



**Date:** January 17, 2018

**Time:** 5:00pm

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

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett, Sue Grant, Karl Moher, Mary Reader, Caroline Monsell, Keely Jacox, Heather Temple, Valdis Cuvaldin, Paul Forget, Rob Seguin, Judy Dickson (teleconference)	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Pat Dunn, Roger Hardy	
<b>Guest(s):</b> Shari Warfield, Program Manager for Dual Diagnosis and QAM	
<b>Chair:</b> Drew Merrett	<b>Recorder:</b> Karen Wolff
<b>Co-Chair:</b>	
<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 5:04pm. 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 January 17, 2018 Agenda</b>	<p><b>Motion: To approve the <b>January 17, 2018</b> agenda.</b></p> <p><b>Moved: Sue Grant</b></p> <p><b>Seconded: Karl Moher</b></p> <p><b>Carried</b></p>
<b>4. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>• Board volunteer hours were collected.</li> <li>• Caroline Monsell (12), Drew Merrett (8), Heather Temple (4), Judy Dickson (3), Karl Moher (6), Keely Jacox (9), Mary Reader (6), Paul Forget (10), Rob Seguin (6), Sue Grant (6), Valdis Cuvaldin (13)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. QAM – Dual Diagnosis Program Update</b>	<ul style="list-style-type: none"> <li>• Shari Warfield, Dual Diagnosis Program Manager, reviewed the ‘Introduction to Quality Assurance Measures (QAM) Regulations’, reg. 299 as part of the Ministry of Community and Social Services compliance annual review to the Board of Directors.</li> <li>• On January 1, 2011 the Developmental Services Act was replaced by the Services and Supports to Promote Social Inclusion of Persons with a Developmental Disability Act.</li> <li>• The QAM requires evidence that clients receive annual information so operational processes have been developed to ensure this; and evidence that staff, Board and volunteers receive mandated, annual information on all QAM policies, along with training specific to their roles.</li> <li>• Ministry Compliance reviews began in 2014 to ensure compliance with the regulations.</li> <li>• All staff/Board and clients review the Mission, Vision, Values and Rights annually.</li> </ul>



	<ul style="list-style-type: none"> <li>• Program looks at individual support planning with all clients within case management service.</li> <li>• Ensure annual auditing of financial records (i.e. Trustee program).</li> <li>• Conduct annual training (NVC, First Aid) and education for staff with clients. All training is recorded through the STATS Officer. All staff are trained in Behavioural Support Planning and have just been trained in Dialectical Behaviour Therapy (DBT).</li> <li>• Program specific procedures are in place to ensure medication safety.</li> <li>• The Abuse Policy is reviewed annually by all staff and volunteers to ensure zero tolerance throughout the agency.</li> <li>• The CMHA HKPR Information pamphlet, which has comprehensive and clear confidentiality and privacy policies outlined are reviewed annually with clients.</li> <li>• Case Management /Dual Diagnosis/Phoenix program currently supports 48 clients with complex needs.</li> <li>• When a client leaves the program, the vacancy is declared through the Developmental Services Ontario (DSO) portal.</li> <li>• Difficulty hiring, recruiting and maintaining staff in the Phoenix program (i.e. wages).</li> <li>• Have student placements with hopes to recruit upon graduation.</li> </ul>
<b>6. Consent Agenda Acceptance</b>	<p><b>Motion: To accept the January 17, 2018 Consent Agenda as presented.</b></p> <p><b>Moved: Karl Moher</b></p> <p><b>Seconded: Rob Seguin</b></p> <p><b>Carried</b></p>
<b>7. Items Extracted from the Consent Agenda</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>8. Monthly Report for Nine Months ended December 31st, 2017</b>	<ul style="list-style-type: none"> <li>• Linda Saunders reviewed the monthly financial report for the nine months ended <b>December 31, 2017</b>.</li> <li>• Linda reviewed Bill 148 with board members. Significant holiday pay increases over Christmas and New Year's with Bill 148 in place.</li> </ul> <p><b>Action: Linda to correct/remove duplicate 'MCYS Surplus Return' entry under 'Committed Surpluses'.</b></p> <p><b>Motion: To receive the Monthly Financial Report for the Nine Months Ended December 31st, 2017 as presented.</b></p> <p><b>Moved: Keely Jacox</b></p> <p><b>Seconded: Mary Reader</b></p> <p><b>Carried</b></p>
<b>9. Urgent Matter</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Business Arising</b>	
<b>10. a) CMHA HKPR's Accreditation</b>	<ul style="list-style-type: none"> <li>• Mark reviewed CMHA HKPR's Accreditation Public Announcement with board members.</li> </ul>

<p><b>Public Announcement</b></p>	<ul style="list-style-type: none"> <li>• The Peterborough Examiner picked up the media release and did an article on CMHA HKPR's Exemplary Accreditation award.</li> <li>• 90.5 FM radio also picked up on the media release and conducted a phone interview with Mark.</li> <li>• Accreditation announcement has been placed on CMHA HKPR's website continuing to tell our story, along with client testimonials.</li> </ul>
<p><b>New Business</b></p>	
<p><b>11. a) 2018 AGM Date – (suggested Sept. 19, 2018)</b></p>	<ul style="list-style-type: none"> <li>• <b>September 19, 2018</b> has been proposed for this year's AGM in Kawartha Lakes taking into consideration external events taking place during September.</li> <li>• The board agreed upon holding CMHA HKPR's 2018 AGM on <b>September 19<sup>th</sup></b> in Kawartha Lakes. It has also been suggested to combine the regular board meeting with the AGM on <b>Sept. 19<sup>th</sup></b> (to be held just after the AGM). Will review this suggestion as date approaches.</li> <li>• Exact location of AGM in KL to be determined at a later date.</li> </ul>
<p><b>11. b) MOH – Housing Budget Submission 2018-19</b></p>	<ul style="list-style-type: none"> <li>• Linda reviewed CMHA HKPR housing budget submissions for 2018-19 with board members.</li> <li>• Maximum rent tenant pays is \$435 in Rent Supplemental buildings. CMHA HKPR pays the difference owing to the landlords(s). There are 250 rent supplement units.</li> <li>• Difficult to find landlords that will work with CMHA HKPR.</li> <li>• Landlords raising costs of rent.</li> <li>• Maryam Monsef working towards making housing a human right.</li> </ul> <p><b>Motion: To accept the following housing budget submissions as presented:</b></p> <ul style="list-style-type: none"> <li>- <b>Private Non-profit Housing Corporations – RGI units</b></li> <li>- <b>MH &amp; A Rent Supplement Housing Budget – 13 Units occupied</b></li> <li>- <b>MH &amp; A Rent Supplement Housing Budget – 25 Units occupied</b></li> <li>- <b>MH &amp; A Rent Supplement Housing Budget – 8 Addictions Units occupied</b></li> <li>- <b>MH &amp; A Rent Supplement Housing Budget – MH Rent Supp-154 Units &amp; Service Enhancement – 16 Units occupied</b></li> </ul> <p><b>Moved: Paul Forget</b> <b>Seconded: Karl Moher</b> <b>Carried</b></p>
<p><b>11. c) Erase the Difference – Board Tool Kit – Interested board members?</b></p>	<ul style="list-style-type: none"> <li>• CMHA Ontario Division and 30 branches of CMHA's have created the 'Erase the Difference' advocacy campaign in order to activate staff, clients, families, board members and community partners to help put the issue of mental health and addiction on the public and political radar.</li> <li>• CMHA Ontario has created a board toolkit to assist local board members engage candidates and Members of Provincial Parliament (MPPs) in the months leading up to the provincial election on <b>June 7, 2018</b>. The goal is to raise awareness amongst candidates about CMHA HKPR and issues impacting our branch's ability to deliver quality MH &amp; A services, housing to the individuals we serve, and cost of</li> </ul>



	<p>living allowances.</p> <ul style="list-style-type: none"> <li>• Board members were encouraged to sign and share with others the Erase the Difference petition.</li> <li>• The following board members have volunteered to assist in the Erase the Difference campaign: <ul style="list-style-type: none"> <li>- Drew Merrett / Karl Moher / Valdis Cuvaldin / Heather Temple / Keely Jacox / Pat Dunn</li> <li>- Roger Hardy absent at this meeting. Will obtain Roger's decision at a later date.</li> </ul> </li> </ul>
<b>Correspondence</b>	
<b>12. a) 2017/18 Fiscal Funding – Housing Taskforce Project</b>	<ul style="list-style-type: none"> <li>• Received MCSS 2017/18 Fiscal Funding approval for Housing Taskforce Project in the amount of \$133,495. All expenditures will need to be completed by <b>March 31, 2018</b>.</li> </ul>
<b>12. b) MCSS – Dr. Helena Jaczek – Minimum Wage</b>	<ul style="list-style-type: none"> <li>• Mark reviewed the MCSS letter from Dr. Helena Jaczek surrounding the variety of new protections for workers and an increase to minimum wage as of <b>January 1, 2018</b> under Bill 148, Fair Workplaces, Better Jobs Act, 2017.</li> </ul>
<b>12. c) MCSS – MCYS 2017-18 C489188-1/A4 Amendment</b>	<ul style="list-style-type: none"> <li>• Mark reviewed MCSS-MCYS 2017-18 Amending Contract C489188-1/A4 – added Housing Task Force Project funding in the amount of \$28k.</li> <li>• Need to spend \$28k by <b>March 31, 2018</b> or funding will be returned to the MCSS – MCYS.</li> </ul>
<b>12. d) CE LHIN – New MSAA Notification</b>	<ul style="list-style-type: none"> <li>• Received CE LHIN notification of new MSAA between CMHA HKPR and the LHIN as of <b>March 31, 2018-2019</b>. Mark reviewed notification with board members.</li> </ul>
<b>In Camera Session</b>	
<b>13. In Camera Agenda (under separate cover)</b>	<p><b>Motion: To move 'In Camera'</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Karl Moher</b>  <b>Carried</b></p> <p><b>Rise and Report: No Report</b></p> <p><b>Motion: To move 'Out of Camera'</b>  <b>Moved: Rob Seguin</b>  <b>Seconded: Paul Forget</b>  <b>Carried</b></p>
<b>Anything Else:</b>	
<b>Round Table Discussions</b>	<ul style="list-style-type: none"> <li>• No Round Table Discussions</li> </ul>
<b>15. Adjournment</b>	<p><b>Motion: To adjourn at 7:30pm</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Caroline Monsell</b>  <b>Carried</b></p>