

**Date:** January 16, 2019

**Time:** 5:00pm

**Place:** Ross Memorial Hospital, Lindsay, ON

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett, Mary Reader, Pat Dunn, Keely Jacox (telephone), Heather Temple, Jim Shipley, Sue Grant, Karl Moher, Rob Seguin, John Lyons, Paul Forget, Caroline Monsell	
<b>Staff Participants:</b> Mark Graham, Linda Saunders, Yvonne Quackenbush	
<b>Regrets:</b> Valdis Cuvaldin, Jessica Moore, Roger Hardy, Karen Wolff	
<b>Guest(s):</b> Paul Schauber, Program Manager, Case Management Mental Health (Peterborough)	
<b>Chair:</b> Drew Merrett <b>Co-Chair:</b>	<b>Recorder:</b> Yvonne Quackenbush, Decision Support Analyst
<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 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 16, 2019 Agenda</b>	<p><b>Motion: To approve the January 16, 2019 with two additions to New Business.</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 (8), Heather Temple (6), Jim Shipley (24), John Lyons (7), Karl Moher (8), Keely Jacox (4), Mary Reader (12), Pat Dunn (4), Paul Forget (9 over two months), Rob Seguin (6), Sue Grant (4)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Case Management Mental Health (Peterborough)</b>	<ul style="list-style-type: none"> <li>Paul Schauber, Program Manager of Case Management Mental Health (Peterborough), presented a Quality Improvement (Q.I.) report to the board of directors highlighting:</li> <li>Identified the purpose of the program: <ul style="list-style-type: none"> <li>To provide intake/brief services, community supports, group work, case management, 90-day transitional supports, 12-month post-discharge follow up, Community Treatment Order supports, and the Summit House Group Home.</li> </ul> </li> <li>Presented the team's Organizational Chart.</li> <li>Described the Pathway to Health Team Support Services and the "Track" system for navigating through the support services, groups and Cognitive Behavioural Therapy (CBT).</li> <li>Shared how monthly stats are collected and monitored.</li> </ul>



	<ul style="list-style-type: none"> <li>• Discussed the impact the program faces when skilled staff with degrees leave to work for other organizations that are paying higher salaries. New hires are coming in with lesser skills due to the lower wages. Education grants are available to assist current staff to reach their degrees.</li> <li>• Shared program successes: 1,745 clients were provided group supports as of November 2018; the revision of the CBT work manual that is used across the organization; 70% reduction in client symptoms by utilizing the assessment tools for Anxiety and Depression; and 98% program documentation compliancy.</li> <li>• Introduced the Quality Improvement (QI) pilot project that will see a new service option for clients. Pathway will provide clients with one-to-one CBT treatment within the office setting for 8-16 sessions.</li> <li>• Described the current QI Project – Ontario Perception of Care (OPOC) that identifies measurable concerns and the client’s perception of how their care and service was provided through the OPOC survey.</li> <li>• Described how Case Management relates to the Strategic plan by using the Quality of Care objective to identify service gaps and improvement opportunities. Works in partnership with clients and families to improve services and improve recovery and quality of life in relation to CMHA’s Mission and Vision.</li> <li>• Meets the Accreditation Standard requirement to have a client experience survey related to QI and on-going program evaluation.</li> <li>• After the presentation Drew suggested going forward in future Board meetings that a short forum be held to discuss the program presentation and make recommendations.</li> </ul>
<p><b>6.Consent Agenda Acceptance</b> a) Board minutes from December 12, 2018 b) CEO Report</p>	<p><b>Motion: To accept the January 16, 2019 Consent Agenda as presented.</b> <b>Moved: John Lyons</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p>
<p><b>7. Items Extracted from the Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>• No extractions</li> </ul>
<p><b>8. a) Statement of Revenue &amp; Expense-Ministry Funded</b>  <b>8. b) Statement of Revenue &amp; Expense-Other Funded</b>  <b>8. c) Statement of Revenue &amp; Expense-Fundraising/Fund Development</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 – April 1, 2018 to December 31, 2019 (Narrative)</li> </ol> </li> </ul>

<b>8. d) Financial Report-April to December 2018 (Narrative)</b>	<b>Motion: To accept the above-noted Statements of Revenue &amp; Expense for month ending December 31, 2018.</b> <b>Moved: Mary Reader</b> <b>Seconded: Pat Dunn</b> <b>Carried</b>
<b>9. Urgent Matter</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Business Arising</b>	
<b>10. a) 24 Paddock Wood Property Loan Agreement – deferred from Nov. 21, 2018</b>	<ul style="list-style-type: none"> <li>• Loan agreement still deferred, leaving it on the agenda as to not lose sight of it.</li> </ul>
<b>New Business</b>	
<b>11. a) MSAA – CAPS Board Approval</b>	<ul style="list-style-type: none"> <li>• LHIN is ready to enter into a contract that will arrive by January 31, 2019 <ul style="list-style-type: none"> <li>- Identifies program targets and budgets</li> <li>- Will require an approval and a Motion to Accept from the Board (may need to be done electronically in February)</li> <li>- Will go forward April 1, 2019</li> </ul> </li> </ul>
<b>11. b) 2019 AGM Venue</b>	<ul style="list-style-type: none"> <li>• AGM has been booked at the Peterborough Golf &amp; Country Club on September 18, 2019 <ul style="list-style-type: none"> <li>- We could not reserve the Peterborough Sport &amp; Wellness Centre</li> <li>- Will soon develop the awards criteria and award recipients will be chosen in June 2019</li> <li>- The Board agreed that presenting the awards prior to the meeting was preferred</li> </ul> </li> </ul>
<b>11. c) April 1-2 CMHA Ontario Conference – Governance Theme</b>	<ul style="list-style-type: none"> <li>• Mark presented the conference and explained the conference’s three streams (Governance, Executive Directors, and Programs &amp; Services) <ul style="list-style-type: none"> <li>- Mark recommended the Governance stream for those interested in attending (the conference)</li> <li>- Mary, Sue, Heather, John, Drew, Jim, Valdis and Rob have expressed interest in attending.</li> </ul> </li> </ul>
<b>11. d) Investing</b>	<ul style="list-style-type: none"> <li>• On behalf of the Non-profit Housing Corporation of Peterborough (NHCP), Mary spoke briefly about investing equity from the Paddock Wood property into CMHA HKPR. A meeting will be held at the end of January with NHCP and the CMHA HKPR Board of Directors.</li> </ul>
<b>11. e) Board Resignation</b>	<ul style="list-style-type: none"> <li>• Karl announced his resignation from the Board for personal reasons and complimented the Board for its work. The Board thanked Karl for his support (to the Board and CMHA HKPR) and wished him well. <ul style="list-style-type: none"> <li>- Mary added that the Nominating Committee will meet to begin process of selecting new board member.</li> </ul> </li> </ul>
<b>Correspondence</b>	
<b>12. a) Community Engagement Events Moving Forward</b>	<ul style="list-style-type: none"> <li>• Bell Let’s Talk Day <ul style="list-style-type: none"> <li>- Mark will reach out to the Board once a press release is ready and do a media event</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>- Drew is interested in assisting with the event</li> <li>- Rob identified a potential conflict of interest with the radio station and sponsorship</li> <li>• Talk Today Game Night with the Peterborough Petes – February 7, 2019 <ul style="list-style-type: none"> <li>- We will have tickets and will require volunteers.</li> <li>- Mary, Jim, Heather, Linda, Rob, Drew and Caroline expressed interest (although most signed up at the last meeting).</li> <li>- Name tags will be required at this event.</li> </ul> </li> <li>• Letter from Jack Veitch – November 8, 2019 <ul style="list-style-type: none"> <li>- We need to strategize our efforts in fundraising events.</li> <li>- There are three levels of engagement: <ol style="list-style-type: none"> <li>1. Races and golf tournaments → we want to limit the amount of these events.</li> <li>2. Herod Family online campaign and Brent Upper Memorial Baseball Tournament → \$10,000 - \$15,000 brought in from both of these events.</li> <li>3. Least amount of work for CMHA → Music for Mental Health, Farmer’s Mutual, and Trent Severn.</li> </ol> </li> <li>- Mark would like to see a donor process during key-targeted events for those who would like to contribute larger amounts of money for areas such as family supports.</li> <li>- Areas of support would include Assertive Outreach Suicide Prevention (AOSP) and Early Psychosis Intervention (EPI).</li> <li>- Karl suggested we look into estate planning and have Jack invited to those types of meetings.</li> <li>- Team55 is a level 2 or 3. We do not receive all of the proceeds from Team55 events. A steering committee decides where the money goes (i.e., CMHA, Kids Help Phone, school programs, etc.).</li> <li>- The Board liked the strategy.</li> <li>- Corus Entertainment will sponsor and Leon’s is likely to sponsor again.</li> </ul> </li> </ul>
In Camera Session	
<p><b>13. In Camera Agenda (under separate cover)</b></p>	<p><b>Motion: To move ‘In Camera’</b>  <b>Moved: Jim Shipley</b>  <b>Seconded: Caroline Monsell</b>  <b>Carried</b></p> <p><b>Motion: To move ‘Out of Camera’</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Sue Grant</b>  <b>Carried</b></p> <p><b>Rise and Report: No report</b></p>



<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 7:58pm</b> <b>Moved: Pat Dunn</b>