

**Date:** November 21, 2018

**Time:** 5:00pm

**Place:** Ross Memorial Hospital – Board Room

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett, Karl Moher, Mary Reader, Sue Grant, Heather Temple, Jessica Moore, Keely Jacox, Paul Forget, Pat Dunn, Jim Shipley, John Lyons, Caroline Monsell and Valdis Cuvaldin (via teleconference)	
<b>Staff Participants:</b> Mark Graham, Linda Saunders, Karen Wolff	
<b>Regrets:</b> Roger Hardy, Rob Seguin	
<b>Guest(s):</b> Christine Crough, Program Manager of Consumer Initiatives and Vocational Services/LEAP, Lindsey Elder and Neil Couch, L.E.A.P. Panelists	
<b>Chair:</b> Drew Merrett <b>Co-Chair:</b>	<b>Recorder:</b> Karen Wolff, Executive Administrative Assistant
<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 5:08pm. Quorum met.</li> <li>• Round table introductions were conducted.</li> </ul>
<b>2. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>• None expressed.</li> </ul>
<b>3. Approval of November 21, 2018 Agenda</b>	<p><b>Motion: To approve the <b>November 21, 2018</b> agenda as presented.</b></p> <p><b>Moved: Karl Moher</b></p> <p><b>Seconded: Mary Reader</b></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 (28), Heather Temple (10), Jessica (6), Jim (22), John (11), Karl Moher (15), Keely Jacox (30), Mary Reader (20), Pat Dunn (15), Paul Forget (8), Rob Seguin (8), Sue Grant (10), Valdis Cuvaldin (28)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Lived Expertise Advisory Panel (L.E.A.P.)</b>	<ul style="list-style-type: none"> <li>• Christine Crough, Program Manager of L.E.A.P. and Consumer Initiatives and Vocational Services, and Lindsey Elder, L.E.A.P. Panelist, presented a Quality Improvement (Q.I.) report to the board of directors highlighting the following:</li> <li>• Identified that L.E.A.P. was established in November 2016 and acts as an advisory resource providing valuable input to administration, staff of the organization, and CMHA HKPR's programs, integrating perspectives from consumer and family into our programs and services.</li> <li>• Presented the program's organizational chart, Pathway to Recruitment (for panelists), sources of funding, program successes, and program challenges.</li> </ul>



	<ul style="list-style-type: none"> <li>• (17) Quality Improvement Committees have sought the input and recommendations from the L.E.A.P. advisory panel on policy, documentation, service delivery and system change. L.E.A.P. was instrumental in the improved revisions of the “Supporting your Wellness” booklet.</li> <li>• Finding a means to recognize panelists for their valuable feedback, time and commitment to L.E.A.P., and following up with L.E.A.P. members in a timely manner on actions taken following their recommendations was challenging. Resolutions to these challenges include honorariums now given to members of L.E.A.P., and a new reporting template for Quality Improvement (committees indicating input and actions taken).</li> <li>• As part of their Q.I. Project, L.E.A.P. would like training conducted for ‘Culture of Client and Family Centered Care’ (C.F.C.C.), for all new employees at all sites, and then measure and evaluate whether or not CMHA HKPR has created a culture that is client and family centered. Staff and Client surveys are part of the steps taken to measure the outcomes, along with audits through the Human Resources department to evaluate the frequency in which staff are receiving C.F.C.C. training.</li> <li>• L.E.A.P. would like to post CMHA HKPR’s ‘Recovery Statement’ alongside the organization’s Mission, Vision and Values.</li> <li>• As part of L.E.A.P.’s Communication Plan, they are working towards creating an annual newsletter for all staff on L.E.A.P. activities.</li> <li>• Described how L.E.A.P. relates to CMHA HKPR’s Strategic Plan, Mission, Vision and Values, and Accreditation Standards by encompassing the objectives for our clients to integrate client and family-centered care, and our mission to work in partnership with clients and families improving mental health recovery and quality of life.</li> <li>• Described how L.E.A.P. relates to Accreditation Standards that require CMHA HKPR to adopt principles and implement practices that exemplify a client and family-centered approach to designing services.</li> <li>• Provided examples of client input: Ontario Perception of Care (O.P.O.C.), Concurrent Disorder Training with Lived Experience, L.E.A.P., Safe Environment Surveys, Quality Improvement Committee, Policy Design and Document Review and IPAC Surveys.</li> <li>• L.E.A.P. collaborates with the CMHA National panel. One third of CMHA branches are connected with L.E.A.P. panels.</li> <li>• Recognition and reception of the L.E.A.P. advisory panel, amongst internal and external partners, has had a positive impact.</li> <li>• A Question and Answer period followed L.E.A.P.’s presentation.</li> <li>• The L.E.A.P. advisory panel expressed that the group has either met or exceeded their expectations at different times, but there is always room for growth.</li> <li>• Presentation was well-received by the board of directors.</li> </ul>
<p><b>6.Consent Agenda Acceptance</b> <b>a) Board minutes from</b></p>	<p><b>Motion: To accept the November 21, 2018 Consent Agenda as presented.</b></p>

<p><b>October 17, 2018</b> <b>b) CEO Report</b></p>	<p><b>Moved: John Lyons</b> <b>Seconded: Heather Temple</b> <b>Carried</b></p>
<p><b>7. Items Extracted from the Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>• Mary Reader requested one extraction from the CEO Report in order to enlighten new board members on the: <ul style="list-style-type: none"> <li>- Health Capital Investment Branch (HCIB) – CMHA HKPR’s HUB Model</li> </ul> </li> <li>• Mark provided an overview of CMHA HKPR’s HUB Model Proposal to the Ministry of Health and Long-term Care (MOHLTC) to board members starting with initial application and progress to date.</li> <li>• CMHA HKPR was granted an interview with the MOHLTC Health Capital Investment Branch in follow-up to Pat Dunn and Mark Graham’s meeting with MPP Laurie Scott.</li> <li>• Mark provided CMHA HKPR’s HUB Model investment presentation to (9) members of the HCIB branch.</li> <li>• Next steps includes completion of a ‘Business Case’ section (1), which is a very in-depth compilation of sharing of program and services including all HUB model community partners.</li> </ul> <p><b>Action: Karen to send out Summary of Literature / Program Review on Community based Walk-In Urgent Mental Health Clinics to board members post meeting.</b></p>
<p><b>8. a) Statement of Revenue &amp; Expense-Ministry Funded</b></p> <p><b>8. b) Statement of Revenue &amp; Expense-Other Funded</b></p> <p><b>8. c) Statement of Revenue &amp; Expense-Fundraising/Fund Development</b></p> <p><b>8. d) Financial Report-April to October 2018 (Narrative)</b></p>	<ul style="list-style-type: none"> <li>• Heather Temple, Treasurer, reviewed the following financial statements with board members : <ol style="list-style-type: none"> <li>a) Statement of Revenue &amp; Expense – Ministry Funded</li> <li>b) Statement of Revenue &amp; Expense – Other Funded</li> <li>c) Statement of Revenue &amp; Expense – Fundraising/Fund Development</li> <li>d) Financial Report – <b>April to October 2018</b> (Narrative)</li> </ol> </li> <li>• There has been a large increase in mental health education requests per/Linda Saunders.</li> <li>• Jack Veitch, Manager of Community Engagement and Education, will be collaborating with CMHA Durham in providing mental health education in the Durham region. This collaboration will be a favourable venture for CMHA HKPR.</li> <li>• Heather confirmed that the newly formatted financial statements have been changed to read ‘Over/Under’ and items listed on statements are now in alphabetical order.</li> <li>• Linda Saunders confirmed that CMHA HKPR’s three-year Multi-Sector Accountability Agreement/budget (M-SAA) with the LHIN, was submitted to the LHIN on <b>November 16, 2018</b>.</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense for month ending October 31, 2018.</b> <b>Moved: Keely Jacox</b> <b>Seconded: Pat Dunn</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. a) Business Arising</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>																														
<b>New Business</b>																															
<b>11. a) Board Committee Structure - Update</b>	<ul style="list-style-type: none"> <li>• Board members reviewed Board Committee Structure.</li> <li>• Mary, Keely and Karl stepped down from their respective committee positions allowing openings for other board members.</li> <li>• Revised Board Committee Structure as follows:           <p style="text-align: center;"><b><u>Board Committee Structure</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Committee</th> <th style="width: 33%;">Membership</th> <th style="width: 33%;">*Required Board Membership</th> </tr> </thead> <tbody> <tr> <td>Executive Committee (Committee also responsible for monitoring Accreditation Required Organizational Practices (ROPs) – Quality Improvement initiative)</td> <td>Drew Merrett: President Pat Dunn: Past President Mary Reader: Vice-President-Chair Susan Grant: Secretary Heather Temple: Treasurer</td> <td>*5 board members required as stipulated in the Board Governance Manual – Article 29</td> </tr> <tr> <td>Nomination Committee (Board Recruitment)</td> <td>Mary Reader / Caroline Monsell / Valdis Cuvaldin / Jessica Moore</td> <td>Board membership only Approx. 3 meetings p/year</td> </tr> <tr> <td>By-Law Committee</td> <td>Sue Grant / Pat Dunn</td> <td>Board membership only</td> </tr> <tr> <td>Board Governance Policies &amp; Procedures</td> <td>Heather Temple / Paul Forget / John Lyons</td> <td>Board membership only</td> </tr> <tr> <td>Fund Development Committee</td> <td>Drew Merrett / Paul Forget / Roger Hardy Mary Reader / Jack Veitch</td> <td>*3 board members required</td> </tr> <tr> <td>AGM Awards Committee</td> <td>Caroline Monsell / Rob Seguin / John Lyons</td> <td>*3 board members required</td> </tr> <tr> <td>Accreditation Committee</td> <td>Sue Grant / Drew Merrett / Linda Saunders / Jessica Moore</td> <td>*3 board members required</td> </tr> <tr> <td>Ethics Committee</td> <td>Karl Moher / Jim Shipley</td> <td>*1 board member required</td> </tr> <tr> <td>Finance Committee</td> <td>Heather Temple</td> <td>*1 board member required</td> </tr> </tbody> </table> </li> </ul>	Committee	Membership	*Required Board Membership	Executive Committee (Committee also responsible for monitoring Accreditation Required Organizational Practices (ROPs) – Quality Improvement initiative)	Drew Merrett: President Pat Dunn: Past President Mary Reader: Vice-President-Chair Susan Grant: Secretary Heather Temple: Treasurer	*5 board members required as stipulated in the Board Governance Manual – Article 29	Nomination Committee (Board Recruitment)	Mary Reader / Caroline Monsell / Valdis Cuvaldin / Jessica Moore	Board membership only Approx. 3 meetings p/year	By-Law Committee	Sue Grant / Pat Dunn	Board membership only	Board Governance Policies & Procedures	Heather Temple / Paul Forget / John Lyons	Board membership only	Fund Development Committee	Drew Merrett / Paul Forget / Roger Hardy Mary Reader / Jack Veitch	*3 board members required	AGM Awards Committee	Caroline Monsell / Rob Seguin / John Lyons	*3 board members required	Accreditation Committee	Sue Grant / Drew Merrett / Linda Saunders / Jessica Moore	*3 board members required	Ethics Committee	Karl Moher / Jim Shipley	*1 board member required	Finance Committee	Heather Temple	*1 board member required
Committee	Membership	*Required Board Membership																													
Executive Committee (Committee also responsible for monitoring Accreditation Required Organizational Practices (ROPs) – Quality Improvement initiative)	Drew Merrett: President Pat Dunn: Past President Mary Reader: Vice-President-Chair Susan Grant: Secretary Heather Temple: Treasurer	*5 board members required as stipulated in the Board Governance Manual – Article 29																													
Nomination Committee (Board Recruitment)	Mary Reader / Caroline Monsell / Valdis Cuvaldin / Jessica Moore	Board membership only Approx. 3 meetings p/year																													
By-Law Committee	Sue Grant / Pat Dunn	Board membership only																													
Board Governance Policies & Procedures	Heather Temple / Paul Forget / John Lyons	Board membership only																													
Fund Development Committee	Drew Merrett / Paul Forget / Roger Hardy Mary Reader / Jack Veitch	*3 board members required																													
AGM Awards Committee	Caroline Monsell / Rob Seguin / John Lyons	*3 board members required																													
Accreditation Committee	Sue Grant / Drew Merrett / Linda Saunders / Jessica Moore	*3 board members required																													
Ethics Committee	Karl Moher / Jim Shipley	*1 board member required																													
Finance Committee	Heather Temple	*1 board member required																													

	<ul style="list-style-type: none"> <li>• Karl Moher noted that attendance at Ethics Committee meetings is very low. Meetings have been cancelled due to no quorum. Mark will speak with Ethics Chair, Ann-Marie Covert, regarding review of current membership and increased attendance at meetings.</li> </ul>
<p><b>11. b) Board Meeting Schedule – 2019-2020 - Update</b></p>	<ul style="list-style-type: none"> <li>• Upon the board’s review of the 2019-2020 Board Meeting Schedule for CMHA HKPR’s Program Quality Improvement project presentations, it is decided to continue alternating meeting sites between Kawartha Lakes and Peterborough, except for the May and October 2019 meetings, which will be held in Cobourg at the Dalewood Golf Club.</li> <li>• Managers will populate the program schedule at their <b>December 5, 2018</b> management meeting.</li> <li>• The AGM will be held in Peterborough on <b>September 18, 2019</b>.</li> </ul>
<p><b>11. c) Mental Health for All Conference 2018- Update</b></p>	<ul style="list-style-type: none"> <li>• Mark Graham, Drew Merrett, Keely Jacox and Valdis Cuvaldin each provided a summary of their experiences and attendance at the Mental Health for All Conference 2018 in Montreal. They thanked CMHA HKPR and the Board of Directors for the opportunity to be able to attend.</li> <li>• Mark and attending board members enjoyed the mental health conference, and remaining board members were encouraged to attend future conferences if they get a chance to.</li> <li>• Conference topics/workshops of interest: <ul style="list-style-type: none"> <li>- PTSD / Hoarding</li> <li>- Mental Health in the Workplace</li> <li>- Addressing and Preventing Suicide in Communities</li> <li>- Norman Lamb, Liberal Democrat MP for North Norfolk, U.K. shared his work as Health Minister (quite interesting)</li> <li>- Mental Health service dogs</li> <li>- Teen &amp; Youth Mental Health – How to deal with conflict</li> <li>- An Overdose of Reality: The Role of Naloxone Spray; a Life-Saving Tool at our Disposal</li> </ul> </li> <li>• Drew questioned: “Does CMHA have a position to lobby our efforts to get programs and services in place?”</li> <li>• Mark’s response: “CMHA Ontario addresses issues and concerns with Queen’s Park (parliament), as is demonstrated with updates by the Queen’s Park Today – Daily Report that board members receive by email.”</li> <li>• Mark advised that the Erase the Difference Campaign made a notable difference provincially because it received a lot of attention from the number of people volunteering.</li> <li>• Karl Moher suggested for L.E.A.P. to present before regional M.P.’s in support of their advisory panel for programs and services.</li> </ul>
<p><b>11. d) 2019-2020 M-SAA – Preliminary Community Accountability Planning Submissions (CAPS) submitted –</b></p>	<ul style="list-style-type: none"> <li>• Mark reiterated Linda’s narrative M-SAA financial report under agenda item #8, and indicated that upon the LHIN’s review of CMHA HKPR’s <b>November 16, 2018</b> submission, the M-SAA Community Accountability Planning (CAPS) agreement will come before the board some time in <b>January 2019</b> for the board’s approval and signature (approval must be obtained prior to <b>January 31, 2019</b>).</li> </ul>

<b>Nov. 16/18</b>	<ul style="list-style-type: none"> <li>• Mark confirmed that CMHA HKPR has a balanced budget.</li> </ul>
<b>11. e) Workplace Violence and Harassment Prevention Policy – Update/approval</b>	<ul style="list-style-type: none"> <li>• In consideration of the board’s annual review today of the Workplace Violence and Harassment Prevention Policy, Mark advised that there are no changes made to this policy for 2018.</li> </ul> <p><b>Motion: To accept the Workplace Violence and Harassment Prevention Policy as presented for November 2018.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Paul Forget</b>  <b>Carried</b></p>
<b>11. f) 2019 CMHA Ontario Conference – Governance Stream</b>	<ul style="list-style-type: none"> <li>• The 2019 CMHA Ontario Conference will be held on <b>April 1 &amp; 2, 2019</b> in Toronto at the Marriott Eaton Centre Hotel, 525 Bay Street.</li> <li>• CMHA Ontario is looking for board volunteers to assist in planning the Governance stream portion of the program. Looking to engage up to (10) volunteers for this committee representing the geography of the province from large and small branches.</li> <li>• Time commitment to participate includes (4) teleconference phone calls between December and March of 2019. The deadline to apply is <b>November 26, 2018</b>. If board members are interested, please contact Mark Graham or Karen Wolff.</li> </ul>
<b>Addendum</b>	
<b>12. a) 24 Paddock Wood Property Loan Agreement</b>	<ul style="list-style-type: none"> <li>• 24 Paddock Wood Property Loan Agreement – Linda advised that CMHA HKPR did not receive documentation in time for tonight’s board meeting. This item deferred to the <b>December 12, 2018</b> board meeting.</li> </ul>
<b>12. b) Banking Signing Authorities - Motion</b>	<ul style="list-style-type: none"> <li>• In recognition of CMHA HKPR switching from the Bank of Nova Scotia to the Bank of Montreal, Linda recommended to continue with the following individuals from CMHA HKPR as signing authorities on behalf of the CMHA Non-Profit Housing Corporation of Peterborough: <ul style="list-style-type: none"> <li>• CMHA HKPR President</li> <li>• Vice-President</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Chief Executive Officer</li> <li>• Director of Corporate Services</li> <li>• Directors of Programs &amp; Services</li> </ul> </li> </ul> <p><b>Motion: To accept the above-noted individuals from CMHA HKPR as signing authorities on behalf of the CMHA Non-Profit Housing Corporation of Peterborough.</b>  <b>Moved: John Lyons</b>  <b>Seconded: Jessica Moore</b>  <b>Carried</b></p>



<b>Correspondence</b>	
<b>13. a) Correspondence</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>In Camera Session</b>	
<b>14. In Camera Agenda (under separate cover)</b>	<p><b>Motion: To move 'In Camera'</b> <b>Moved: Paul Forget</b> <b>Seconded: Pat Dunn</b> <b>Carried</b></p> <p><b>Motion: To move 'Out of Camera'</b> <b>Moved: Paul Forget</b> <b>Seconded: Sue Grant</b> <b>Carried</b></p> <p><b>Rise and Report: No Report</b></p>
<b>Anything Else:</b>	
<b>15. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• Round Table Discussions were conducted.</li></ul>
<b>16. Adjournment</b>	<p><b>Motion: To adjourn at 8:05pm</b> <b>Moved: Pat Dunn</b> <b>Seconded: Jim Shipley</b> <b>Carried</b></p>