p>4. Board Volunteer Hours</p>	<ul style="list-style-type: none"> • Board volunteer hours were collected. • Anna Froebe (9), Danielle Carter (7), Judy Dickson (8), Keely Jacox (22), Marg Seaton (7), Mary Reader (20), Paul Forget (10), Ted Smith (22), Pat Dunn (12), Sue Grant (6)
<p>New Business – December 21, 2016 Agenda</p>	
<p>10. a) Nomination Committee-Candidate Recommendations</p>	<ul style="list-style-type: none"> • Four board candidates were interviewed. Two candidates were recommended for selection to the CMHA HKPR Board of Directors. • Candidates’ qualifications were reviewed with board members. • The two recommended candidates are: <ul style="list-style-type: none"> - Drew Merrett AND - Karl Moher <p>Motion: Move to accept new member, Drew Merrett, to the CMHA HKPR Board of Directors. Moved: Ted Smith Seconded: Judy Dickson</p>

<p>10. b) 2017 AGM Date</p> <p>10. c) January 4 & 5th- 2017 MCSS Compliance Review/QAM Policy Review preparation</p> <p>10. d) Diversity Questionnaire submissions</p>	<p>Approved: Unanimous</p> <p>Motion: Move to accept new member, Karl Moher, to the CMHA HKPR Board of Directors. Moved: Ted Smith Seconded: Paul Forget Approved: Unanimous</p> <p>Action: Ted will be contacting all four candidates on January 19, 2017 advising outcome. Ted will arrange with Karen to issue ‘welcome’ packages and arrange for orientation of new board members before the next board meeting on February 15, 2017.</p> <ul style="list-style-type: none"> In recognition of AGM now being held in September (rather than June), the board decided on three primary dates in order of preference as follows: <ol style="list-style-type: none"> September 13, 2017 September 14, 2017 September 21, 2017 <p>Motion: To accept the three primary AGM dates in order of preference. Moved: Anna Froebe Seconded: Judy Dickson Approved: Unanimous</p> <ul style="list-style-type: none"> This December 21st agenda item is now past tense. The MCSS Compliance Review was held on Jan. 4th & 5th, 2017. QAM Policy Review preparation was completed prior to Jan. 4th, 2017 with two exceptions. As of today’s date, January 18th, 2017, there is one exception required to complete review of QAM policies and procedures. Board members submitted their Diversity Questionnaires to the Diversity Committee.
<p>January 18, 2017 – Agenda items</p>	
<p>8. Items Extracted from the January 18, 2017 Consent Agenda</p>	<ul style="list-style-type: none"> Executive Limitations EL#2b – Treatment of Staff (Item #3), and the MCSS Compliance Inspection Summary were extracted from the January 18th, 2017 Consent Agenda. It was identified that item #3 in Executive Limitations EL#2b-Treatment of Staff needs to be revised to reflect updated language surrounding bargaining unit and non-bargaining unit employees. <p>Motion: Executive Limitation EL#2b – Treatment of Staff has been referred to CEO for revision. CEO</p>



	<p>will bring revised Executive Limitation back to board for further review and board approval.</p> <p>Moved: Judy Dickson Seconded: Anna Froebe Approved: Unanimous</p> <ul style="list-style-type: none"> The MCSS Compliance Inspection Summary was reviewed by the board. <p>Motion: To approve and adopt the CEO’s explanation in regards to the MCSS Compliance Inspection Summary.</p> <p>Moved: Marg Seaton Seconded: Anna Froebe Approved: Unanimous</p>
9. Quarterly Report for December 2016	<ul style="list-style-type: none"> Danielle reviewed the Quarterly Report for December 2016. <p>Motion: To receive the Quarterly Report for December, 2016, as presented.</p> <p>Moved: Danielle Carter Seconded: Marg Seaton Approved: Unanimous</p> <ul style="list-style-type: none"> In follow-up to the December 21st, 2016 agenda, further review of the Procurement Policy was reviewed. It was suggested to have a policy in place when it comes to ‘over-expensed’ procurements in an emergency situation without having to get board’s approval. The board president’s signature would be sufficient in an emergency situation. CEO will take suggestions to the Finance Committee for further review and report back to the board.
10. Urgent Matter	<ul style="list-style-type: none"> None
New Business	
11. New Business	<ul style="list-style-type: none"> None
Correspondence	
12. Correspondence	<ul style="list-style-type: none"> None
Return to In Camera Session	
In Camera Agenda (under separate cover)	<p>Motion: To move In Camera.</p> <p>Moved: Ted Smith Seconded: Judy Dickson Approved: Unanimous</p>



	<p>Motion: To move out of In Camera Moved: Ted Smith Seconded: Mary Reader Approved: Unanimous</p> <p>Motion: To Rise and Report – To accept Director of Corporate Services Fiscal Recommendations. Moved: Paul Forget Seconded: Ted Smith Approved: Unanimous</p>
Anything Else:	
Did Well/Do Better	<ul style="list-style-type: none">•
13. Adjournment	<ul style="list-style-type: none">• Meeting adjourned at 8:30pm