



**Date:** May 16, 2018

**Time:** 5:00pm

**Place:** Dalewood Golf Club - Cobourg

<b>BOARD MINUTES</b>	
<b>Present:</b> Pat Dunn, Drew Merrett, Sue Grant, Karl Moher, Mary Reader, Paul Forget, Rob Seguin, Heather Temple, Valdis Cuvaldin, Roger Hardy, Judy Dickson and Caroline Monsell (via teleconference)	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Keely Jacox	
<b>Guest(s):</b> Christine Crough, Program Manager, Peer Initiatives & Vocational Services	
<b>Chair:</b> Pat Dunn <b>Co-Chair:</b>	<b>Recorder:</b> Karen Wolff
Item / Topic	Discussion / Decision / Action / Motion
<b>Welcome and Introductions</b>	
<b>1. Call to Order</b>	<ul style="list-style-type: none"> <li>Call to order at 5:09pm. Quorum met.</li> </ul>
<b>2. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>None expressed.</li> </ul>
<b>3. Approval of May 16, 2018 Agenda</b>	<p><b>Motion:</b> To approve the <b>May 16, 2018</b> agenda as presented.</p> <p><b>Moved:</b> Mary Reader</p> <p><b>Seconded:</b> Judy Dickson</p> <p><b>Carried</b></p>
<b>4. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>Board volunteer hours collected.</li> <li>Caroline Monsell (10), Drew Merrett (8), Heather Temple (6), Judy Dickson (6), Karl Moher (12), Mary Reader (8), Pat Dunn (9), Paul Forget (6), Rob Seguin (14), Roger Hardy (14.5), Sue Grant (5), Valdis Cuvaldin (21)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Peer Initiatives &amp; Vocational Services</b>	<ul style="list-style-type: none"> <li>Christine Crough, Program Manager of Peer Initiatives &amp; Vocational Services, presented a new PowerPoint Quality Improvement presentation template to the board of directors highlighting the following:</li> <li>Christine identified that she is the first program manager to present the new template, which will assist in keeping all future program presentations in alignment and consistent with CMHA HKPR's Quality Improvement plan.</li> <li>Provided an overview of Christine's portfolio, along with organizational chart (i.e. Harrison House, REACH for Recovery, Peer Outreach and Employment Supports).</li> <li>Discussed the three pathways to Employment Service (i.e. Entry, Provision of Service and Discharge).</li> </ul>

	<p>Obtaining employment for a client is a measure of success. The program can work with someone on ODSP for up to three years.</p> <ul style="list-style-type: none"> <li>• Discussed sources of program funding: Ministry of Advanced Education and Skills Development (MAESD), and Ministry of Community and Social Services (MCSS). There is no funding for programs if targets aren't met.</li> <li>• Discussed program challenges and successes (i.e. successes: all Ministry targets were met and both audits were successful.) (i.e. challenges: inappropriate referrals, would like annualized funding for program, have to submit a business plan every year to obtain funding).</li> <li>• Planning to implement the Individual Placement and Support Model (IPS), which is the use of evidence based best practice vocational recovery for people with mental health barriers. There are eight principles to this model, which aligns with CMHA HKPR's strategic plan.</li> <li>• Reviewed Problem and Aim Statements and the 'root' causes of those problems.</li> <li>• Reviewed 'Lessons Learned', along with the progress and results of lessons learned.</li> <li>• Presented the program's communication plan identifying type of communication, person responsible, frequency of communication and the target audience.</li> <li>• Identified the program's current Quality Improvement project (i.e. utilize Ontario Perception of Care – (O.P.O.C.) data to inform QI at an organizational/program level), along with the goals, objectives and measures.</li> <li>• Identified how the program's QI project relates to CMHA HKPR's Strategic Plan and Accreditation Standards.</li> <li>• MCSS recently approved an Employment Services program for Lindsay.</li> <li>• A 'Question &amp; Answer' period was held.</li> </ul>
<p><b>6.Consent Agenda Acceptance</b></p>	<p><b>Motion: To accept the May 16, 2018 Consent Agenda</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Judy Dickson</b>  <b>Carried</b></p>
<p><b>7. Items Extracted from the Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>• Mark extracted item 'United Way of Kawartha Lakes' from his CEO Report to confirm that CMHA HKPR will be in receipt of \$15k for the fiscal year 2018/19 to deliver the Voluntary Trustee program.</li> <li>• The amount was unavailable at the time the CEO report was distributed to board members.</li> <li>• The CEO report has been updated to reflect the \$15k.</li> </ul>
<p><b>8. Quarterly Report for Twelve Months ended March 31, 2018</b></p>	<ul style="list-style-type: none"> <li>• Mary reviewed the final quarterly financial report for the twelve months ended <b>March 31, 2018.</b></li> <li>• Auditor, Tim Nicholls, will present draft, audited financial statements at the June 20 board meeting.</li> <li>• The financial report has been updated to include comments/explanations for further clarification. The board is welcomed to provide feedback on updated financial report.</li> </ul> <p><b>Motion: To receive the Monthly Financial Report for the Twelve Months Ended March 31, 2018 as</b></p>

	<p><b>presented.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Karl Moher</b>  <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. None</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>New Business</b>	
<b>11. a) AGM Awards – Recruit Committee</b>	<ul style="list-style-type: none"> <li>• Mark encouraged all board members to consider nominees for the AGM Awards.</li> <li>• Mark reviewed the ‘Call Out’ for award nominations, along with the criteria for each award category.</li> <li>• All award nominations and bursary applications must be received by June 8, 2018.</li> <li>• Successful nominees will be presented with their award at the September 19 Annual General Meeting at the Royal Canadian Legion, 12 York St. North, Lindsay, ON (Sir Sam Hughes Branch 67).</li> <li>• Mark confirmed the AGM Awards Committee: Judy Dickson, Caroline Monsell and Rob Seguin.</li> </ul> <p><b>Motion: To receive AGM Awards Report and Committee as presented.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Drew Merrett</b>  <b>Carried</b></p>
<b>11. b) Slate of Directors - Review</b>	<ul style="list-style-type: none"> <li>• Linda reviewed the Slate of Directors for 2018-2019 with board members.</li> <li>• Sue Grant’s first term ending Sept. 19, 2018. Sue will serve another term.</li> <li>• Judy sent in her resignation, effective September 19, 2018. Board of Directors will recruit new board member.</li> <li>• Keely Jacox’s first term ending September 19, 2018. Keely sent regrets for today’s board meeting, will obtain her membership confirmation later.</li> <li>• Proposal for September 19, 2018: <ul style="list-style-type: none"> <li>- Drew Merrett will be President</li> <li>- Pat Dunn will be Past-President</li> <li>- Mary Reader will be Treasurer</li> <li>- Sue Grant will be Secretary</li> <li>- Vice-President needs to be selected</li> </ul> </li> </ul> <p><b>Motion: To receive Slate of Directors for 2018-2019 as presented.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Roger Hardy</b>  <b>Carried</b></p>

<p><b>11. c) Board's Committee Structure</b></p>	<ul style="list-style-type: none"> <li>• Linda reviewed the current 'Board Committee Structure' with board members.</li> <li>• Linda's question: Should the board's committees remain the same or restructure?</li> <li>• Board's response: The board's committees can remain the same.</li> </ul> <p><b>Motion: To receive the Board Committee Structure as presented.</b>  <b>Moved: Heather Temple</b>  <b>Seconded: Rob Seguin</b>  <b>Carried</b></p>
<p><b>11. d) CMHA By-Laws (Review)</b></p>	<ul style="list-style-type: none"> <li>• No longer is a Vulnerable Sector Screening required for board membership as stipulated in Article #15 of the CMHA HKPR By-Laws, nor does the procedure of submitting a Criminal Reference Check at the beginning of each Director's three year term.</li> <li>• Recommendation made to:             <ol style="list-style-type: none"> <li>1. Remove 'Vulnerable Sector Screening' and replace with 'must submit a CPIC (Canadian Policy Information Centre) including two (2) personal references'.</li> <li>2. No need to submit a CPIC every three years, but sign annual attestation that there hasn't been a change to the CPIC. Attestation can be signed at the annual AGM in September.</li> </ol> </li> <li>• Include these two above-noted recommendations/amendments at the September 19 Annual General Meeting.</li> <li>• MCSS also made recommendation to include the CPIC approval date on the outside of the board member's sealed envelope. p/Mark.</li> <li>• By-Law Committee members, Sue Grant and Keely Jacox, will conduct a complete review of the CMHA HKPR By-laws, and bring any changes to the August 15 board meeting for review and approval (in time for the September AGM).</li> </ul> <p><b>Motion: To approve the two above-noted recommendations to the CMHA HKPR By-laws as presented.</b>  <b>Moved: Karl Moher</b>  <b>Seconded: Drew Merrett</b>  <b>Carried</b></p> <ul style="list-style-type: none"> <li>• CMHA HKPR Membership Forms for 2018-2019 were issued and completed by board members. Membership dues were collected.</li> <li>• Interlink Choir Spring Concert tickets were distributed to board members.</li> </ul>
<p><b>11. e) Executive Limitations – EL#2d-Financial Conditions &amp; Activities – requires approval</b></p>	<ul style="list-style-type: none"> <li>• Mark reviewed Executive Limitations – EL#2d Financial Conditions &amp; Activities with board members including the revised opening statement, in follow-up to the <b>April 18, 2018</b> board meeting: "I certify the data below to be accurate, and that this provision has not been violated up to and as of this date, <b>March 31, 2018.</b>"</li> </ul>

	<ul style="list-style-type: none"> <li>The previous opening statement had the CEO personally certifying and guaranteeing that the Executive Limitation had not been violated.</li> </ul> <p><b>Motion: To accept Executive Limitation – EL#2d – Financial Conditional &amp; Activities as presented.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Rob Seguin</b></p>
<b>11. f) Key Performance Indicator Scorecard (KPI)-Q4-(Oct. 2017-March 31/2018)</b>	<ul style="list-style-type: none"> <li>Linda reviewed the KPI Scorecard – Q4 with board members.</li> <li>A new scorecard is forthcoming that will be more in alignment with the Strategic Plan and the Quality Improvement plan.</li> <li>There will be 7 priorities in the new scorecard.</li> <li>The board questioned the rise in average number of employee sick days. Linda responded by saying the increase in sick time was due to the misinterpretation of Bill 148 surrounding two extra sick days for relief and part-time only. Some full-time staff thought they had two extra sick days.</li> </ul>
<b>11. e) CEO Succession Report</b>	<ul style="list-style-type: none"> <li>The updated CEO Succession Report was distributed to board members for review.</li> <li>A Talent Management plan is in progress for leaders.</li> </ul> <p><b>Motion: To receive the CEO Succession Report as presented.</b>  <b>Moved: Drew Merrett</b>  <b>Seconded: Heather Temple</b>  <b>Carried</b></p> <ul style="list-style-type: none"> <li>Mark will receive CMHA HKPR’s Marsh insurance policy next month in follow-up to Karl Moher’s inquiry in April.</li> </ul>
<b>Correspondence</b>	
<b>12. a) MOHLTC – Final Settlement Payment 2016-17</b>	<ul style="list-style-type: none"> <li>Mark reviewed the MOHLTC – Final Settlement Payment for 2016-17 with board members.</li> </ul>
<b>12. b) MCSS – D. Remington MEMO-Bill 148-Monitoring bi) MCSS – Bill 148</b>	<ul style="list-style-type: none"> <li>Mark reviewed MCSS – D. Remington MEMO-Bill 148-Monitoring and audit requirements with board members.</li> <li>Bill 148 reconciliation and attestation will be completed.</li> <li>Mark reviewed CMHA HKPR’s allocated funding to address the legal obligations associated with Fair Workplaces, Better Jobs Act, 2017 (Bill 148) with board members.</li> </ul>
<b>12. c) MCSS Housing Taskforce Funding Approval Letter</b>	<ul style="list-style-type: none"> <li>Mark reviewed the MCSS Housing Taskforce Funding approval letter for 2018-19 in the amount of \$133,495 (fiscal).</li> <li>We are hoping that funding will become annualized dollars.</li> </ul>
<b>12. d) MOHLTC – 2018-19 Budget-</b>	<ul style="list-style-type: none"> <li>Mark and Linda reviewed the 2018-19 Budget letter – for the Ontario Non-Profit Housing Program,</li> </ul>



<b>Non-Profit Housing Program-Rent Supplement</b>	Rent Supplement from the MOHLTC. <ul style="list-style-type: none"><li>The housing budget has been reviewed and approved in the amount of \$1,425,991 for the period of April 1, 2018 to March 31, 2019.</li></ul> <b>Motion: To accept above-noted ‘Correspondence’ as presented.</b> <b>Moved: Valdis Cuvaldin</b> <b>Seconded: Karl Moher</b> <b>Carried</b>
<b>In Camera Session</b>	
<b>13. In Camera Agenda (under separate cover)</b>	<b>Motion: To move ‘In Camera’</b> <b>Moved: Mary Reader</b> <b>Seconded: Drew Merrett</b> <b>Carried</b>  <b>Motion: To move ‘Out of Camera’</b> <b>Moved: Mary Reader</b> <b>Seconded: Karl Moher</b> <b>Carried</b>  <b>Rise and Report: No Report</b>
<b>Anything Else:</b>	
<b>14. Round Table Discussions</b>	<ul style="list-style-type: none"><li>Round Table Discussions were conducted.</li></ul>
<b>15. Adjournment</b>	<b>Motion: To adjourn at 8:00pm</b> <b>Moved: Sue Grant</b> <b>Seconded: Paul Forget</b> <b>Carried</b>