

Date: February 15, 2017

Time: 5:00pm

Place: 466 George St.- Multi-purpose Room

BOARD MINUTES	
Present: Pat Dunn, Judy Dickson (teleconference) , Mary Reader, Ted Smith, Paul Forget, Marg Seaton, Danielle Carter, Karl Moher, Via OTN: Anna Froebe and Patti Ley	
Staff Participants: Mark Graham	
Regrets: Linda Saunders, Drew Merrett, Keely Jacox, Starr Olsen, Sue Grant	
Guest(s): Shari Warfield, Program Manager for Dual Diagnosis and Transitional-Aged Youth (TAY)	
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 5:10pm. Quorum was met.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of February 15, 2017 Agenda	<p>Motion: To approve February 15, 2017 agenda with the addition of CMHA HKPR By-Law Review. Moved: Paul Forget Seconded: Karl Moher Approved: Unanimous</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours were collected. • Anna Froebe (4), Danielle Carter (8), Judy Dickson (6), Karl Moher (5), Marg Seaton (4), Mary Reader (5), Pat Dunn (24), Patti Ley (1), Paul Forget (7), Ted Smith (6)
Quality Improvement- Program Presentation	
5. Quality Assurance Measures – Dual Diagnosis and Transitional-Aged Youth	<ul style="list-style-type: none"> • As part of CMHA HKPR’s annual Ministry of Community and Social Service Compliance Inspection, which was conducted on January 4th and 5th, 2017, Shari Warfield, Program Manager, reviewed the introduction to Quality Assurance Measures (QAM) Regulations reg. 299 as part of the annual review to the board. This is CMHA HKPR’s third compliance review to date. • CMHA HKPR was notified on January 20th, 2017 by MCSS that the agency was found to be in compliance with Ontario Regulation 299/10 (Quality Assurance Measures Regulations). • Shari presented the ‘Client Rights & Responsibilities’ information handbook to board members that is provided to all clients and board members annually outlining Mission, Vision and Values, Client Rights, Privacy & Confidentiality, Informed Consent, the Right to Live Free from Abuse, Exploitation and Discrimination.

	<ul style="list-style-type: none"> • Shari discussed the January 4th, 2017 closing of the Lighthouse Community Centre and the closing celebration that was held for clients, volunteers and staff. • Shari highlighted on Development Services Ontario's (DSO) upcoming new process of selecting Dual Diagnosis clients through an online portal selection. New process should be implemented later this year. Staff are currently being trained. The program has 45 days to fill a vacancy. There are 45 Dual Diagnosis clients to date. Shari also discussed the successes and challenges within the program. • The Transitional-Aged Youth pilot project has had 6 individuals in one year and the group consists of a younger crowd. Consultants are gathering information to take forward into other communities. Conducting pre-and post testing to rate their anxiety. A meditation group has been formed.
Welcome and Introduction	<ul style="list-style-type: none"> • Pat Dunn welcomed and introduced Karl Moher to the CMHA HKPR's Board of Directors.
6. Consent Agenda Acceptance	<ul style="list-style-type: none"> • Consent Agenda items were accepted by the board.
7. Items Extracted from the Consent Agenda	<ul style="list-style-type: none"> • None
8. Monthly Financial Report	<ul style="list-style-type: none"> • Danielle reviewed the Monthly Report for the Ten Months ending January 31st, 2017. <p>Motion: To receive the Monthly Report for the Ten Months ending January 31st, 2017. Moved: Marg Seaton Seconded: Mary Reader Approved: Unanimous</p>
9. Urgent Matter	<ul style="list-style-type: none"> • None
New Business	
10. a) Board Quality Improvement – Revised 2017 Meeting Schedule for Program QI Projects	<ul style="list-style-type: none"> • Mark reviewed the revised Quality Improvement Program QI Projects schedule for 2017 with the board. • Mark acknowledged and confirmed that the board's preferred date of Wednesday, September 13, 2017, has been selected for CMHA HKPR's 4th Annual General Meeting (AGM), which will be held in Peterborough this year. Karen is working on a couple of selected sites, including the Peterborough Sports and Wellness Centre to hold CMHA HKPR's AGM. <p>Motion: To receive the revised Quality Improvement Program projects schedule and the selected date of September 13th, 2017 for CMHA HKPR's 4th Annual AGM in Peterborough. Moved: Marg Seaton Seconded: Ted Smith Approved: Unanimous</p> <ul style="list-style-type: none"> • Mark advised board members of the 2017 CMHA Ontario Governance training event, "Leading

<p>10. b) Assertive Outreach-Suicide Prevention</p>	<p>Through Change”, to be held on June 3, 2017 at the Doubletree by Hilton at 108 Chestnut St. in Toronto. This is a one day event, which is preceded by CMHA Ontario’s AGM on June 2, 2017, celebrating their 60-year anniversary. The AGM will be held at the same location as the governance training event. More details will follow at a later date.</p> <ul style="list-style-type: none"> • Mark advised board members of the 2nd Annual Mental Health for All Conference, which will be held on September 18-20, 2017 at the Hilton Toronto, 145 Richmond St. W. This year’s theme is “It Takes a Nation”. CMHA HKPR has submitted a few abstracts for the conference. • Mark reviewed the proposed expansion for the Assertive Outreach Suicide Prevention program with Ross Memorial Hospital-Kawartha Lakes. This expansion would include the addition of 1.0 FTE Assertive Outreach Suicide Prevention- worker in KL and 1.0 FTE Family Education and Support worker in Ptbo/KL. <p>Motion: To receive the Assertive Outreach Suicide Prevention report as presented. Moved: Mary Reader Seconded: Paul Forget Approved: Unanimous</p>
<p>10. c) CMHA HKPR 2016/17 Q3 MSAA Refresh (Tier 2)</p>	<ul style="list-style-type: none"> • Mark reviewed numbers and targets on the 2016/17 Q3 Multi-Sector Service Accountability Agreement (MSAA) schedules to reflect the additional funding and conditions, effective as of December 31, 2016. • Mark also explained the definition and parameters of the Tier 2 funding. <p>Motion: To receive, accept and permit Board Chair, Pat Dunn’s, signing authority on the CMHA HKPR 2016/17 Q3 MSAA Refresh. Moved: Ted Smith Seconded: Marg Seaton Approved: Unanimous</p>
<p>10. d) Accreditation Governance ROP’s & Governance Action Plan (GAP)</p>	<ul style="list-style-type: none"> • Mark reviewed the Governance Required Organizational Practices (ROPs) and the Governance Action Plan (GAP) identifying the red and green flags, which need to be reviewed and addressed by board members. • The red and green flags are the results of the Accreditation Governance Self-Assessment Survey conducted by the board at the January 18th, 2017 board meeting. • Each board member has been asked to provide input/feedback on the red and green-flagged items on

<p>10. e) 2017/18 Community Accountability Planning Submissions (CAPS)-CELHIN Summary along with CAPS information book</p> <p>10. f) CMHA HKPR By-Laws amendment</p>	<p>the Governance Action Plan and submit to Karen prior to the March 15th, 2017 board meeting. All board member feedback will be reviewed at the March 15th board meeting.</p> <ul style="list-style-type: none"> • When all feedback has been received, a GAP sub-committee of 2-4 board members will be developed to work on the Governance Action Plan. The GAP sub-committee will be selected at the March 15th, 2017 board meeting. • Board members were kindly reminded to complete the Governance Functioning Tool survey by February 28th, 2017 so that results can be reviewed at the March 15th, 2017 board meeting. <p>Motion: To receive the Accreditation Governance ROP's and Governance Action Plan as presented. Moved: Marg Seaton Seconded: Ted Smith Approved: Unanimous</p> <ul style="list-style-type: none"> • Mark reviewed the 2017/18 Community Accountability Planning Submissions (CAPS) with board members and provided an overview on how the budget is developed, including Tier 1 and Tier 2 breakdowns. <p>Motion: To accept the 2017/18 Community Accountability Planning Submissions (CAPS) as presented. Moved: Karl Moher Seconded: Danielle Carter Approved: Unanimous</p> <ul style="list-style-type: none"> • The 2013 CMHA HKPR By-laws, Section 14(vi) is in contravention to current board membership practice by disallowing “any employee or staff member of the Corporation, a Branch, CMHA, National to serve as a Director”. Currently, CMHA HKPR has one board member that is an employee of CMHA Muskoka-Parry Sound. <p>Motion: To produce an amendment to the 2013 CMHA HKPR By-Laws specifying that any employee of CMHA HKPR shall not be eligible to serve as a Director (<i>on the CMHA HKPR Board of Directors</i>). Moved: Marg Seaton Seconded: Ted Smith Approved: Unanimous</p>
<p>Business Arising</p>	
<p>11. a) Executive Limitations-EL#2b Treatment of Staff-REVISED</p>	<ul style="list-style-type: none"> • REVISED Executive Limitations EL#2b – Treatment of Staff (Item #3 & #4) was presented to the board for further review and approval in follow-up to the January 18, 2017 board meeting.

	<ul style="list-style-type: none"> • An additional comment identifying that the CEO has not received any formal grievances from non-bargaining unit employees from January 1, 2016 through to December 31, 2016 needs to be included in the revised Executive Limitations EL#2b-Treatment of Staff. • Second revision of the above-noted executive limitations will be resubmitted to the board at the March 15th, 2017 board meeting for approval.
Correspondence	
<p>12. i) ii) and iii) MCSS Compliance Inspector Letters and Report</p> <p>12. iv) MOHLTC 2016-17 In-Year Subsidy Agreement</p>	<ul style="list-style-type: none"> • The board was presented with and reviewed all MCSS Compliance Inspector letters and reports in follow-up to the January 4th and 5th, 2017 MCSS Compliance Inspection. • Mark reviewed the MOHLTC 2016-17 In-Year Subsidy Agreement with board members. • The MOHLTC will be recovering unused housing subsidy in the amount of \$61,200, in two payments, for the 2016/17 fiscal year. <p>Motion: To receive Correspondence agenda items as presented. Moved: Mary Reader Seconded: Marg Seaton Approved: Unanimous</p>
In Camera Session	
<p>13. In Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’ Moved: Paul Forget Seconded: Marg Seaton Approved: Unanimous</p> <p>Motion: To move ‘Out of Camera’ Moved: Ted Smith Seconded: Karl Moher Approved: Unanimous</p> <p>Rise and Report:</p> <p>1. Motion: The Board Chair President and Vice-President are approved to sign the CEO’s performance appraisal. Moved: Mary Reader Seconded: Paul Forget Approved: Unanimous</p>



	<p>2. Motion: Develop a board committee to include Pat Dunn, Ted Smith and Marg Seaton who will create a new format for the CEO performance appraisal.</p> <p>Moved: Danielle Carter Seconded: Paul Forget Approved: Unanimous</p>
Anything Else:	
Did Well/Do Better	<ul style="list-style-type: none">•
14. Adjournment	<p>Motion: To adjourn at 8:15pm</p> <p>Moved: Karl Moher Seconded: Mary Reader Approved: Unanimous</p>