


**Date:** April 19, 2017

**Time:** 5:00pm

**Place:** 466 George St. – Multi-purpose Room

<b>BOARD MINUTES</b>	
<b>Present:</b> Pat Dunn, Sue Grant, Mary Reader, Drew Merrett, Keely Jacox, Patti Ley, Starr Olsen, Paul Forget, Karl Moher, <b>via Teleconference:</b> Judy Dickson, Anna Froebe, Ted Smith	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Danielle Carter, Marg Seaton	
<b>Guest(s):</b> Jonathan Hewitt – Program Manager, Justice Service & Ontario Telemedicine Network	
<b>Chair:</b> Pat Dunn	<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 5:15pm. Quorum was met.</li> </ul>
<b>2. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>• None expressed.</li> </ul>
<b>3. Approval of April 19, 2017 Agenda</b>	<p><b>Motion: To approve the April 19, 2017 Agenda</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Karl Moher</b>  <b>Carried</b></p>
<b>4. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>• Board volunteer hours were collected.</li> <li>• Anna Froebe (4), Drew Merrett (8), Judy Dickson (5), Karl Moher (7), Keely Jacox (9), Mary Reader (5), Pat Dunn (4), Patti Ley (5), Paul Forget (6), Starr Olsen (4), Ted Smith (8)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Justice Services &amp; Ontario Telemedicine Network (OTN)</b>	<ul style="list-style-type: none"> <li>• Jonathan Hewitt, Program Manager of Justice Services and Ontario Telemedicine Network (OTN), provided an in-depth PowerPoint presentation on :</li> <li>• The background of Justice Services and OTN identifying that these two portfolios were combined for the first time this year and how they were originally split between two offices and managed under two separate teams.</li> <li>• Identified that Justice Services consists of the Court Support Program, Youth Mental Health Court Worker and the Release from Custody program.</li> <li>• In-depth program 'High Lights' were provided for each of the (4) programs.</li> <li>• Identified some improvements/successes including establishing a pre-charge diversion program through collaboration with KL police services, O.P.P. and the Crown's office (this program may be</li> </ul>

	<p>adopted in Haliburton County in the upcoming year), the addition of a court office at the KL courthouse, obtained the services of a forensic psychiatrist, Georgia Walton, established a unique relationship with Central East Correctional Centre, which allows staff to enter and meet with individuals prior to their release, and implemented new software creating a centralized referral process to reduce the number of missed referrals (the outcome of this change resulted in an increase in referrals from CECC over the last four months).</p> <ul style="list-style-type: none"> <li>• Explained how the Justice Team has made improvements this past year on data reporting, which resulted in improved statistical data for the program (i.e. two workers were added to the program in December, one on a contract basis and one full-time permanent).</li> <li>• Identified accomplishments achieved by the OTN clinic including the added connection to a neurology clinic and doctor (Dr. Evan Lewis) that is providing timely access to neurology remotely from Toronto. The CMHA HKPR office has also become his site for in-house visits when he comes to this area.</li> <li>• Secured one-time funding for psychiatric sessionals for the upcoming year through increased partnership with the Family Health Team.</li> <li>• A 'Question &amp; Answer' period followed.</li> <li>• Presentation was well-received by the board.</li> </ul>
<p><b>6. Consent Agenda Acceptance</b></p>	<p><b>Motion: To accept the April 19, 2017 Consent Agenda with one extraction from the CEO Report.</b>  <b>Moved: Judy Dickson</b>  <b>Seconded: Karl Moher</b>  <b>Carried</b></p>
<p><b>7. Items Extracted from the Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>• Board member Karl Moher looking for further details regarding the Mental Health &amp; Addictions 'Shaping the Future Session', which was held in Ajax on <b>March 31, 2017</b>, surrounding future changes in client service.</li> <li>• The CEO identified that the Deloitte Consulting group, working with the CE LHIN regarding client-family-centred comprehensive integrated mental health and addictions systems, is in its beginning stages and that they are currently gathering feedback surrounding key elements. It is too early to be able to determine final direction(s). The board will be kept apprised of further developments as the study progresses.</li> </ul>
<p><b>8. Monthly Financial Report</b>   <b>MCSS-MCYS Annual Budget 2017-18</b></p>	<ul style="list-style-type: none"> <li>• Linda reviewed the MCSS-MCYS Annual Budget for 2017-18 with board members.</li> </ul> <p><b>Motion: To receive the MCSS-MCYS Annual Budget for 2017-18 as presented.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Patti Ley</b>  <b>Carried</b></p>
<p><b>9. Urgent Matter</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>

Business Arising	
10. a) Continuation of (addressing) Governing ROPs and Governance Action Plan (GAP)	<ul style="list-style-type: none"> <li>Linda Saunders in collaboration with board members completed the remaining governing red-flagged ROPs by providing their feedback on the Governance Action Plan (GAP).</li> </ul>
New Business	
11. a) Second Amendment to CMHA HKPR By-Laws-Section 7-Annual Meeting	<ul style="list-style-type: none"> <li>Section 7- 'Annual Meeting of the CMHA HKPR By-Law has been amended to reflect the revised September date for its annual general meeting. This is the Second Amendment for the CMHA HKPR By-Laws.</li> </ul> <p><b>Motion: To accept the Second Amendment, Section 7-Annual Meeting of the CMHA HKPR By-Laws as presented.</b></p> <p><b>Moved: Ted Smith</b></p> <p><b>Seconded: Mary Reader</b></p> <p><b>Carried</b></p>
11. b) ROP Validation – 'To the Board'	<ul style="list-style-type: none"> <li>Ted Smith reviewed his letter 'To the Board' with board members.</li> <li>Ted looking for validation and clarification that the board fully understands how the Board of Directors are to demonstrate and measure indicators surrounding Accreditation Canada's Required Organizational Practices.</li> <li>Board members reviewed a number of processes and events that demonstrate how some of these ROPs are accomplished making sure that they are well documented for Accreditation.</li> </ul>
11. c) Proposed Committees of the Board	<ul style="list-style-type: none"> <li>Ted presented his 'Proposed Committees of the Board' in development of a proposed Human Resource Committee.</li> </ul> <p><b>Motion: Recommendation was made to refer the 'Proposed Committees of the Board' to the Executive Committee for review and report at the next board meeting on <b>May 17<sup>th</sup>, 2017.</b></b></p> <p><b>Moved: Ted Smith</b></p> <p><b>Seconded: Patti Ley</b></p> <p><b>Carried</b></p>
11. d) Board's Selection of Governance of Action Plan (GAP) Sub-committee	<ul style="list-style-type: none"> <li>The following board members have been selected to sit on the Governance Action Plan Sub-committee: Pat Dunn / Sue Grant / Drew Merrett and Ted Smith</li> </ul>



<p><b>11. e) CMHA Ont. Governance Event – June 3/17 (Selected Board attendance)</b></p> <p><b>11. f) Workplace Violence and Harassment Prevention Policy - Revised</b></p>	<ul style="list-style-type: none"><li>• Mark advised board members that (6) reservations have been made for board members to attend the 2017 CMHA Ontario Governance Training Event on <b>June 3/17</b>. Mark and Drew are currently attending the event.</li><li>• Keely, Anna and Sue advised they would like to go, along with Pat and Judy giving first preference for those members who have yet to attend this event.</li><li>• Event information with agenda will be issued to those interested in attending. Please contact Karen Wolff if there is further interest in attending.</li> <li>• Linda reviewed the revised Workplace Violence and Harassment Prevention Policy, which used to be two separate policies, but now combined into one policy.</li><li>• Recommendation made to see before and after policies to draw comparisons between old and new.</li></ul> <p><b>Motion: To adopt revised Workplace Violence and Harassment Prevention Policy.</b> <b>Moved: Karl Moher</b> <b>Seconded: Keely Jacox</b> <b>Carried</b></p>
<p><b>Correspondence</b></p>	
<p><b>12. a) KL Spring Dinner poster</b> <b>b) Luke Four Letter of Reference &amp; Application</b> <b>c) NEW-MOHLTC –One-time Funding with the Supportive Housing Program</b></p>	<ul style="list-style-type: none"><li>• All correspondence items were presented to the board.</li></ul>
<p><b>In Camera Session</b></p>	
<p><b>13. In Camera Agenda (under separate cover)</b></p>	<p><b>Motion: To move ‘In Camera’ ( 7:25pm)</b> <b>Moved: Drew Merrett</b> <b>Seconded: Sue Grant</b> <b>Carried</b></p> <p><b>Motion: To Rise and Report – NO Report</b> <b>Moved: Patti Ley</b></p>



	<b>Seconded: Karl Moher</b> <b>Carried</b>
<b>Anything Else:</b>	
<b>Did Well/Do Better</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>14. Adjournment</b>	<b>Motion: To adjourn (8:00pm)</b> <b>Moved: Patti Ley</b> <b>Seconded: Sue Grant</b> <b>Carried</b>