

**Date:** June 19, 2019

**Time:** 5:00pm

**Place:** 466 George Street N.-Multi-purpose Rm

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett, Pat Dunn, Mary Reader, Valdis Cuvaldin, Jim Shipley, John Lyons, Sue Grant, Rob Seguin, Sandra Hamilton, Paul Forget, Caroline Monsell & Keely Jacox (via teleconference)	
<b>Staff Participants:</b> Mark Graham, Linda Saunders, Karen Wolff	
<b>Regrets:</b> Roger Hardy, Heather Temple, Jessica Moore	
<b>Guest(s):</b> Tim J.F. Nicholls, CPA, CA, Licensed Public Accountant	
<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 5:00pm. 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 June 19, 2019 Agenda</b>	<p><b>Motion: To approve the June 19, 2019 agenda.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Pat Dunn</b>  <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 (4), Drew Merrett (8), Heather Temple (A), Jessica Moore (A), Jim Shipley (7), John Lyons (7), Keely Jacox (4), Mary Reader (5), Pat Dunn (4), Paul Forget (5), Rob Seguin (11), Roger Hardy (A), Sandra Hamilton (4), Sue Grant (4), Valdis Cuvaldin (5)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Audited Financial Statements 2018-2019 (Draft)</b>	<ul style="list-style-type: none"> <li>Tim J. F. Nicholls, Licensed Public Accountant for CMHA HKPR, provided his draft independent auditor's report for Financial Statements at <b>March 31, 2019</b>, and Statements of Revenue and Expenditures at <b>March 31, 2019</b> for review.</li> <li>Finance Committee meeting was held on <b>June 18, 2019</b>.</li> <li>Linda assured and confirmed that internal control procedures and processes are still strong after switching from the Scotiabank to the Bank of Montreal (BMO). Tim supported Linda's confirmation.</li> </ul> <p><b>Motion: To approve Tim J.F. Nicholls Audited Financial Report and Statements at March 31, 2019 as presented, and recommend presentation at CMHA HKPR's September 18, 2019 Annual General Meeting.</b>  <b>Moved: Pat Dunn</b></p>

	<p><b>Seconded: Rob Seguin</b> <b>Carried</b></p>
<p><b>6. Consent Agenda Acceptance</b> <b>a) Board minutes from May 15, 2019</b> <b>b) CEO Report</b></p>	<p><b>Motion: To accept the May 15, 2019 board minutes as presented.</b> <b>Moved: John Lyons</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p> <p><b>Motion: To accept the June 19, 2019 Consent Agenda/CEO Report as presented.</b> <b>Moved: Rob Seguin</b> <b>Seconded: Paul Forget</b> <b>Carried</b></p>
<p><b>7. Items Extracted from the Consent Agenda</b></p>	<p>None</p>
<p><b>8. Board Discussion on Q.I. Presentation</b></p>	<ul style="list-style-type: none"> <li>• Tim J.F. Nicholls' Audited Financial Report and Statements at March 31, 2019 are clearly documented.</li> <li>• The Board advised that CMHA HKPR has a strong management team.</li> <li>• The CEO commended auditor's process and report(s).</li> </ul>
<p><b>9. a) Statement of Revenue &amp; Expense-Ministry Funded</b></p> <p><b>9. b) Statement of Revenue &amp; Expense-Other Funded</b></p> <p><b>9. c) Statement of Revenue &amp; Expense-Fundraising/Community Engagement</b></p> <p><b>9. d) Financial Report- April 1/2018 to May 31/2019 (Narrative)</b></p>	<ul style="list-style-type: none"> <li>• Linda Saunders reviewed the following financial statements with board members : <ul 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 – Community Engagement</li> <li>d) Financial Report – April 1, 2018 to May 31, 2019 (Narrative)</li> </ul> </li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for month ending May 31, 2019.</b> <b>Moved: John Lyons</b> <b>Seconded: Sue Grant</b> <b>Carried</b></p>
<p><b>10. Urgent Matter</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Business Arising</b></p>	
<p><b>11.</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>New Business</b></p>	
<p><b>12. a) Mental Health for All – CMHA National Conference Sept. 23-25/2019</b></p>	<ul style="list-style-type: none"> <li>• Mark kindly reminded board members that the Mental Health for All – CMHA National Conference in Toronto is scheduled for September 23-25, 2019.</li> <li>• The Early Bird registration is open until July 26, 2019. Any board member interested in attending, to</li> </ul>



	<p>please contact Karen.</p>
<b>12. b) Health &amp; Safety Policy Statement (requires signatures)</b>	<ul style="list-style-type: none"><li>• Linda conducted the annual review of CMHA HKPR's Health and Safety Policy Statement with no new changes. Looking to receive and approve on June 19, 2019.</li><li>• Karen to correct April date indicated, to June, on the current Health &amp; Safety Policy statement.</li></ul> <p><b>Motion: To approve the Health and Safety Policy Statement as presented and amended for 2019.</b> <b>Moved: Paul Forget</b> <b>Seconded: Sandra Hamilton</b> <b>Carried</b></p>
<b>12. c) Business Expenses Policy</b>	<ul style="list-style-type: none"><li>• Linda reviewed Business Expenses Policy changes with board members, which include:<ul style="list-style-type: none"><li>- Upon approval to do so, employees may use a bicycle to conduct branch business. The branch supports this initiative and will reimburse at a rate of 50% of the current automobile mileage rate and according to the stipulations of the current mileage policy. Eligible trips should not exceed 15km in length per client visit so as not to incur undue staff time-related costs.</li><li>- Where the employee is able to utilize their bicycle for official branch business (see par. 1), any damages incurred to the bicycle would be claimed against their personal insurance (e.g. home or stand alone bicycle insurance).</li><li>- When personal bicycles are employed:<ul style="list-style-type: none"><li>a. Employees must comply with the <i>Ontario Highway Traffic Act</i>:<ul style="list-style-type: none"><li>i. Must obey all traffic laws</li><li>ii. Adhere to the same rights and responsibilities as drivers</li><li>iii. Bicycles may not be used for client transport</li></ul></li><li>b. Individuals in positions where client transport or travel for work are a requirement must still have access to a working vehicle with the appropriate insurance according to policy</li><li>c. Personal protective equipment must be used (e.g. Helmet, proper lights, reflective materials, horn/bell)</li><li>d. Program Manager must approve based on time management and efficiencies</li></ul></li></ul></li></ul> <p>Source: Highway Traffic Act, R.S.O 1990, c. H.8 <a href="http://www.mto.gov.on.ca">www.mto.gov.on.ca</a></p> <ul style="list-style-type: none"><li>- John Lyons further added that all municipal bicycles must be registered with the Peterborough Police Service through the municipal bicycle program. A clause to this effect will be added to the Business Expenses policy under 4 a) iv</li></ul> <p><b>Motion: To approve the Business Expenses Policy as presented and amended.</b> <b>Moved: John Lyons</b></p>



	<p><b>Seconded: Valdis Cuvaldin</b> <b>Carried</b></p>
<p><b>12. d) 2019-20 Multi-Sector Accountability Agreement (MSAA) Schedule G-Final (requires signature)</b></p>	<ul style="list-style-type: none"> <li>• Mark reviewed the MSAA-Schedule G-Declaration of Compliance, with board members, acknowledging that CMHA HKPR has fulfilled its obligations under the service accountability agreement (the MSAA) for the period April 1, 2018 – March 31, 2019.</li> <li>• Mark advised that we now have a three-year MSAA Agreement, which will follow.</li> </ul> <p><b>Motion: To approve the MSAA- Schedule G – Declaration of Compliance from April 1, 2018 to March 31, 2019 as presented.</b> <b>Moved: John Lyons</b> <b>Seconded: Sue Grant</b> <b>Carried</b></p>
<p><b>Correspondence</b></p>	
<p><b>13. a) Peterborough Social Services – Re: CMHA Outreach Worker</b></p>	<ul style="list-style-type: none"> <li>• Mark reviewed letter received from Peterborough Social Services regarding reduction in provincial funding to the City of Peterborough resulting in the need to end the funding agreement with CMHA HKPR for the CMHA Outreach Worker position effective August 12, 2019. Sixty-day notice has been provided to CMHA HKPR.</li> </ul>
<p><b>In Camera Session</b></p>	
<p><b>14. In Camera Agenda (under separate cover)</b></p>	<p><b>Motion: To move ‘In Camera’</b> <b>Moved: Valdis Cuvaldin</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p> <p><b>Motion: To move ‘Out of Camera’</b> <b>Moved: Rob Seguin</b> <b>Seconded: Paul Forget</b> <b>Carried</b></p> <p><b>Rise and Report: No Report</b> <b>Moved: Paul Forget</b> <b>Seconded: Rob Seguin</b> <b>Carried</b></p>
<p><b>Anything Else:</b></p>	
<p><b>15. Round Table Discussions</b></p>	<ul style="list-style-type: none"> <li>• Round Table Discussions were conducted.</li> <li>• Mark advised board members of upcoming Opioid Summit at Market Hall on July 11, 2019 at 6:00pm. Summit expected to be sold out.</li> </ul>



<b>16. Adjournment</b>	<b>Motion: To adjourn at 6:36pm</b> <b>Moved: Pat Dunn</b>
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