



Date: August 16, 2017

Time: 5:00pm

Place: Ross Memorial Hospital – Board room

BOARD MINUTES	
Present: Pat Dunn, Ted Smith, Drew Merrett, Paul Forget, Karl Moher, Judy Dickson, Keely Jacox, Anna Froebe, Sue Grant, Mary Reader	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Danielle Carter, Marg Seaton	
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 5:00pm. Quorum was met.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of August 16, 2017 Agenda	<p>Motion: To approve the amended August 16, 2017 agenda with one addition:</p> <p>1. Timely issue of board package reports p/Karl Moher</p> <ul style="list-style-type: none"> • A kind reminder from Karl to please keep within the one week <i>prior</i> to the board meeting to issue all board package reports, and preferably not after, in order for board members to come fully prepared for board meetings. • Apologies were extended by Mark and Linda. A number of staff are currently on summer holidays, thus the delay. <p>Moved: Paul Forget Seconded: Mary Reader Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours were collected. • Anna Froebe (13), Drew Merrett (4), Judy Dickson (4), Karl Moher (12), Keely Jacox (5), Mary Reader (11), Pat Dunn (9), Paul Forget (6), Sue Grant (8), Ted Smith (20)
Quality Improvement- Program Presentation	
5. Accreditation Update	<ul style="list-style-type: none"> • Sue Randell, Quality Assurance Manager for CMHA HKPR, provided an Accreditation Update with a PowerPoint presentation to board members highlighting the following:

	<ul style="list-style-type: none"> • Reviewed objectives surrounding activities planned for the next three months, prior to CMHA HKPR's scheduled Accreditation on November 20-23, 2017. • Discussed the Accreditation survey and assigned Accreditation surveyors, Mr. Patrick Griffith and Dr. Rajender Kumar. • Discussed CMHA HKPR's survey preparation to date (i.e. Worklife Pulse survey, Client Safety survey, and Client Experience surveys). • Completed self assessments to 5 sets of Accreditation standards, as teams: <ul style="list-style-type: none"> ○ Community-based Mental Health Services and Supports ○ Medication Management Standards for Community-based Organizations ○ Infection Prevention & Control Standards for Community-based Organizations ○ Leadership Standards for Small, Community-based Organizations ○ Governance • Discussed what's left to do prior to the survey (i.e. committees continue to work on action plans, team meetings with staff prior to on-site visit, Evidence binder preparation, document uploads to portal, pre-survey teleconference with surveyors-mid September and a finalized survey schedule to be issued). • Discussed a tentative survey schedule for Governance .
<p>6.a) Board minutes from June 21, 2017</p>	<p>Motion: To accept the June 21, 2017 board minutes as presented. Moved: Paul Forget Seconded: Keely Jacox Carried</p>
<p>7. Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • None
<p>8. Monthly Financial Report for Four Months Ended July 31, 2017</p>	<ul style="list-style-type: none"> • Linda reviewed the monthly financial report for the four months ended July 31st, 2017. • OTN Dual Diagnosis is in a deficit. First time this has happened. <p>Action: Linda to follow up with the deficit in OTN Dual Diagnosis.</p> <p>Motion: To receive the Monthly Financial Report for the Four Months Ended July 31st, 2017 as presented. Moved: Karl Moher Seconded: Anna Froebe Carried</p>
<p>9. Urgent Matter</p>	<ul style="list-style-type: none"> • None
<p>Business Arising</p>	



10. a) Business Arising	<ul style="list-style-type: none"> • None
New Business	
11. a) Board Recruitment Update	<ul style="list-style-type: none"> • Ted provided a board recruitment update as follows: <ul style="list-style-type: none"> ○ Recruitment committee consists of Ted, Karl, Mary and Anna. ○ There are four vacancies on the board of directors. ○ 10 applications were received, and 6 were selected for an interview. ○ Four interviews have been completed to date, with final interview date in planning. ○ Key focus areas considered in selection: Cobourg representation, Minden areas if possible. Looked at desirable skill sets – financial, legal, building/construction and previous board experience (in not for profit). ○ Expect to have recommendations to the board prior to the Sept. 13th AGM. ○ All interviewees invited to attend the AGM.
11. b) Strategic Plan 2017-2020	<ul style="list-style-type: none"> • Mark and the board of directors went over the draft Strategic Plan 2017-2020 for review. <p>Action:</p> <ol style="list-style-type: none"> 1. Add the word ‘advocacy’ after education in CMHA HKPR’s Mission statement (i.e. Our Mission). 2/3. Under ‘Our Values Defined’, under ‘Collaboration’ (pg. 8), revise to read: Our partners are: individuals who use our services, families, community service providers, staff, volunteers, students, our Board of Directors, and provincial and national partners in mental health and addictions. 4. Under ‘Our Values Defined’ (pg. 8), reincorporate the section on Accountability. 5/6. Under ‘Our strategic priorities’, under ‘For Our Clients’ (pg. 9), remove the word ‘and’ before the phrase ‘client and family-centred care’ AND add a ‘s’ to the word ‘services’ in the same paragraph. 7. Remove the word ‘and’ from ‘For Our Clients’, under ‘Goal’ (pg. 10), before the phrase ‘client and family-centred care’. 8. Under ‘For Our Organization’, under ‘Objectives’ (pg. 10), remove the first bullet point, and bump up the remaining two bullet points. Add the words ‘job satisfaction’ to second bullet point. <p>Motion: To accept amended Strategic Plan 2017-2020 with (8) action items. Moved: Paul Forget Seconded: Drew Merrett Carried</p>

<p>11. c) AGM Award Winners 2016-2017</p> <p>11. d) Establish AGM Award/Program Presenters and Volunteers</p> <p>11. e) 2018 Board Meeting Schedule – determine meeting locations</p> <p>11. f) My Wellness Toolkit - handout</p> <p>11. g) New Name Tags - handout</p>	<ul style="list-style-type: none"> • Mark reviewed/announced the selected Volunteer Awards winners to the board for the 2016-2017 fiscal year. • Mark proposed a new program structure to CMHA HKPR’s AGM to the board. • Suggested having the awards presented at the first half of the AGM with a half-hour break in the middle, and then convene the AGM with the business portion (at the 2nd half). • Board members are in agreement with the newly proposed program structure. • Selected locations for the 2018 Board Meeting Schedule needs to be determined. • The 2018 schedule was distributed to board members. The schedule will be reviewed at the September 20th board meeting. • Each board member received “My Wellness Toolkit”, which was developed by funds received from the Herod Financial Golf tournament, and created by the Peer Initiatives and Vocational Services program. • My Wellness Toolkit was well received by board members. • It was suggested to have the wellness kits available at the AGM. • Board members received their new magnetized name tags as requested.
<p>Correspondence</p>	
<p>12. a) MCSS Compliance Inspection Results</p> <p>12. b) MCSS Board Governance Training</p>	<ul style="list-style-type: none"> • Mark reviewed the MCSS Compliance Inspection letter with the board. • CMHA HKPR scored 100%. CMHA HKPR is only 11 out of 219 agencies to score 100%. • Ted attended the compliance inspection, and indicated that the auditor was impressed. • Karl suggested board members to attend a bargaining unit staff meeting with the roll-out of the 2017-2020 Strategic Plan to recognize staff accomplishments. • A pizza party was held for the service delivery line with the CEO and managers to thank them for their accomplishments. • Mark suggested for board members to attend team meetings. Karl would like to attend a team meeting. <p>Action: Mark will arrange for board members to attend team meeting(s) with coffee/muffins.</p> <ul style="list-style-type: none"> • In the fall of 2017, the MCYS/MCSS East Region is partnering with three agencies who have

<p>12. c) Housing – Annual Information Return (AIR) – Need two board signatures</p> <p>12. d) Auditor’s Management Letter</p>	<p>demonstrated expertise in providing governance training to Boards of Directors.</p> <ul style="list-style-type: none"> • The three training agency partners have developed a schedule of one day training events for this fall. • The United Way Peterborough and Kawartha Lakes are conducting training November 10th and October 6th respectively. • This governance training is recommended for newer or newest board members. • Karl has indicated that he will attend. • Registration forms with dates have been distributed. Karen will register interested board members. <ul style="list-style-type: none"> • The Housing – Annual Information Return (AIR) was distributed to board members for review. <p>Motion: To accept the Housing – Annual Information Return (AIR) as presented. Moved: Mary Reader Seconded: Keely Jacox Carried</p> <ul style="list-style-type: none"> • Tim J.F. Nicholls’, Chartered Accountant, issued his management letter, which concludes his final audit of the financial statements. Letter was distributed to board members for review. <p>Motion: To accept all correspondence. Moved: Drew Merrett Seconded: Paul Forget Carried</p>
<p>Addendum</p>	
<p>13. a) Slate of Director 2017-2018 – Review</p>	<ul style="list-style-type: none"> • The Slate of Directors list for 2017-2018 was distributed to board members for review.
<p>In Camera Session</p>	
<p>14. In Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’ Moved: Ted Smith Seconded: Sue Grant Carried</p> <p>Rise and Report : Moved: Judy Dickson Seconded: Ted Smith Carried</p>



	Motion: To approve wage grid as presented. Moved: Drew Merrett Seconded: Mary Reader Carried
Anything Else:	
Did Well/Do Better	<ul style="list-style-type: none">• No report
15. Adjournment	Motion to adjourn at 8:30pm Moved: Sue Grant Seconded: Paul Forget Carried