



Date: August 21, 2019

Time: 5:00pm

Place: Ross Memorial Hospital Board Room

BOARD MINUTES	
Present: Mary Reader, Pat Dunn, Valdis Cuvaldin, Jim Shipley, John Lyons, Sue Grant, Rob Seguin, Sandra Hamilton, Paul Forget, Caroline Monsell, Roger Hardy, Heather Temple, Jessica Moore (via teleconference)	
Staff Participants: Mark Graham, Linda Saunders, Karen Wolff	
Regrets: Keely Jacox, Drew Merrett	
Guest(s): Patrick Lindsay, Health & Safety and Maintenance Program Manager	
Chair: Mary Reader 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"> Call to order at 5:00pm. Quorum met.
2. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
3. Approval of August 21, 2019 Agenda	<p>Motion: To approve the August 21, 2019 agenda including review of the MOHLTC Annual Information Return.</p> <p>Moved: John Lyons Seconded: Pat Dunn Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. Caroline Monsell (17), Drew Merrett (A), Heather Temple (12), Jessica Moore (8), Jim Shipley (31), John Lyons (12), Keely Jacox (A), Mary Reader (15), Pat Dunn (4), Paul Forget (6), Rob Seguin (14), Roger Hardy (6), Sandra Hamilton (4), Sue Grant (4), Valdis Cuvaldin (4)
Quality Improvement- Program Presentation	
5. Maintenance/Health & Safety	<ul style="list-style-type: none"> Patrick Lindsay, Program Manager of Health & Safety and Maintenance presented a Quality Improvement (Q.I.) report on Care and Maintenance to the Board of Directors. Patrick has (8) years of service as the program manager of Health & Safety and Maintenance and provides agency training for: Infection, Prevention and Control (IPAC), Health & Safety, First Aid and Overdose Response training. Identified program successes and challenges including the successful renovation of, agency owned, 311 Stewart Street. The maintenance shop at 311 Stewart St. was turned into a bachelorette apartment, which now provides 380 sq. feet of living space. A powerpoint presentation including before and after renovation pictures and a budget outlining costs for 311 Stewart Street was provided to the board.



	<ul style="list-style-type: none"> • Some common challenges in renovations include plumbing issues, replacing knob & tube wiring, updating and replacing all lighting to led. • With funding received from the Community Infrastructure Renewal Fund (CIRF), CMHA HKPR was able to renovate bathrooms at 415 Water St. on the lower floor, in addition to electrical upgrade and kitchen renovations made to Four County Crisis Safe Beds. • With \$20,000 funding received from Ridedon'thude, renovations to the greeting/intake room at 4CC Safe Beds were completed. A nice improvement. • With only one maintenance staff person for (12) properties and (3) administration offices, age of the properties, and frequent repair to properties is a challenge to the maintenance program. • CMHA HKPR has 300 rent supplement units. • Current Quality Improvement project focuses on Risk Assessment. All agency properties are being re-evaluated for slips, trips, and falls; fire and security and physical structure of properties. • Slips, trips and falls are always a number one concern for staff and clients. • CMHA HKPR upholds a 'zero injury culture' ensuring a strong safety program. • Risk Assessments align with CMHA HKPR's Mission and Vision in promoting health and safety among our staff and clients by maintaining a secure, comfortable environment free from hazards. • CMHA HKPR upholds and practices Risk Management, Disaster & Emergency Preparedness, Workplace Violence & Prevention, and Preventative Maintenance of Medical Devices, all of which are requirements of Accreditation Standards.
<p>6. Consent Agenda Acceptance a) Board minutes from June 19, 2019 b) CEO Report</p>	<p>Motion: To accept the June 19, 2019 board minutes as presented. Moved: Heather Temple Seconded: Jim Shipley Carried</p> <p>Motion: To accept the August 21, 2019 Consent Agenda/CEO Report as presented. Moved: Rob Seguin Seconded: Valdis Cuvaldin Carried</p>
<p>7. Items Extracted from the Consent Agenda</p>	<p>None</p>
<p>8. Board Discussion on Q.I. Presentation</p>	<ul style="list-style-type: none"> • Upon review of today's Q.I. presentation: <ul style="list-style-type: none"> - the board agreed that CMHA HKPR's maintenance department is operating well within the budget provided. - that there are more risks to consider than meets the eye. - that the newly renovated intake area at 4CC Safe Beds is much improved.
<p>9. a) Statement of Revenue &</p>	<ul style="list-style-type: none"> • Heather Temple reviewed the following financial statements with board members :



<p>Expense-Ministry Funded</p> <p>9. b) Statement of Revenue & Expense-Other Funded</p> <p>9. c) Statement of Revenue & Expense-Fundraising/Community Engagement</p> <p>9. d) Financial Report-April 1/2018 to July 31/2019 (Narrative)</p>	<p>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 July 31, 2019 (Narrative)</p> <ul style="list-style-type: none"> • Heather advised that Linda Saunders will provide assistance in understanding the financial report. • The board appreciates the due diligence in the management of the CMHA HKPR financial reports. • Gender Journeys Trillium funding will end November 2021. Other CMHA regions are looking at our Gender Journeys program model. • Accreditation Canada may look to CMHA HKPR’s Gender Journeys program for leading practices. <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for month ending July 31, 2019. Moved: Pat Dunn Seconded: Jessica Moore Carried</p>
<p>10. Urgent Matter</p>	<ul style="list-style-type: none"> • None
<p>Business Arising</p>	
<p>11.</p>	<ul style="list-style-type: none"> • None
<p>New Business</p>	
<p>12. a) Governance Accreditation Committee-follow-up from July 3 GAC meeting includes:</p> <p>1. July 3/19 GAC Committee meeting minutes</p> <p>2. Board Evaluation Action Plan</p> <p>3. Recommendation – Complete the Accreditation Self-Assessment-Fall of 2019</p> <p>4. Quality Improvement Board Governance & Leadership Session</p> <p>5. Quality Scorecard for fiscal year 2018-2019</p>	<ul style="list-style-type: none"> • 1. Linda reviewed the July 3/19 GAC Committee meeting minutes with the board. • 2. In follow-up to the July 3 GAC Board Evaluation Survey Action Plan/<i>Board President Evaluation</i> regarding how and when the board president and CEO communicate, Mark confirmed that Drew and Mark communicate monthly by phone/email and in person. They also attend mental health conferences together, visit local politicians together during campaign elections and Erase the Difference campaign, attend Association of Municipalities of Ontario (AMO) conferences etc. • In follow-up to the July 3 GAC Board Evaluation Survey/<i>Meeting evaluation</i>: In order to keep the board informed of the strategic plan process, the board recommended to review CMHA HKPR’s Strategic Plan every (6) months, rather than (3). In order to keep board meetings on track and on topic, board chair to intervene 10 minutes into the conversation. Vice-president Mary Reader, reminded board members to place items they wish to address, on the board agenda prior to board meetings. • 3. Accreditation Canada Governance standards have not changed from the previous version in 2017. The GAC Committee’s recommendation to the board is to schedule the governance self-assessment in the fall of 2019. This assessment will guide the board’s QI work for the next two years and prepare the



	<p>board for the next Accreditation survey.</p> <ul style="list-style-type: none"> • 4. In follow-up to the July 3 GAC Board Evaluation Survey/<i>Director Self Evaluation</i>: The GAC committee and board have recommended to provide examples of board educational opportunities on the actual survey. Board members will be attending board leadership training on quality improvement at the November 20, 2019 Kawartha Lakes board meeting at the Ross Memorial Hospital. Debbie Bang, Director of Quality Improvement from Addictions and Mental Health Ontario will lead this educational session. • Board member, Jim Shipley would like to share his recent educational opportunity on Safe Consumption and Treatment Sites with the board. <p>Action: Place Safe Consumption and Treatment Sites on the October 16 board agenda. Jim Shipley will address.</p> <ul style="list-style-type: none"> • 5. Quality Scorecard for the fiscal year 2018-2019 has been deferred to the October 16 board meeting.
<p>12. b) MCCSS-MCYS Transfer Payment Annual Reconciliation 2018-19 (requires signatures)</p>	<ul style="list-style-type: none"> • Mark reviewed the MCCSS-MCYS Transfer Payment Annual Reconciliation 2018-19 with the board. The total amount provided for MCCSS programs has been approved by the board. Any monies left over is clawed back by the ministry. <p>Motion: To receive and approve the MCCSS-MCYS Transfer Payment Annual Reconciliation for 2018-19 as presented.</p> <p>Moved: Roger Hardy</p> <p>Seconded: Sandra Hamilton</p> <p>Carried</p>
<p>12. c) Slate of Directors 2019-2020 - Review</p>	<ul style="list-style-type: none"> • All board members present reviewed the 2019-2020 Slate of Directors. Everyone will remain on the Slate of Directors for 2019-2020.
<p>12. d) Establish CMHA HKPR – AGM Board Program Presenters/Volunteers</p>	<ul style="list-style-type: none"> • Board Presenters for AGM Award Winners: <ul style="list-style-type: none"> - Achievement through Adversity Award - Drew - Caregiver Champion Award for Family Members – Mary - Champion of Mental Health Award – Jack Veitch - Distinguished Service Awards – Rob/Caroline - Exemplary Values through Service Award – Rob/John - Maurice Lovnes Award – John/Keely - Naresh James Award – Valdis - Tam Grant Bursary – Sandra • Board Volunteers:



	<ul style="list-style-type: none"> - Crowd Control – John - Registration Table – Sue/Caroline - Membership Table – Heather/Sandra - Meet n’ Greet – Mary/Rob
<p>12. e) 2018-2019 AGM Award Winners</p>	<ul style="list-style-type: none"> • 2018-2019 AGM Award Winners: <ul style="list-style-type: none"> • Exemplary Values through Service – Lori Thompson • Achievement Through Adversity – Curtis Stokes • Caregiver Champion for Family Members – Yvonne Van den Akker • Distinguished Service Award – Harry Lundrigan / Brian McGhee / Lived Expertise Advisory Panel (LEAP) • Maurice Lovnes Award – Ferndale Bible Church – Serve Group • Naresh James – Jake Exton of Canoe & Paddle • Tam Grant – Matthew Swift • Rob mentioned it is his second year on the AGM Awards Committee and thanked Caroline and John, Mark and Jack for their contributions to this committee. • A kind reminder that the board of directors can nominate CMHA HKPR staff for AGM awards.
<p>12. f) CMHA HKPR By-Law Updates (for 2019 AGM) – 4th Amendment recommendations</p>	<ul style="list-style-type: none"> • 4th Amendment recommendations to the CMHA HKPR By-laws are as follows: <p style="margin-left: 40px;"><u>Current:</u> Section 4(iii):</p> <p style="margin-left: 40px;">Automatic Membership: Provided they otherwise meet the qualification for individual members, any member of the Canadian Mental Health Association (Ontario) shall automatically be deemed to be a member of the Branch if they reside within the City of Kawartha Lakes, Haliburton County or Brock Township in the Regional Municipality of Durham or the City of Peterborough or Peterborough County, or the County of Northumberland.</p> <p style="margin-left: 40px;"><u>Amended to:</u> Section 4(iii):</p> <p style="margin-left: 40px;">Automatic Membership: Provided they otherwise meet the qualification for individual members, any member of the Canadian Mental Health Association (Ontario) shall automatically be deemed to be a member of the Branch if they reside within the regions of Haliburton, Kawartha, Pine Ridge.</p> <p style="margin-left: 40px;"><u>Current:</u> Section 4(iv)b):</p>



Annual Membership – Corporate: Any annual corporate membership in the Association shall be effective only from April 1st in one year to March 31st in the following year.

Amended to: Section 4(iv)b):

Annual Membership – Corporate: Any annual corporate membership in the Association shall be effective only from September 1 in one year to August 31 in the following year.

Current: Section 4(v)b):

Membership Individual: At the time of the payment the individual must have been a resident of the City of Kawartha Lakes, Haliburton County, and Brock Township in the Regional Municipality of Durham, the City of Peterborough, Peterborough County or the County of Northumberland.

Amended to: Section 4(v)b):

Membership Individual: At the time of payment, the individual must have been a resident within the regions of Haliburton, Kawartha, Pine Ridge.

Current: Section 4(v)c):

Membership Individual: Any individual membership in the Association shall be effective from April 1st in one year to March 31st in the following year.

Amended to: Section 4(v)c):

Membership Individual: Any individual membership in the Association shall be effective from September 1 in one year to August 31 in the following year.

Current: Section 4(v)d):

Membership Individual: Any member in good standing as of March 31st in the current year shall be permitted to purchase membership and vote at the AGM.



	<p><u>Amended to:</u> Section 4(v)d):</p> <p>Membership Individual: Any member in good standing as of August 31 in the current year shall be permitted to purchase membership and vote at the AGM.</p> <p>Motion: To receive and approve all reports/agenda items, including CMHA HKPR 4th Amendment by-law recommendations, from 12 a) to 12 f) as presented.</p> <p>Moved: Paul Forget Seconded: Heather Temple Carried</p>
Correspondence	
<p>13. a) CE LHIN 2019-20 Base Funding for Mental Health & Addictions Services – Signback with (4) attachments</p>	<ul style="list-style-type: none"> • Mark reviewed letter and (4) attachments received from the CE LHIN for the 2019-20 Base Funding for Mental Health & Addictions Service for funding support for the following programs: <ul style="list-style-type: none"> - Early Psychosis Intervention - Programs for Priority Populations (i.e. Gender Journeys) - Mental Health and Justice – Supportive Housing Program • Waiting for signback from the CE LHIN to approve funding for our revised numbers. <p>Motion: To receive and approve the 2019-20 Base Funding for Mental Health & Addictions Service for the above-noted programs as presented.</p> <p>Moved: Caroline Monsell Seconded: Pat Dunn Carried</p>
Addendum	
<p>Ministry of Health and Long-term Care (MOHLTC) Annual Information Return (AIR)</p>	<ul style="list-style-type: none"> • Mark reviewed the MOHLTC Annual Information Return for Private Non-profit Housing Corporations with board members. <p>Motion: To receive and approve the MOHLTC Annual Information Return for Private Non-profit Housing Corporations as presented.</p> <p>Moved: Paul Forget Seconded: Roger Hardy Carried:</p>
In Camera Session	
<p>14. In Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’</p> <p>Moved: John Lyons Seconded: Valdis Cuvaldin</p>



	<p>Carried</p> <p>Motion: To move 'Out of Camera' Moved: Rob Seguin Seconded: Paul Forget Carried</p> <p>Rise and Report: No Report Moved: Sandra Hamilton Seconded: Pat Dunn Carried</p>
Anything Else:	
15. Round Table Discussions	<ul style="list-style-type: none">• Round Table Discussions were conducted.• QCR Golf Tournament scheduled for September 19, 2020 p/Roger Hardy• Rob Seguin announced Igniting Hearts with Hope – Q & A panel – September 5, 2019 to be held at the Calvary Pentecostal Church• Merrett Home Hardware Run for Mental Health Saturday, September 14, 2019
16. Adjournment	<p>Motion: To adjourn at 7:35pm Moved: Pat Dunn Seconded: Sue Grant</p>