

Date: November 15, 2017

Time: 5:00pm

Place: 466 George St. – Multi-purpose room

BOARD MINUTES	
Present: Pat Dunn, Ted Smith, Sue Grant, Drew Merrett, Karl Moher, Keely Jacox, Mary Reader, Caroline Monsell, Roger Hardy, Valdis Cuvaldin, Heather Temple and Judy Dickson (teleconference)	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Paul Forget, Rob Seguin	
Guest(s): Kim Kennelly and Jeff Cadence, Diversity Committee	
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 5:04pm. Quorum was met. • Round table introductions were conducted.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of November 15, 2017 Agenda	<p>Motion: To approve the November 15, 2017 agenda.</p> <p>Moved: Drew Merrett</p> <p>Seconded: Sue Grant</p> <p>Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours were collected. • Caroline Monsell (5), Drew Merrett (12), Heather Temple (10), Judy Dickson (8), Karl Moher (12), Keely Jacox (5), Mary Reader (7), Pat Dunn (10), Roger Hardy (13), Sue Grant (8), Valdis Cuvaldin (9)
Quality Improvement- Program Presentation	
5. Diversity Committee	<ul style="list-style-type: none"> • Kim Kennelly, Direct Service Co-chair, and Jeff Cadence, Management Co-chair of the Diversity Committee, provided a PowerPoint presentation to board members highlighting the following: • Diversity survey results were distributed to board members for review. (57) Responses were received. Survey results identified areas to provide essential learning opportunities. The Diversity survey will be conducted annually going forward. • Last year the Diversity Committee sold beautifully illustrated, 'Multi-faith' calendars in order to raise funds for the committee at a cost of \$16 p/calendar. Calendars will be made available once again for 2018. <p>Action: Karen - bring 2018 calendars to the December 13th board meeting for purchase.</p> <ul style="list-style-type: none"> • Identified the purpose of the Diversity Committee, which is to create and maintain a culture of



	<p>respect, dignity for all persons and continuous learning within the organization, across all areas of diversity. The committee will work with community partners in order to create educational opportunities.</p> <ul style="list-style-type: none"> • Identified the responsibilities of the Diversity Committee ensuring that discussions and actions of committee members reflect CMHA HKPR’s Mission, Vision, Values and Code of Conduct. • Develop and implement an annual work plan that enhances the purpose and objectives of the committee. Raise awareness regarding diversity issues within the organization and amongst community partners. • Some examples of the Diversity Committee educating and raising awareness within the organization, is demonstrated by including the Diversity Committee as a standing agenda item on the monthly Management Committee agenda and Team meeting agendas. Social Determinants of Health and Intersectionality have been discussed to date with the management team. Monthly Diversity questions are also emailed to all CMHA HKPR employees in a contest format encouraging staff to educate themselves in diversity. • Identified Community Outreach and partnerships (i.e. Pride in KL and in Peterborough, Peterborough Immigration Partnership, Rainbow Youth Coalition, Nijjkiwendidaa Anishnaabekwewag Services Circle, Kitchen Table Conversations, Day of Pink) • A long-term goal for the Diversity Committee is to ensure that CMHA HKPR employees and community partners have had preliminary diversity training by the end of 2018-19. This is a measurable goal. • Board president, Pat Dunn, encouraged the Diversity Committee to promote diversity awareness by training publicly (Anti Racist/Anti Oppressive Training). Discussed target groups to reach outside of CMHA HKPR.
<p>6.Consent Agenda Acceptance</p>	<p>Motion: To accept the November 15, 2017 Consent Agenda as presented. Moved: Drew Merrett Seconded: Keely Jacox Carried</p>
<p>7. Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • None
<p>8. Monthly Report for Seven Months ending October 31, 2017</p>	<ul style="list-style-type: none"> • Mary Reader reviewed the monthly financial report for the seven months ended October 31st, 2017. • Reviewed property maintenance, need to reconcile (some items may be capital items). <p>Motion: To accept the Monthly Financial Report for the Seven Months Ended October 31st, 2017 as presented. Moved: Karl Moher Seconded: Drew Merrett</p>



	Carried
9. Urgent Matter	<ul style="list-style-type: none"> • None
Business Arising	
10. a) Profile and Skills Inventory- Results b) Board chair evaluation document - results	<ul style="list-style-type: none"> • Pat reviewed Profile and Skills Inventory results with the board. Identified gaps for future recruiting. • Inventory tool will be useful for Accreditation surveyors. • Need Board of Director representation in Haliburton. • Board members reviewed the newly created Board Evaluation Policy and documents/forms: <ul style="list-style-type: none"> - Board Evaluation Policy - Board Meeting Evaluation Form - Board President Performance Evaluation Form - Director Self Evaluation Form • All evaluations should be done by February every year. • Re-word #12 on the 'Board Meeting Evaluation Form' by replacing 'auditing and accounting principles' with 'financial accountability'. <p>Motion: To accept the Board Evaluation Policy and three board evaluation forms as indicated above, with amendment to #12 on the Board Meeting Evaluation Form, as presented.</p> <p>Moved: Drew Merrett</p> <p>Seconded: Keely Jacox</p> <p>Carried</p> <ul style="list-style-type: none"> • Pat queried item #12 on the Director Self Evaluation Form regarding attending at least one educational opportunity for self development. • Board members agreed to keep item #12 for board members' 'Self-development'. • Mark questioned board members if it is preferred to do all board evaluations at once? All board members agreed to do all board evaluations at once. • It is agreed that all board evaluations/results will be provided annually at the March board meeting.
New Business	
11. a) Selection of Board Committees	<ul style="list-style-type: none"> • The board's committee structure and membership has been updated as follows: <ol style="list-style-type: none"> 1. Nomination Committee: Mary Reader / Karl Moher / Caroline Monsell / Valdis Cuvaldin 2. By-Law Committee: Sue Grant / Keely Jacox 3. Board Governance Policies & Procedures Committee: Mary Reader / Heather Temple 4. Fund Development Committee: Paul Forget / Keely Jacox / Drew Merrett and Kerri Davies 5. Ethics Committee: Karl Moher 6. Finance Committee: Mary Reader 7. AGM Awards Committee: Judy Dickson / Caroline Monsell / Rob Seguin

<p>11. b) Accreditation Governance Discussion Group - Update</p>	<ul style="list-style-type: none"> • Governance group met with Sue Randell in preparation for the Accreditation Governance Group Session with the surveyors on Monday, November 20, 2017 from 1:15pm to 2:15pm. • Governance group went over 'primer' questions.
<p>11. c) 2018 Board Meeting Schedule – determine meeting locations</p>	<ul style="list-style-type: none"> • Board members selected locations for the 2018 Board meetings. <p>Motion: To adopt the 2018 Board Meeting Schedule. Moved: Mary Reader Seconded: Roger Hardy Carried</p>
<p>11. d) HR Policies and Procedures for approval: - Jury and Witness Leave - Long Term Disability - Complaint Resolution and Grievances - Training and Professional Development</p>	<ul style="list-style-type: none"> • Jury and Witness Leave policy has been revised to 'Jury <i>Duty</i> and Witness Leave' by board members. • Valdis provided additional language surrounding subpoenas. Linda amending policy with additional language. <p>Motion: To adopt the Jury Duty and Witness Leave policy as amended. Moved: Karl Moher Seconded: Mary Reader Carried</p> <ul style="list-style-type: none"> • Linda reviewed the Long Term Disability policy with board members. • Judy suggested reducing the amount of time to return equipment (item #11) who has been absent from work for injury or illness (policy indicates 120 continuous days of absence will immediately return any property). Upon this discussion, it was determined to move item #11, return of equipment to the Sick Leave policy. • Karl suggested excluding item #5 <p>Action: Return Long Term Disability Policy to board for further review and approval once changes have been made.</p> <ul style="list-style-type: none"> • The board reviewed the Complaint Resolution and Grievances policy with no changes. <p>Motion: To adopt the Complaint Resolution and Grievance policy as presented. Moved: Karl Moher Seconded: Valdis Cuvaldin Carried</p>



	<p>The Training and Professional Development policy has been reviewed and revised by board members to indicate that employees will receive payment for fifty percent (50%) of the eligible amount upon presentation of proof of successful completion of the approved course. The eligible reimbursement amount will be paid in two (2) equal installments; one immediately and the second payment will be paid one year later, provided that the employee remains actively employed by C.M.H.A. H.K.P.R.</p> <p>Motion: To adopt the Training and Professional Development Policy as amended. Moved: Keely Jacox Seconded: Mary Reader Carried</p>
Addendum	
<p>12. a) MCYS – MCSS Transfer Payment Reconciliation 2016-17: C489188-1 – requires approval/signature</p>	<ul style="list-style-type: none"> Board members reviewed the MCYS – MCSS Transfer Payment Reconciliation 2016-17: C489188-1 <p>Motion: To approve the MCYS – MCSS Transfer Payment Reconciliation 2016-17: C489188-1 as presented. Moved: Karl Moher Seconded: Caroline Monsell Carried</p>
Correspondence	
13. Correspondence	<ul style="list-style-type: none"> Non e
In Camera Session	
<p>14. In Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’ Moved: Karl Moher Seconded: Keely Jacox Carried</p> <p>Rise and Report : No Report</p> <p>Moved: Drew Merrett Seconded: Mary Reader Carried</p>
Anything Else:	
<p>Did Well/Do Better</p>	<ul style="list-style-type: none"> Board member ‘round table’ discussions were held with the following feedback: <ul style="list-style-type: none"> Karl inquired into the possible addition of (6) new psychiatrists to Peterborough? Mark confirmed that CMHA HKPR has received no formal notification in changes to psychiatric care. Judy extended congratulations to Pat, board members, Mark and Linda, for a job well-done in



	preparation for Accreditation.
15. Adjournment	Motion to adjourn at 7:50pm Moved: Sue Grant Seconded: Roger Hardy Carried