

Date: December 12, 2018

Time: 5:00pm

Place: 466 George St. – Multi-purpose Room

BOARD MINUTES	
Present: Drew Merrett, Karl Moher, Mary Reader, Sue Grant, Heather Temple, Jessica Moore, Keely Jacox, Pat Dunn, Jim Shipley, John Lyons, Caroline Monsell, Valdis Cuvaldin, Rob Seguin, Roger Hardy	
Staff Participants: Mark Graham, Linda Saunders, Karen Wolff	
Regrets: Paul Forget	
Guest(s): Jennifer Bain, Program Manager, Supportive Housing and Catering PLUS	
Chair: Drew Merrett	Recorder: Karen Wolff, Executive Administrative Assistant
Co-Chair:	
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	
1. Call to Order	<ul style="list-style-type: none"> • Call to order at 5:04pm. Quorum met. • Round table introductions conducted.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of December 12, 2018 Agenda	<p>Motion: To approve the December 12, 2018 agenda as presented.</p> <p>Moved: Pat Dunn</p> <p>Seconded: John Lyons</p> <p>Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours collected. • Caroline Monsell (8), Drew Merrett (14), Heather Temple (7), Jessica (9), Jim (22), John (9), Karl Moher (8), Keely Jacox (5), Mary Reader (6), Pat Dunn (4), Rob Seguin (5), Roger Hardy (3), Sue Grant (6), Valdis Cuvaldin (5)
Quality Improvement- Program Presentation	
5. Supportive Housing and Catering PLUS	<ul style="list-style-type: none"> • Jennifer Bain, Program Manager of Supportive Housing and Catering PLUS, presented a Quality Improvement (Q.I.) report to the board of directors highlighting each program as follows: • Identified the purpose of each program: <ul style="list-style-type: none"> - Catering PLUS is a social enterprise that provides people with lived experience of a mental health issue and/or barriers to employment with opportunities for development of life and job skills, social community and employment within a safe and supportive environment. - Supportive Housing is to provide flexible strengths-based and barrier free supportive housing for persons with a serious mental illness or dual diagnosis that is based on respect, dignity, hope and collaboration.



- Presented the program’s organizational chart, Pathway to Service for Supportive Housing, sources of funding, program successes, and program challenges.
- Identified that the Vulnerability Index and Service Prioritization Assistance Tool (VISPADAT) is utilized during the Tenant Selection process for housing, in all four counties.
- Established good relationships with landlords and community partners. Created a semi-accessible unit at 568 Charlotte St., Peterborough.
- Implementation of a First Cook working out well at Catering PLUS.
- Experiencing increased sales and partnerships at Catering PLUS, along with improved staff capabilities.
- Completed renovations and implementation of new equipment and uniforms resulting in improved efficiencies at Catering PLUS.
- Marketing recommendation made to Catering PLUS to post placards, business cards/bookmarkers at catering events to publicize who they are and what they do.
- Identified Housing statistics, which includes approximately 165 housing units in Peterborough for addiction supportive housing, forensic units, acquired brain injury, group homes, dual diagnosis, transitional aged youth, and units for homeless initiative for mental health. Kawartha Lakes has 38 units for the homeless initiative for mental health and four forensic units. Northumberland has 23 units for the homeless initiative for mental health and four forensic units.
- There is less than 1% vacancy in all four counties. There is an increase in rent amounts, which results in increased subsidies. Therefore, housing less clients.
- Catering PLUS experiencing increased salaries and food costs.
- Identified problem and aim statements for Catering PLUS, along with root causes for some of the challenges Catering PLUS is experiencing.
- Identified E-QUIP (Excellence through Quality Improvement Project) tools used to monitor, measure outcomes, map efficiencies for both Supportive Housing and Catering PLUS (i.e. food/labour calculators, driver diagrams, fishbone diagrams, process maps, risk assessment tool, how-to manuals and journaling). With E-QUIP meeting every three months, the team continues to evaluate and implement ongoing changes for improvement.
- Described how Supportive Housing relates to the Strategic plan by using best practices and outcome measures ensuring that clients have opportunity for safe, appropriate and stable housing, which allows CMHA HKPR opportunity to collaborate with community partners and provide leadership in education and decrease stigma in relation to our tenants.
- Described how Supportive Housing and Catering PLUS relates to CMHA HKPR’s Mission and Vision by clients having the opportunity to live independently and continue to work on their recovery by having their basic needs met.
- The City of Peterborough’s plan is to eradicate homelessness by 2025.
- A question and answer period followed.

	<ul style="list-style-type: none"> • CMHA HKPR program presentation was well-received by the board of directors.
6. Consent Agenda Acceptance a) Board minutes from November 21, 2018 b) CEO Report	<p>Motion: To accept the December 12, 2018 Consent Agenda as presented. Moved: Mary Reader Seconded: Jessica Moore Carried</p>
7. Items Extracted from the Consent Agenda	<ul style="list-style-type: none"> • No extractions
8. a) Statement of Revenue & Expense-Ministry Funded 8. b) Statement of Revenue & Expense-Other Funded 8. c) Statement of Revenue & Expense-Fundraising/Fund Development 8. d) Financial Report-April to November 2018 (Narrative)	<ul style="list-style-type: none"> • Heather Temple, Treasurer, reviewed the following financial statements with board members : <ol style="list-style-type: none"> a) Statement of Revenue & Expense – Ministry Funded b) Statement of Revenue & Expense – Other Funded c) Statement of Revenue & Expense – Fundraising/Fund Development d) Financial Report – April to November 2018 (Narrative) • Financial surplus in the Ministry of Health – Housing, unable to find units to accommodate tenants/clients. • With new government in place, not sure how housing surplus dollars can be spent. • Looking for landlords with units to rent out. Linda advised that CMHA HKPR may partnering with two new landlords in the new year, with a potential of receiving (5) units. • Biggest housing challenges in Northumberland and Kawartha Lakes. <p>Motion: To accept the above-noted Statements of Revenue & Expense for month ending November 30, 2018. Moved: John Lyons Seconded: Karl Moher Carried</p>
9. Urgent Matter	<ul style="list-style-type: none"> • None
Business Arising	
10. a) 24 Paddock Wood Property Loan Agreement – deferred from Nov. 21, 2018	<ul style="list-style-type: none"> • CMHA HKPR still not in receipt of 24 Paddock Wood Property Loan Agreement. Defer to January 16, 2019 board meeting. • Linda provided a brief overview on the relationship between CMHA Non-profit Housing Corporation and CMHA HKPR to board members. • Mary Reader recently appointed as board member to the CMHA Non-profit Housing Corporation board. • Query made into the possibility of CMHA Non-profit Housing Corporation acquiring additional housing units.



	<ul style="list-style-type: none"> Karl, board member, suggested a tour of 24 Paddock Wood for board members. <p>Action: Mary Reader, Mark Graham and Linda Saunders will meet to discuss potential of CMHA Non-profit Housing Corporation acquiring additional housing.</p>
New Business	
11. a) Community Events – Board Participation	<ul style="list-style-type: none"> Drew reviewed the following upcoming community events with the board, all encouraged to participate: <ul style="list-style-type: none"> 1. Bell Let’s Talk - all board members encouraged to twitter/text on January 31, 2019. 2. Bell Let’s Talk – Pete’s Game – Date TBD 3. CMHA HKPR Pete’s Game – February 7, 2019 at 7:00pm Drew announced that members of the Peterborough Police Service will serve/assist at the Peterborough Holiday luncheon on Thursday, December 20. Police Chief, Scott Gilbert, Tim Farquharson, John Lyons and Neil Collins will be attending.
‘Aside Discussion’: HUB Model Proposal– MOHLTC Capital Branch	<ul style="list-style-type: none"> In follow-up to today’s CEO Report and the Correspondence with MOHLTC Capital Branch between Bill Lett, Lett Architects, Inc. and Heather Cuttress, Project Manager, GTA Capital Team, board members queried if the proposed land, for the HUB Model, is still available to CMHA HKPR. Recommendation made to revisit CMHA HKPR’s HUB model proposal/parameters with owners/developers. <p>Action: 1. Karen to send out MOHLTC Stage 1 Application/Questions from the Health Capital Investment Branch to board members post meeting.</p> <p>Action: 2. Mark to convene a meeting with owners/developers of CMHA HKPR HUB Model Proposal including Drew, Mark, Pat, Karl, Roger and Linda. A special meeting may be required depending on outcome.</p>
11. b) Diversity Calendars	<ul style="list-style-type: none"> Mark announced that the annual Diversity Calendars are now available at \$15. A great calendar that makes a great gift. All funds raised go to the Diversity Committee.
Correspondence	
12. a) Correspondence	<ul style="list-style-type: none"> None
In Camera Session	
13. In Camera Agenda (under separate cover)	<p>Motion: To move ‘In Camera’ Moved: Pat Dunn Seconded: Rob Seguin Carried</p> <p>Motion: To move ‘Out of Camera’</p>



	<p>Moved: Pat Dunn Seconded: Rob Seguin Carried</p> <p>Rise and Report: To approve fiscal spending recommendations as presented. Moved: Karl Moher Seconded: Mary Reader Carried</p>
Anything Else:	
14. Round Table Discussions	<ul style="list-style-type: none">• Round Table Discussions were conducted.
15. Adjournment	<p>Motion: To adjourn at 7:40pm Moved: Pat Dunn</p>