



Date: February 20, 2019

Time: 5:00pm

Place: 466 George St.-Multi-purpose Room

BOARD MINUTES	
Present: Drew Merrett, Mary Reader, Pat Dunn, Keely Jacox and Caroline Monsell (via telephone), Heather Temple, Jim Shipley, Sue Grant, Rob Seguin, John Lyons, Paul Forget, Roger Hardy, Jessica Moore, Valdis Cuvaldin, Sandra Hamilton	
Staff Participants: Mark Graham, Linda Saunders, Karen Wolff	
Regrets: None	
Guest(s): Shari Warfield, Program Manager Dual Diagnosis Case Management	
Chair: Drew Merrett Co-Chair:	Recorder: Karen Wolff, Executive Administrative Assistant
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	
1. Call to Order	<ul style="list-style-type: none"> Drew called to order at 5:00pm. Quorum met. Valdis introduced CMHA HKPR's newest board member, Sandra Hamilton. A round table introduction was conducted.
2. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
3. Approval of February 20, 2019 Agenda	<p>Motion: To approve the February 20, 2019 agenda with one addition to New Business-2019 CMHA Ontario Conference.</p> <p>Moved: John Lyons</p> <p>Seconded: Mary Reader</p> <p>Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. Caroline Monsell (5), Drew Merrett (8), Heather Temple (6), Jessica Moore (10), Jim Shipley (25), John Lyons (7), Keely Jacox (5), Mary Reader (15), Pat Dunn (4), Paul Forget (6), Rob Seguin (8), Roger Hardy (6.5), Sue Grant (5), Valdis Cuvaldin (8)
Quality Improvement- Program Presentation	
5. Introduction to Quality Assurance Measures (Q.A.M.) and Dual Diagnosis Programs	<ul style="list-style-type: none"> Shari Warfield, Program Manager of Dual Diagnosis Programs, presented mandated annual training on Quality Assurance Measures (QAM) regulations and secondly, a Quality Improvement (Q.I.) report presentation on Dual Diagnosis programs to the board of directors identifying: That Quality Assurance Measures are rules and regulations that help agencies and Developmental Services Ontario (DSO) provide high quality services and supports and meet set standards. That the DSO help adults with developmental disabilities connect to services and supports (agencies) in their community.



- CMHA HKPR is one of nine agencies across Ontario providing those services and support to adults with developmental disabilities. The DSO advises CMHA HKPR of approved applicants requiring services and supports.
- All DSO organizations, including CMHA HKPR for Dual Diagnosis Case Management, Transitional Age Youth Case Management (Housing Task Force), Barker Avenue, Community Participation Supports (CPS), Vocational Services and the Crisis Response Network are funded by the Ministry of Children, Community and Social Services (MCCSS).
- The MCCSS conducts compliance reviews that began in 2014 to ensure that all MCCSS funded agencies are compliant with the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 – Ontario Regulation 299/10 – Quality Assurance Measures.
- QAM requires written evidence that clients receive annual information, so operational processes and procedures have been developed to ensure this.
- Staff, board and volunteers also receive mandated annual information on QAM policies and training specific to their roles in supporting individuals with developmental disabilities.
- The board of directors, as part of their board orientation, are required to read and provide written acknowledgment for review of all (23) QAM policies. This written evidence is secured in board members personal files with the executive administrative assistant. To date, all current board members have completed and signed their review of all (23) QAM policies upon orientation, with the exception of new board member, Sandra Hamilton, whose board orientation is scheduled for March 4, 2019 and will have (60) days to complete review of all QAM policies.
- As part of the MCCSS, mandated annual QAM training is in February of every year. All board members have reviewed the two required QAM policies to date Abuse Prevention, Reporting and Investigation and Mission, Vision, Values and Rights, including the distribution of the Supporting Your Wellness booklet. This review/confirmation is evidenced in the Policy and Procedure Management (PPM) report provided and in today's board minutes.
- Shari presented a powerpoint presentation on "Introduction to Quality Assurance Measures (QAM) Regulations" to board members as part of their annual QAM training.
- All board members are in attendance for today's QAM annual training, with two board members (i.e Keely Jacox & Caroline Monsell) attending via teleconference. All above-noted QAM training materials were distributed one week prior to the February 20, 2019 board meeting for review.
- Shari conducted a power point presentation on Dual Diagnosis Programs and Services including the organizational charts for each, Pathway to CPS, funding source(s) with budget, program successes and challenges, lessons learned with progress and results.
- Goals for the current QI project is to create a housing retention/management role with existing staff. Looking to restructure Barker Avenue staffing in order to increase caseloads and provide supports to more clients.



	<ul style="list-style-type: none"> • A Question and Answer period followed.
6. Consent Agenda Acceptance a) Board minutes from January 16, 2019 b) CEO Report	Motion: To accept the February 20, 2019 Consent Agenda as presented. Moved: Paul Forget Seconded: Mary Reader Carried
7. Items Extracted from the Consent Agenda	<ul style="list-style-type: none"> • No extractions
8. Board Discussion on QAM Presentation	<ul style="list-style-type: none"> • In follow-up to Shari Warfield’s Community Participation Support Pathways discussion, Mary Reader made a recommendation to follow-up with discharged clients in attempts to keep them engaged and accounted for.
9. a) Statement of Revenue & Expense-Ministry Funded 9. b) Statement of Revenue & Expense-Other Funded 9. c) Statement of Revenue & Expense-Community Engagement 9. d) Financial Report-April to January 31, 2019 (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 – Community Engagement d) Financial Report – April 1, 2018 to January 31, 2019 (Narrative) • No areas for concern Motion: To accept the above-noted Statements of Revenue & Expense for month ending January 31, 2019. Moved: Jim Shipley Seconded: Paul Forget Carried
10. Urgent Matter	<ul style="list-style-type: none"> • None
Business Arising	
11. a) 24 Paddock Wood Property Loan Agreement – deferred from Nov. 21, 2018	<ul style="list-style-type: none"> • No loan agreement as yet with Bank of Montreal, but will speak to IN Camera.
New Business	
12. a) Mortgage Renewal – 51 Adelaide St. N., Lindsay, ON	<ul style="list-style-type: none"> • CMHA HKPR has requested the Ministry of Housing to arrange on its behalf a refinancing of 51 Adelaide St. N., Lindsay, ON, which matures on March 1, 2019. • Refinancing of the above-noted property requires board approval. • The Ministry can get better mortgage rates when dealing with multiple mortgages. Motion: The CMHA HKPR Board of Directors approves for the Ministry of Housing to arrange on its behalf a refinancing of 51 Adelaide St. N., Lindsay, ON, which matures on March 1, 2019.

	<p>Moved: Roger Hardy Seconded: Heather Temple Carried</p>
<p>12. b) 2019-2020 Multi-Sector Accountability Agreement (MSAA) schedules for approval</p> <p>bi) 2019-2022 MSAA Agreement</p>	<ul style="list-style-type: none"> The board received and reviewed the 2019-2020 MSAA Schedules and the 2019-2022 MSAA Agreement. Mark provided an overview of the schedules and the agreement to the board. <p>Motion: That the board of directors approve the 2019-2022 Multi-Sector Accountability Agreement and MSAA Schedules as presented.</p> <p>Moved: Mary Reader Seconded: John Lyons Carried</p>
<p>12. c) Annual Board Surveys – Survey Monkey Update</p>	<ul style="list-style-type: none"> Mark advised board members that 10 of the annual board surveys are completed with four remaining. Results of the following (3) annual board evaluations will be discussed at the March 20 board meeting in KL: <ol style="list-style-type: none"> Board President Performance Evaluation Board Meeting Evaluation Director Self Evaluation
<p>12. d) 2019 CMHA Ontario Conference- “The Quality Culture: Building Better Together”</p>	<ul style="list-style-type: none"> A kind reminder to interested board members to please let Karen know if you wish to attend the 2019 CMHA Ontario Conference – “The Quality Culture: Building Better Together” by Friday, February 22, 2019, along with your selected conference sessions. Karen will provide a link to the conference website for your review.
<p>Correspondence</p>	
<p>13. a) MCCSS memo to ODSP Employment Supports Service Providers</p> <p>ai) Questions & Answers for ODSP Employment Supports Service Providers</p>	<ul style="list-style-type: none"> The board of directors received and reviewed the Ministry of Children, Community and Social Services memo and Q & A to Ontario Disability Support Program Service Providers.
<p>13. b) 2018-2019 MCCSS Fiscal Surplus Funding Recovery</p>	<ul style="list-style-type: none"> The board of directors received and reviewed the 2018-2019 Ministry of Children, Community and Social Services Fiscal Surplus Funding Recovery letter.
<p>In Camera Session</p>	
<p>14. In Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’ Moved: Jessica Moore Seconded: Rob Seguin Carried</p>



	Motion: To move 'Out of Camera' Moved: Paul Forget Seconded: Pat Dunn Carried Rise and Report: No report
Anything Else:	
14. Round Table Discussions	<ul style="list-style-type: none">• No Round Table Discussions held
15. Adjournment	Motion: To adjourn at 8:02pm Moved: John Lyons Seconded: Valdis Cuvaldin