



Date: December 13, 2017

Time: 5:00pm

Place: Ross Memorial Hospital – Board room

| BOARD MINUTES | |
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| Present: Pat Dunn, Sue Grant, Drew Merrett, Karl Moher, Mary Reader, Caroline Monsell, Roger Hardy, Valdis Cuvaldin, Paul Forget, Rob Seguin, Judy Dickson (teleconference) | |
| Staff Participants: Mark Graham, Linda Saunders | |
| Regrets: Keely Jacox, Heather Temple | |
| Guest(s): Ann-Marie Covert, Program Manager, LYNX Early Psychosis Intervention & Journeying Together Programs | |
| Chair: Pat Dunn Co-Chair: Drew Merrett | 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 December 13, 2017 Agenda | <p>Motion: To approve the December 13, 2017 agenda with the addition of ‘Round Table Discussions’ at the end of the agenda. Moved: Rob Seguin Seconded: Roger Hardy Carried</p> |
| 4. Board Volunteer Hours | <ul style="list-style-type: none"> • Board volunteer hours were collected. • Caroline Monsell (17), Drew Merrett (14), Judy Dickson (12), Karl Moher (12), Mary Reader (10), Pat Dunn (12), Paul Forget (10), Rob Seguin (19), Roger Hardy (10.5), Sue Grant (12), Valdis Cuvaldin (10) |
| Quality Improvement- Program Presentation | |
| 5. Lynx Early Psychosis Intervention & Journeying Together Programs | <ul style="list-style-type: none"> • Ann-Marie Covert, Program Manager of the Lynx Early Psychosis Intervention & Journeying Together programs, provided a PowerPoint presentation to board members highlighting the following: • Lynx E.P.I. is part of an Ontario-wide network of 56 Early Intervention programs. We are the largest serving the counties of Peterborough, Kawartha Lakes, Haliburton and Northumberland. The Lynx E.P.I. program is 14 years old serving youth aged 14-35 and providing support for up to 3-5 years. • There are no wait lists in E.P.I., as the program is rapid response and staff are required to respond within three days. • Reviewed Lynx complexities and strengths. |

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| | <ul style="list-style-type: none"> • Explained the processes involved that led to the development of the Lynx Strategic Work Plan in November 2017, including a Value Stream Analysis, Fidelity Assessments and a Lynx Joint Planning Day. • Reviewed in detail (9) Work Plan ‘Goal Areas’, along with the ‘Need’ and ‘Plan’ for each, which included staffing, transportation, referral out/screening for discharge, psychiatric support, crisis management, integration of family & peer support, referral in, groups and physical plant. • Case managers provide E.P.I. education in local high schools (i.e. 48 high schools to date). • Part two of Ann-Marie’s presentation included an overview of the Journeying Together program, which is a support program for families or caregivers of loved ones with mental health concerns. • The Journeying Together program has grown from 7 to 55 individuals. • Identified the needs of families (i.e. understanding, emotional support, education about the illness, system navigation, referrals, intervention/skills, problem-solving skills and opportunities for self-care). • Identified educational support groups (i.e. One-to-One with a Family Education Support Worker, Educational Support Group and On-Going Monthly Peer Group). • Journeying Together has only been available in Kawartha Lakes since 2009, and only began services in 2015 in Haliburton. • Thanks to the Board of Directors, and a generous donation from Herod Financial Services, Journeying Together is now extending support to Peterborough and Northumberland in 2018. • Pat Dunn and other board members supported Pat in saying that “Ann-Marie embodies her work”, which was clearly evident in her presentation. • Pat suggested that Lynx E.P.I and Journeying Together presentations be presented before various rotary clubs and optimist groups who may wish to financially contribute to such a meaningful program. • The board commended Ann-Marie on a presentation well done. |
| <p>6.Consent Agenda Acceptance</p> | <p>Motion: To accept the December 13, 2017 Consent Agenda as presented. Moved: Rob Seguin Seconded: Roger Hardy Carried</p> |
| <p>7. Items Extracted from the Consent Agenda</p> | <ul style="list-style-type: none"> • None |
| <p>8. Monthly Report for Eight Months ended November 30th, 2017</p> | <ul style="list-style-type: none"> • Mary Reader reviewed the monthly financial report for the eight months ended November 30, 2017. • Assertive Outreach Suicide Prevention (AOSP) will continue to deficit and will be covered by internally restricted fundraising dollars. <p>Motion: To receive the Monthly Financial Report for the Eight Months Ended November 30th, 2017 as presented.</p> |



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| | <p>Moved: Drew Merrett Seconded: Karl Moher Carried</p> |
| 9. Urgent Matter | <ul style="list-style-type: none"> • None |
| Business Arising | |
| 10. a) Long Term Disability - Revised | <ul style="list-style-type: none"> • Changed item #5 on the Long Term Disability policy to: ‘For employees who are entitled to and receiving group insurance benefits (excluding LTD premiums) at the time they become disabled, C.M.H.A. H.K.P.R. will pay for group benefit insurance premiums for a maximum period of two (2) years from the date LTD benefits commence’. • Moved original item #11 to the Sick Leave policy. <p>Motion: To adopt the revised Long Term Disability policy as presented. Moved: Judy Dickson Seconded: Mary Reader Carried</p> |
| New Business | |
| 11. a) Accreditation Report | <ul style="list-style-type: none"> • The Accreditation letter and report was distributed to board members informing that C.M.H.A. H.K.P.R. is Accredited with Exemplary Standing under the Qmentum accreditation program. • Mark extended his congratulations and thank you to board members for their work. • Surveyors were helpful and engaging. • Karl Moher suggested that public press release(s) and/or announcement(s) be made announcing CMHA HKPR’s Exemplary Accreditation achievement. • Sue will provide an example of a report to the community, along with a patient/client story to assist in producing the CMHA HKPR announcement. <p>Action: Mark, Rob Seguin and Kerri Davies will develop a plan surrounding CMHA HKPR’s Accreditation public announcement and bring details back to the January 17th, 2018 board meeting for review.</p> |
| 11. b) Ontario Trillium Foundation - GROW | <ul style="list-style-type: none"> • Mark announced that Ontario Trillium Foundation (OTF) has approved CMHA HKPR’s – ‘GROW’ grant application in the amount of \$648,700 over 36 months to implement the Gender Journeys program to provide and foster meaningful connections for socially-isolated transgender individuals. This program has an impact on the lives of 555 people in the community. • This GROW application stemmed from the original SEED grant. CMHA HKPR is able to maintain three staff from the SEED grant and will be able to hire three more staff from the GROW grant. • CMHA HKPR will connect with Jeff Leal’s office in January, 2018 to conduct a press release. |
| | <ul style="list-style-type: none"> • Pat Dunn, Chair, exited the board meeting at 6:25p.m. • Drew Merrett, Vice-President, chaired the remainder of the board meeting at 6:25p.m. |

| Correspondence | |
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| 12. a) CE LHIN – Notice of Finance Audit | <ul style="list-style-type: none"> In accordance with Article 8.2 of the 2014-18 Multi-Sector Service Accountability Agreement (MSAA), the CE LHIN is advising that a review of CMHA HKPR’s year-end operating position for fiscal year 2016-17 will be conducted. Date and review focus to be determined. |
| 12. b) CE LHIN – 2018/19 Service Delivery Change Request form | <ul style="list-style-type: none"> The 2018/19 Service Delivery Change Request form reflects CMHA HKPR’s budgeted, actual and proposed budget service volumes. It was acknowledged that there are a few transposition errors on the form. They have been noted for correction. Board members reviewed and discussed. |
| 12. c) MOHLTC – 2015/16 Final Settlement | <ul style="list-style-type: none"> On behalf of the LHIN, the MOHLTC has reviewed CMHA HKPR’s 2015/16 operating statement and determined that \$549,253 is due back to the ministry. |
| 12. d) CE LHIN – Community MH & Addictions Budget Response | <ul style="list-style-type: none"> Upon CMHA HKPR’s inquiry, the CE LHIN has confirmed that they are not aware of a 1% overall increase in the MH & Addictions budget to be used at the LHIN’s discretion. Therefore, there is no extra funding to be utilized at this time, however, will keep appropriate health service providers informed if anything changes. |
| 12. e) CE LHIN – 2017-19 Release from Custody Programs – Requires approval | <ul style="list-style-type: none"> The CE LHIN has advised that CMHA HKPR will receive funding for 2017-2019 to expand the Release from Custody Programs (i.e. \$50k-fiscal year 2017/18 and \$100k-fiscal year 2018/19 annualized). A sign-back is required indicating CMHA HKPR’s acceptance of the proposed funding, the conditions on which it is provided, and agreement to the amendment of the MSAA. <p>Motion: To approve the 2017-2019 funding for the expansion of the Release from Custody Programs as indicated above. Moved: Karl Moher Seconded: Paul Forget Carried</p> |
| 12. f) Letter of Support – Youth Wellness Hub | <ul style="list-style-type: none"> On behalf of CMHA HKPR, Mark presented his letter in support of the Boys and Girls Club of Kawartha Lakes with their application to implement a Youth Wellness Hub on site. CMHA HKPR intends on fully engaging with this initiative in a frontline capacity (EPI/Youth Gender Journeys). Hub would provide an opportunity for greater support, engagement and inclusiveness amongst our local youth. |
| 12. g) Jeff Leal – HUB Model Letter | <ul style="list-style-type: none"> Jeff Leal, MPP-Peterborough, has confirmed that Deb Hammons, CEO of the CE LHIN, are recommending that the HUB be funded by the Ministry. HUB funding request is going through the CE LHIN’s Capitals branch and CMHA HKPR is required to answer a number of questions in order to qualify for a HUB Feasibility study in the amount of \$275k. |



| In Camera Session | |
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| 13. In Camera Agenda (under separate cover) | <p>Motion: To move 'In Camera' Moved: Paul Forget Seconded: Sue Grant Carried</p> <p>Rise and Report: To accept fiscal recommendations as presented. Moved: Paul Forget Seconded: Mary Reader Carried</p> <p>Motion: To move 'Out of Camera' Moved: Karl Moher Seconded: Sue Grant Carried</p> |
| Anything Else: | |
| Round Table Discussions | <ul style="list-style-type: none">• Board member 'round table' discussions were held with the following feedback:<ul style="list-style-type: none">- Karl revisited the board's original invitation to Dr. Ilan Fischler , who is the MH & Addictions Physician Lead for the CE LHIN, to attend the August 16th, 2017 board meeting, which was cancelled by Dr. Fischler. Karl suggested extending another invitation to Dr. Fischler.- Mark advised that it would be feasible and beneficial for the CMHA HKPR board to invite general practitioners, instead, out of sub-region.- Meeting ran well, timely.- Good program presentation.- Roger is adjusting to the large amount of material that is required to read and its purposes.- Thanks for the cookies Linda. |
| 15. Adjournment | <p>Motion to adjourn at 7:42pm Moved: Sue Grant Seconded: Roger Hardy Carried</p> |