

Date: August 15, 2018

Time: 5:00pm

Place: Ross Memorial Hospital-Board Room

BOARD MINUTES	
Present: Pat Dunn, Sue Grant, Karl Moher, Drew Merrett, Mary Reader, Valdis Cuvaldin, Roger Hardy, Judy Dickson, Keely Jacox, Paul Forget, Heather Temple	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Caroline Monsell, Rob Seguin, Karen Wolff	
Guest(s):	
Chair: Pat Dunn Co-Chair:	Recorder: Yvonne Quackenbush, Decision Support Analyst
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	
1. Call to Order	<ul style="list-style-type: none"> Call to order at 5:05pm. Quorum met.
2. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
3. Approval of August 15, 2018 Agenda	<p>Motion: To approve the August 15, 2018 agenda as presented. NO Meeting in July.</p> <p>Moved: Sue Grant</p> <p>Seconded: Judy Dickson</p> <p>Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. Drew Merrett (5), Heather Temple (6), Judy Dickson (5), Karl Moher (12), Keely Jacox (5), Mary Reader (15), Pat Dunn (5), Paul Forget (7), Rob Seguin (11.5), Roger Hardy (9), Sue Grant (3), Valdis Cuvaldin (13)
Quality Improvement- Program Presentation	
5. Care & Maintenance	<ul style="list-style-type: none"> Patrick Lindsay, Program Manager of Care & Maintenance, presented a Quality Improvement report to the board of directors highlighting the following: <ul style="list-style-type: none"> Identified the Program and Services (Maintenance, Custodial and Health and Safety). Presented the program's organizational chart, Pathway to Services, sources of funding, program successes, and program challenges. Identified the current Quality Improvement project: ensuring a safe physical environment for staff and clients at all CMHA HKPR owned properties. Conduct risk assessments in order to determine items that may result in potential harm. Discussed how risk assessments relate to the Strategic Plan and Accreditation Standards. Discussed the program's 'Zero Injury Culture' by ensuring a strong safety program, proactive approach



	<p>rather than reactive.</p> <ul style="list-style-type: none"> One of the program’s greatest challenges is hoarding.
6.Consent Agenda Acceptance	<p>Motion: To accept the August 15, 2018 Consent Agenda as presented. Moved: Heather Temple Seconded: Drew Merrett Carried</p>
7. Items Extracted from the Consent Agenda	<ul style="list-style-type: none"> No extractions
8. a) Monthly Financial Report for Four Months Ending July 31, 2018	<ul style="list-style-type: none"> Linda reviewed the financial report for the four months ended July 31, 2018. Board members presented suggestions as to what they would like to see on future financial reports. Linda made notes of board suggestions for implementation to future financial reports. <p>Motion: To accept the Monthly Financial Report for Four Months ended July 31, 2018 Moved: Mary Reader Seconded: Roger Hardy Carried</p>
8. b) MCSS/MCYS Transfer Payment Annual Reconciliation (TPAR) 2017-18	<ul style="list-style-type: none"> Mark reviewed the MCSS/MCYS Transfer Payment Annual Reconciliation (TPAR) 2017-18 with board members. <p>Motion: To accept the MCSS/MCYS Transfer Payment Annual Reconciliation (TPAR) 2017-18 as presented. Moved: Judy Dickson Seconded: Drew Merrett Carried</p>
9. Urgent Matter	<ul style="list-style-type: none"> None
Business Arising	
10. CMHA HKPR By-Law Update (for AGM)	<ul style="list-style-type: none"> Keely presented suggested updates/amendments to the CMHA HKPR By-laws as follows: <ul style="list-style-type: none"> 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. <p>Recommendation made to:</p> <ol style="list-style-type: none"> Remove ‘Vulnerable Sector Screening’ and replace with ‘must submit a CPIC (Canadian Policy



	<p>Information Centre) including two (2) personal references’.</p> <p>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.</p> <ul style="list-style-type: none"> • MCSS also made recommendation to include the CPIC approval date on the outside of the board member’s sealed envelope. • “Executive Director” is mentioned throughout the by-laws. <p>Recommendation made to:</p> <p>Change the title ‘Executive Director’ to ‘Chief Executive Officer’.</p> <ul style="list-style-type: none"> • Section 21 states that board meetings are to be held in either Peterborough or Lindsay. We recommend updating it with the same language that was used to amend Section 7 of the by-laws (regarding location of annual general meetings). <p>Recommendation made to change the wording to:</p> <p>The Board may determine the time and place on a rotating basis alternating between the regions of Haliburton, Kawartha, Pine Ridge for its meetings.</p> <p>Motion: To receive recommended by-laws noted above and present to the membership at CMHA HKPR’s AGM on September 19, 2018.</p> <p>Moved: Karl Moher</p> <p>Seconded: Roger Hardy</p> <p>Carried</p>
New Business	
11. a) Ethics Annual Report to the Board	<ul style="list-style-type: none"> • Mark reviewed the Ethics Annual Report to the Board. • Mark discussed recruitment and challenges for Ethics Committee membership. • Hopeful that new board recruit(s) would volunteer for a position on the Ethics Committee (even if the candidate is not a successful recruit). • Judy Dickson has volunteered to join the Ethics Committee. <p>Motion: To accept the Annual Ethics Committee Report for 2017/2018 as presented.</p>

<p>11. ai) Ethics Work Plan 2018-2020</p>	<p>Moved: Roger Hardy Seconded: Keely Jacox Carried</p> <ul style="list-style-type: none"> • Mark presented the Ethics Work Plan 2018-2020 to the board of directors for review.
<p>11. b) 2018 CMHA Ontario Division AGM – Proxy-Motion Required</p> <p>bi) 2018 CMHA Ontario Division AGM Notice Memo</p> <p>bii) Proxy Form – CMHA Ontario Division 2018</p>	<ul style="list-style-type: none"> • Board members reviewed CMHA Ontario Division Proxy. <p>Motion: To appoint a proxy person to be identified to vote by CMHA Ontario Moved: Judy Dickson Seconded: Drew Merrett Carried</p>
<p>11. c) 2018 Mental Health for All Conference – Oct. 22/23/24- Montreal, QC</p>	<ul style="list-style-type: none"> • Mark questioned if any board member is interested in going to the 2018 Mental Health for All Conference Oct. 22/23/24 in Montreal. • There is a budget for two board members to attend. Board members can Google to see what is being offered. Advise Karen if you wish to go by Monday.
<p>11. d) Board Recruitment Update</p>	<ul style="list-style-type: none"> • Mary presented board recruitment update. Recruitment process is underway. • Received 14 applications to review for interviews. • Determined process for selecting interviewees as follows: <ul style="list-style-type: none"> - Considered current gaps (i.e. Geographic, diversity (Indigenous, individuals with lived experience with work experience, and board succession planning). - Valdis and Caroline updated the existing matrix, thank you. - Decided on (7) applicants to interview. - Hoping to schedule interviews over the next couple of weeks. - Not anticipating we will have interviews and selections completed in time for September AGM. • Three new recruits will bring membership up to 14 with past president totals 15.
<p>11. e) Establish Board Presenters for AGM Award Winners</p>	<ul style="list-style-type: none"> • Board Presenters for AGM Award Winners: <ul style="list-style-type: none"> - Achievement Award – Drew - Caregiver Award – Karl - Champion of Mental Health Award – Keely - Distinguished Service Awards – Valdis/Mary - Maurice Lovnes Award – Sue/Judy - Naresh James Award – Pat/Roger & Heather



<p>ei) Establish Board AGM Volunteers (for the AGM program)</p>	<ul style="list-style-type: none"> - Tam Grant Bursary – Karl • Board Volunteers: <ul style="list-style-type: none"> - Crowd Control – Heather - Registration Table – Sue/Keely - Membership Table – Mary - Meet n’ Greet – Drew/Karl
<p>11. f) CMHA HKPR 2018 Management Letter – Tim J.F. Nicholls, Chartered Accountant</p>	<ul style="list-style-type: none"> • Mark presented Tim J. F. Nicholls’, Chartered Accountant, CMHA HKPR 2018 Management letter to the board for review, which concludes his final audit of the financial statements. • Tim J.F. Nicholls had no recommendations for CMHA HKPR. <p>Motion: To accept Tim J.F. Nicholls, Chartered Accountant, CMHA HKPR 2018 Management letter as presented. Moved: Heather Temple Seconded: Mary Reader Carried</p>
<p>Correspondence</p>	
<p>12. a) Correspondence</p>	<ul style="list-style-type: none"> • None
<p>In Camera Session</p>	
<p>13. In Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’ Moved: Paul Forget Seconded: Karl Moher Carried</p> <p>Motion: To move ‘Out of Camera’ Moved: Valdis Cuvaldin Seconded: Keely Jacox Carried</p> <p>Rise and Report: No Report Moved: Karl Moher Seconded: Drew Merrett Carried</p>
<p>Anything Else:</p>	
<p>14. Round Table Discussions</p>	<ul style="list-style-type: none"> • Round Table Discussions were conducted.
<p>15. Adjournment</p>	<p>Motion: To adjourn at 7:15pm</p>



	Moved: Paul Forget Seconded: Roger Hardy Carried
--	---