



Date: March 20, 2019

Time: 5:00pm

Place: Ross Memorial Hospital – Board room

BOARD MINUTES	
Present: Drew Merrett, Mary Reader, Pat Dunn, Caroline Monsell, 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: Keely Jacox, Heather Temple	
Guest(s): Ann-Marie Covert, Program Manager Early Psychosis Intervention/LYNX	
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"> Drew called to order at 5:00pm. Quorum met.
2. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
3. Approval of March 20, 2019 Agenda	<p>Motion: To approve the March 20, 2019 agenda with the transfer of (4) Correspondence items to the IN Camera agenda.</p> <p>Moved: Mary Reader</p> <p>Seconded: Paul Forget</p> <p>Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. Caroline Monsell (7), Drew Merrett (6), Heather Temple (absent), Jessica Moore (8), Jim Shipley (23), John Lyons (7), Keely Jacox (absent), Mary Reader (10), Pat Dunn (5), Paul Forget (7), Rob Seguin (12), Roger Hardy (7), Sandra Hamilton, (5), Sue Grant (4), Valdis Cuvaldin (9)
6. Consent Agenda Acceptance a) Board minutes from February 20, 2019 b) CEO Report c) Two Cases for Support: (i) AOSP (ii) Youth Mental Health	<p>Motion: To accept the March 20, 2019 Consent Agenda as presented.</p> <p>Moved: John Lyons</p> <p>Seconded: Jim Shipley</p> <p>Carried</p>
7. Items Extracted from the Consent Agenda	<ul style="list-style-type: none"> No extractions
9. a) Statement of Revenue & Expense-Ministry Funded	<ul style="list-style-type: none"> Linda Saunders reviewed the following financial statements with board members : a) Statement of Revenue & Expense – Ministry Funded



<p>9. b) Statement of Revenue & Expense-Other Funded</p> <p>9. c) Statement of Revenue & Expense-Community Engagement</p> <p>9. d) Financial Report-April to February 28, 2019 (Narrative)</p>	<p>b) Statement of Revenue & Expense – Other Funded c) Statement of Revenue & Expense – Community Engagement d) Financial Report – April 1, 2018 to February 28, 2019 (Narrative)</p> <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for month ending February 28, 2019. Moved: Valdis Cuvaldin Seconded: Mary Reader Carried</p>
<p>Business Arising</p>	
<p>11. a) 24 Paddock Wood Property Loan Agreement – deferred from Nov. 21, 2018</p>	<ul style="list-style-type: none"> • CMHA Non-Profit Housing Corporation of Peterborough received the Bank of Montreal’s Letter of Agreement authorizing the new loan agreement for 24 Paddock Wood property in the amount of \$200,978.30. • Board members discussed open or fixed rates. • Board members preferred open rate, which is prime rate plus 1.25%. Prime rate as of March 19, 2019 is 3.95%. • Can change to fixed rate at anytime with no fees (penalty). <p>Motion: To accept the Bank of Montreal’s Letter of Agreement as presented for 24 Paddock Wood, Peterborough, ON as presented. Moved: John Lyons Seconded: Roger Hardy Carried</p>
<p>11. b) Bank of Montreal-Letter of Agreement – re: CMHA HKPR Corporate Master Card</p>	<ul style="list-style-type: none"> • CMHA HKPR received the Bank of Montreal’s (BMO) Letter of Agreement authorizing an increase to the corporate Master Card for \$50,000. • The Master Card intended for operating expenses for: Trustee offices, Safe Beds, Harrison House and training. <p>Motion: To accept the Bank of Montreal’s Letter of Agreement for CMHA HKPR’s Corporate Master Card as presented. Moved: Pat Dunn Seconded: Mary Reader Carried</p>
<p>Quality Improvement- Program Presentation – commenced at 5:30 pm</p>	

<p>5. Early Psychosis Intervention LYNX</p>	<ul style="list-style-type: none"> • Ann-Marie Covert, Program Manager of LYNX Early Psychosis Intervention and Journeying Together programs presented a Quality Improvement (Q.I.) presentation to the board of directors highlighting the following: • After (13) years of employment, Ann-Marie is taking a leave of absence as of May 2019 until November 2020 to have a baby. Interviews will be conducted for Ann-Marie’s replacement. • Identified the purpose of each program: <ul style="list-style-type: none"> - LYNX Early Psychosis Intervention program supports youth (age 14-35) experiencing a first episode of psychosis, and their families - Journeying Together program supports caregivers of individuals with mental health concerns. • Presented the programs’ organizational chart, Pathway to Service, sources of funding, program successes and program challenges. • The programs’ Strategic Work Plan and the implementation of the Ontario Common Assessment of Need (O.C.A.N.) are two Quality Improvements projects in progress. • Emphasized that the O.C.A.N. is a sophisticated and useful treatment planning/assessment and monitoring mechanism tool. Identified that clinicians across the province have been hesitant to use the O.C.A.N. tool due to its length and the perception of the lack of clinical utility. There are (24) domains to work with, however, (7) domains can be picked to focus on. • With the re-purposed O.C.A.N., EPI achieved 100% completion of O.C.A.N. as of January 2019. The Lynx team is now using the O.C.A.N. tool across the four counties. • The Lynx team hold regular supervisions, team meetings and Joint Management Committee meetings to keep communication lines open. • The Lynx program aligns with CMHA HKPR’s Strategic Plan and its Mission and Vision, which is reviewed every six months. • A Question and Answer period followed.
<p>8. Board Discussion on Q. I. Presentation</p>	<ul style="list-style-type: none"> • Discussions held as to how Board members can be proactive in light of the new Ontario Health Teams. • Mark indicated that board members will have an opportunity to discuss their concerns surrounding the new Ontario Health Teams at the CMHA Ontario Conference, April 1 & 2, 2019. • Board members commented that Ann-Marie Coverts ‘ Lynx Early Psychosis Intervention & Journeying Together presentation was well presented and informative.
<p>10. Urgent Matter</p>	<ul style="list-style-type: none"> • None
<p>New Business</p>	
<p>12. a) Annual Board Evaluations i) Board President Evaluation ii) Board Meeting Evaluation iii) Director Self Evaluation</p>	<ul style="list-style-type: none"> • Drew reported that there was 100% participation in the board surveys with good feedback, and thanked everyone for participating. <p>Action: The Accreditation Governance Committee will review and evaluate feedback from this years board evaluation, along with last years surveys, and will report back to the board.</p>



<p>12. b) 2019 AGM Awards Committee Update</p>	<ul style="list-style-type: none"> • The AGM Awards committee held a meeting on March 7. • Rob reported that the CMHA Awards media release was sent out on March 12, 2019. • Increased word count on all award applications from 200 to 500. • Made improvement to award descriptions and criteria. • Deadline for all award applications/nominations is May 24, 2019 at 4:30p.m. • The awards committee will meet on June 13 to review all nominations, along with the new staff award. • Rob would like to place pictures on social media platforms. Rob will contact Caitie in Communications for assistance. <p>Action: Karen to resend media release to board members for promotion of awards/nominations.</p>
<p>12. c) Cameco Announcement</p>	<ul style="list-style-type: none"> • Cameco announcement has been deferred to the April 17 board meeting.
<p>12. d) CMHA Ontario April 1 & 2 – Quality Culture-Building Better Together Conference</p>	<ul style="list-style-type: none"> • There are (8) in total, including five board members, that are attending the 2019 CMHA Ontario Conference – “The Quality Culture: Building Better Together” on April 1 & 2, 2019. • Carpooling is recommended where possible.
<p>12. e) Board’s Accreditation Governance Group – re: Annual Board Evaluations Feedback</p>	<ul style="list-style-type: none"> • This agenda item covered under #12a above.
<p>12. f) 568 Charlotte Street, Peterborough - Mortgage Renewal</p>	<ul style="list-style-type: none"> • The mortgage financing for 568 Charlotte Street is due for renewal on July 1, 2019. • Linda reviewed the Ministry of Municipal Affairs and Housing mortgage renewal information with board members. <p>Motion: To accept the Ministry of Municipal Affairs and Housing mortgage renewal for 568 Charlotte Street, Peterborough, ON as presented. Moved: John Lyons Seconded: Caroline Monsell Carried</p>
<p>12. g) 311 Stewart Street, Peterborough – Mortgage Renewal</p>	<ul style="list-style-type: none"> • The mortgage financing for 311 Stewart Street is due for renewal on July 1, 2019. • Linda reviewed the Ministry of Municipal Affairs and Housing mortgage renewal information with board members. <p>Motion: To accept the Ministry of Municipal Affairs and Housing mortgage renewal for 311 Stewart Street, Peterborough, ON as presented. Moved: Mary Reader Seconded: Valdis Cuvaldin</p>



	Carried
Correspondence	
13. a)	<ul style="list-style-type: none">• Moved to IN Camera agenda
In Camera Session	
14. In Camera Agenda (under separate cover)	Motion: To move 'In Camera' Moved: Caroline Monsell Seconded: Roger Hardy Carried Motion: To move 'Out of Camera' Moved: Rob Seguin Seconded: Jessica Moore 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 8:00pm Moved: Paul Forget Seconded: Jessica Moore