



**Date:** November 21, 2019

**Time:** 5:00pm

**Place:** Ross Memorial Hospital – Board Room

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett, Sandra Hamilton, Valdis Cuvaldin, Mary Reader, Caroline Monsell, Pat Dunn, Sue Grant, Paul Forget, (Jessica Moore, Keely Jacox and Heather Temple) via teleconference	
<b>Staff Participants:</b> Mark Graham, Pam Scholey, Karen Wolff	
<b>Regrets:</b> John Lyons, Jim Shipley, Rob Seguin, Roger Hardy, Linda Saunders	
<b>Guest(s):</b> Debbie Bang, Director of Quality Improvement, for Addictions and Mental Health Ontario	
<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 5:09pm. 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 November 20, 2019 Agenda</b>	<p><b>Motion: To approve the November 20, 2019 agenda.</b>  <b>Moved: Valdis Cuvaldin</b>  <b>Seconded: Paul Forget</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 (12), Heather Temple (4), Jessica Moore (4), Jim Shipley (A), John Lyons (A), Keely Jacox (4), Mary Reader (6), Pat Dunn (4), Paul Forget (5), Rob Seguin (A), Roger Hardy (A), Sandra Hamilton (4), Sue Grant (5), Valdis Cuvaldin (4)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Board Leadership Education Session on Quality Improvement with AMHO's Director of Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Debbie Bang, Director of Quality Improvement for Addictions and Mental Health Ontario, provided a Board Leadership Education Session on the Excellence Through Quality Improvement (E-QIP) program to the Board of Directors:</li> <li>• Debbie has been with the E-QIP Team since 2016 providing leadership and education by promoting and supporting quality improvement, measurement and the use of data in decision-making.</li> <li>• Debbie acclaimed that CMHA HKPR's very own Linda Saunders, Director of Corporate Services, is a trained E-QIP QI Coach and has been a great asset to the E-QIP team since start-up.</li> <li>• E-QIP is led by Addictions and Mental Health Ontario (AMHO) and CMHA Ontario Division.</li> <li>• E-QIP will be entering a new phase (E-QIP 3.0) and will be delivered in partnership with the Provincial System Support Program (PSSP) at the Centre for Addiction and Mental Health (CAMH).</li> </ul>



	<ul style="list-style-type: none"> <li>• Improving client outcomes and client experiences of care will be the main objectives of this new phase of E-QIP.</li> <li>• The first Q.I. plan for this new phase will be April 1, 2020.</li> <li>• E-QIP has a YouTube channel on quality improvement.</li> <li>• New: Supportive Housing now uses the standardized Ontario Perception of Care (OPOC) tool that gathers client feedback on the quality of care received across community and hospital settings in order to improve client experience and outcomes.</li> <li>• Debbie reviewed E-QIP’s accomplishments and activities from 2016-March 2019.</li> <li>• There are four levels towards ‘Full QI Adoption’: Exploration, Instillation, Implementation, and then Full Adoption. Debbie announced that CMHA HKPR is considered a “Full QI Adoption”, which means CMHA has a strong history with Q.I. in training, in board business, that annual QI plans and projects are in place, that data is regularly used and compared against benchmarks and that full adopters are looked upon as sector leaders.</li> <li>• Debbie discussed and reviewed the board’s roles and responsibilities for developing the Quality Improvement Plan, along with different examples of strategies and knowledge for each role and responsibility.</li> <li>• To enhance further training for board members and staff, Debbie identified that E-QIP offers a one-day workshop, webinar series that is now available online, which includes Governance and Leadership training coming early in 2020.</li> <li>• In addition, E-QIP Q.I. resources includes tools, templates, program newsletters and a discussion forum.</li> <li>• Board members were asked to select one ‘take-away’ from today’s educational session and bring to a future board meeting on post-it notes. Karen collected all notes for future follow-up.</li> <li>• A question and answer period followed.</li> </ul>
<p><b>6.Consent Agenda Acceptance</b> a) Board minutes from October 16, 2019 b) CEO Report</p>	<p><b>Motion: To accept the October 16, 2019 Consent Agenda.</b> <b>Moved: Mary Reader</b> <b>Seconded: Paul Forget</b> <b>Carried</b></p>
<p><b>7. Item(s) Extracted from the Consent Agenda/CEO Report:</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>8. Board Discussion on Q.I. Presentation</b></p>	<ul style="list-style-type: none"> <li>• Upon review of today’s Q.I. presentation: <ul style="list-style-type: none"> <li>- The board is encouraged to read today’s Q.I. presentation in its entirety for future discussion.</li> </ul> </li> </ul>
<p><b>9. a) Statement of Revenue &amp; Expense-Ministry Funded</b></p>	<ul style="list-style-type: none"> <li>• Heather Temple 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> </ol> </li> </ul>



<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 1/2019 to October 31/2019 (Narrative)</b></p>	<p>c) Statement of Revenue &amp; Expense – Community Engagement d) Financial Report – April 1, 2019 to October 31, 2019 (Narrative)</p> <ul style="list-style-type: none"> <li>The renewal of Harrison House mortgage with the Ministry of Housing has yet to be approved. The ministry is behind in its approval.</li> <li>Deficit in Housing Bricks &amp; Mortar repairs and maintenance due to roof repairs that were necessary on several homes. CMHA HKPR has applied for Capital Infrastructure funding (CIRF) to offset a portion of these costs if approved.</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for month ending October 31, 2019.</b> <b>Moved: Pat Dunn</b> <b>Seconded: Valdis Cuvaldin</b> <b>Carried</b></p>
<p><b>10. Urgent Matter</b></p>	<ul style="list-style-type: none"> <li>Drew urged board members to read the two annually required Quality Assurance Measures (QAM) policies: Abuse Prevention, Reporting and Investigation, and Mission, Vision, Values and Rights as part of the Ministry of Children, Community and Social Services mandated QAM training by February of each year (2020) under ‘tasks’ in the Police and Procedure Management (PPM).</li> </ul>
<p><b>Business Arising</b></p>	
<p><b>11. a) Consumption Treatment Site - Update</b></p>	<ul style="list-style-type: none"> <li>Mark provided an update surrounding the potential Consumption Treatment Site(s).</li> <li>Another consumption site has been located/suggested – the old Classic Rattan store on George St.</li> <li>This particular site requires extensive retro-fit (fire/HVAC). Looking at \$150k-\$200k to bring up to fire code.</li> <li>Could take 4-6 months for retro-fit completion.</li> <li>If approved, the Peterborough Public Health Unit would lease the George St. site of 12,000 sq. feet, however, only 4500 sq. ft. is required for the consumption site. Would need to find other businesses to lease the remainder of the building.</li> <li>The building inspector and the fire department conducted their site inspection at 415 Water Street (2<sup>nd</sup> site) and determined that there would be minimum retro-fit required to the building (requires co2 detectors and a few more smoke detectors).</li> <li>Would need permission from the Board of Directors and the senior leadership team to proceed should 415 Water St. be considered as a consumption treatment site.</li> <li>There is a 30-day window left to decide on either location. MPP Dave Smith will need to advise community partners of decision.</li> <li>Consumption Treatment Site (CTS) would be a 7-day p/week operation. Would require 4 to 5 nurses, a social worker, a clinician and a nurse practitioner.</li> </ul>



	<ul style="list-style-type: none"> <li>• CMHA HKPR would supervise the program, clinic, security and administrative procedures.</li> <li>• The selected CTS site will receive provincial funding.</li> <li>• Drew will attend with Mark at the next Steering Committee meeting.</li> <li>• There are four committees responsible for the development of the potential Consumption Treatment Site:             <ol style="list-style-type: none"> <li>1. Site Committee</li> <li>2. Model Committee</li> <li>3. Policy Committee</li> <li>4. Steering Committee</li> </ol> </li> <li>• If CMHA HKPR wishes to proceed with potential Consumption Treatment Site, it will take 3-4 weeks to write a proposal.</li> </ul>
<b>New Business</b>	
<p><b>12. a) Accreditation Canada Board Governance Functioning Tool</b></p>	<ul style="list-style-type: none"> <li>• Pam Scholey, Manager of Quality Improvement and Communications, announced to the board that Accreditation Canada’s Governance Functioning Tool survey opens tomorrow, November 21, 2019 and closes on January 16, 2020.</li> <li>• Accreditation Canada’s Governance Standards help health organizations meet demands for excellence in governance practice. The standards are a response to system-wide changes in health care delivery structures and an increasing need for public accountability.</li> <li>• The Governance Functioning Tool determines if CMHA HKPR’s Board of Directors are meeting the demands for excellence in governance practice, policies and procedures, legislation and regulations etc.</li> <li>• The results of the Governance Functioning Tool survey will be reviewed with the board upon completion.</li> <li>• The board has been encouraged to answer precisely rather than selecting ‘neutral’ answers as this skews the results of the survey.</li> <li>• All answers are anonymous.</li> <li>• Karen to send out survey link by email to the board.</li> </ul>
<p><b>12. b) Community Infrastructure Renewal Fund/Infrastructure Project</b>  <b>i) CIRF 2019-20 Premier/MOH Letter</b>  <b>ii) CIRF 2019-20 Asst. Deputy Minister Letter</b>  <b>iii) CIRF 2019-20 Renewal Fund Agreement (needs signatures)</b>  <b>iv) CIRF 2019-20 Guidelines</b></p>	<ul style="list-style-type: none"> <li>• The Ministry of Health is providing CMHA HKPR up to \$54,600 in one-time capital funding for the 2019-20 funding year from the Community Infrastructure Renewal Fund in order to complete our infrastructure project. CMHA HKPR applied for \$200,000.</li> <li>• Upgrades were made to:             <ul style="list-style-type: none"> <li>- 24 Paddock Wood for cameras/security, new windows and bathroom</li> <li>- 415 Water St. for new bathrooms, parking lot and access door</li> <li>- 466 George St. for kitchen and wash room on main floor.</li> </ul> </li> <li>• Mark reviewed the CIRF Agreement with the board, which requires signatures in order to receive the one-time funding for up to \$54,600.</li> </ul>



	<p><b>Motion: To approve signing of the Community Infrastructure Renewal Fund Agreement from the Ministry of Health for one-time funding up to \$54,600.</b> <b>Moved: Mary Reader</b> <b>Seconded: Caroline Monsell</b> <b>Carried</b></p>
<b>Correspondence</b>	
13. a)	<ul style="list-style-type: none"><li>• None</li></ul>
<b>In Camera Session</b>	
14. In Camera Agenda (under separate cover)	<p><b>Motion: To move 'In Camera'</b> <b>Moved: Sandra Hamilton</b> <b>Seconded: Valdis Cuvaldin</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>	
15. Round Table Discussions	<ul style="list-style-type: none"><li>• Round Table Discussions were conducted.</li><li>• Good discussions surrounding Consumption and Treatment Sites. Thank you Mark for your work on this.</li><li>• Good Q.I. presentation</li><li>• Good Q.I. feedback</li></ul>
16. Adjournment	<p><b>Motion: To adjourn at 7:31pm</b> <b>Moved: Pat Dunn</b> <b>Seconded: Paul Forget</b> <b>Carried</b></p>