



Date: February 19, 2020

Time: 5:00pm

Place: 466 George St. – Multi-purpose room

BOARD MINUTES	
Present: Drew Merrett, Paul Forget, Jessica Drover, Pat Dunn, Sue Grant, John Lyons, Sandra Hamilton, Valdis Cuvaldin, Mary Reader, Rob Seguin, Roger Hardy, Heather Temple, Via Teleconference-Jim Shipley	
Staff Participants: Mark Graham, Linda Saunders, Karen Wolff	
Regrets: Caroline Monsell, Keely Jacox	
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"> • Call to order at 5:00pm. Quorum met.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of February 19, 2020 Agenda	<p>Motion: To approve the February 19, 2020 agenda.</p> <p>Moved: Rob Seguin</p> <p>Seconded: Roger Hardy</p> <p>Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours collected. • Caroline Monsell (5), Drew Merrett (6), Heather Temple (4), Jessica Drover (4), Jim Shipley (5), John Lyons (4), Keely Jacox (A), Mary Reader (4), Pat Dunn (4), Paul Forget (5), Rob Seguin (9), Roger Hardy (6), Sandra Hamilton (4), Sue Grant (4), Valdis Cuvaldin (4)
Quality Improvement- Program Presentation	
5. 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 the mandated annual training on Quality Assurance Measures (Q.A.M.) regulations and also presented, a Quality Improvement (Q.I.) PowerPoint presentation on Dual Diagnosis programs to the board of directors identifying: <p>Quality Assurance Measures:</p> <ul style="list-style-type: none"> • That the DSO help adults with developmental disabilities connect to services and supports (agencies) in their community. The DSO advises CMHA HKPR of approved applicants requiring services and supports. • 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. • CMHA HKPR's Dual Diagnosis Case Management Team and the Community Participation Support



Services are funded through the Ministry of Children, Community and Social Services (M.C.C.S.S.), and the Q.A.M. Regulations are specific to those programs.

- The M.C.C.S.S. conducts compliance reviews that began in 2014 to ensure that all M.C.C.S.S. 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.
- Q.A.M. 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 Q.A.M. policies and training specific to their roles in supporting individuals with developmental disabilities.
- CMHA HKPR utilize the Ontario Common Assessment of Need (OCAN) to complete the Individual Support Planning.
- All M.C.C.S.S. supported individuals in the Trustee program will have a year’s worth of financial records reviewed by a third party for valid client expenditures. This annual audit of financial records is presented to the Board of Directors at their May board meeting for approval.
- The board of directors, as part of their board orientation, are required to read and provide written acknowledgment for review of all (23) Q.A.M. 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) Q.A.M. policies upon orientation.
- As part of annual M.C.C.S.S. requirements, Q.A.M. training is held in February of every year for board members. All board members annually review two required Q.A.M. policies: (1) Abuse Prevention, Reporting and Investigation and (2) Mission, Vision, Values and Rights, including the distribution of the Supporting Your Wellness booklet/material. Confirmation of board members’ review is evidenced in the Policy and Procedure Management (PPM) report provided therein, and in today’s board minutes.
- Board members, Caroline Monsell and Keely Jacox, were unable to attend today’s board meeting. As a requirement of the M.C.C.S.S., Caroline and Keely have signed Absentee Acknowledgements advising that they have read and understand the following two (2) Q.A.M. policies: (1) Mission, Vision, Value and Rights and (2) Abuse, Prevention, Reporting and Investigation. Copies of acknowledgements are included with today’s minutes and in their personal files.
- Shari presented a PowerPoint presentation on the “Introduction to Quality Assurance Measures (Q.A.M.) Regulations” to board members as part of their annual Q.A.M. training. This presentation included review of the following topics:
 - Provision of Public Health Information
 - Monitoring and Documentation of Health Concerns and Emergency Medical Services
 - Staff Training and Records
 - Medication Safety
 - Reporting Abuse



- Confidentiality and Privacy
- Safety Around Agency-Owned and Operating Buildings and Safety of Supported Individuals
- Human Resource Practices
- Service Records/Client Files
- Included review of Behaviour Intervention Strategies, Behaviour Support Plans, N.V.C.I for staff and Third Party assistance (Ethics Committee) surrounding behavior plan reviews.

Dual Diagnosis Program:

- Shari conducted a PowerPoint presentation on Dual Diagnosis Programs and Services including:
 - Dual Diagnosis Case Management Program
 - Housing Programs (Barker Avenue and Townsend St.)
 - Community Participation Program
- Dual Diagnosis Case Management supports adults living with a dual diagnosis (developmental disability and mental health issues) through a Supported Independent Living (S.I.L.) program. Case Managers provide client-centred support services that promote stabilization and independent living as mandated by the Ministry of Children, Community and Social Services. Intake is completed through Developmental Services Ontario.
- Identified that Barker Avenue is a six-plex including office for staff, which operates from 7:00am-10:30pm, (7) days per week.
- CMHA HKPR has leased three (3) homes using rent supplement dollars to house nine (9) clients.
- CMHA HKPR acquired Townsend St. December 1, 2019 under 'care home' legislation. A two-year program is in place for tenants/clients to transition into the community (can go longer if needed).
- Program successes for the Dual Diagnosis team includes housing three (3) additional Transitional Age Youth in a subsidized home by "restructuring" the existing Community Support Worker location of work. The team is also providing additional supports to clients that live independently in the community.
- The team and housing program are experiencing great progress and success with clients benefiting from the in-home supports from the Community Support Workers. Staff assist with activities of daily living and with assessing the mental health of the client. Fewer calls are being made by clients to the crisis line since moving to Townsend St. with supports. Family members and clients are feeling a sense of relief with the noted housing improvements/supports.
- The Dual Diagnosis and Community Participation programs are funded by the Ministry of Children, Community and Social Services.
- Motivating the staff in a positive manner towards accepting the restructure in the program was challenging at first. However, the exciting part of this change is knowing that the Dual Diagnosis Case Management program is able to house and provide supports seven (7) days per week to three (3) clients that are transitioning to independent living.



	<ul style="list-style-type: none"> A Question and Answer period followed.
<p>6. Consent Agenda Acceptance</p> <p>a) Board Minutes from January 15, 2020</p> <p>b) Special Board Minutes from January 24, 2020</p> <p>c) CEO Report</p>	<p>Motion: To accept the January 15, 2020 Minutes as presented in the Consent Agenda. Moved: John Lyons Seconded: Roger Hardy Carried</p> <p>Motion: To accept the January 24, 2020 Special Board Minutes as presented in the Consent Agenda. Moved: Mary Reader Seconded: Valdis Cuvaldin Carried</p> <p>Motion: To accept the January 15, 2020 CEO Report as presented in the Consent Agenda. Moved: Pat Dunn Seconded: Paul Forget Carried</p>
<p>7. Item(s) Extracted from the Consent Agenda/CEO Report:</p>	<ul style="list-style-type: none"> No extractions
<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"> Board members are excited for the successful restructuring, to date, of the Dual Diagnosis Case Management program and new leasing/housing arrangements at Townsend Street. Board members wondered if the three (3) rental units could be increased to more units? All rent supplement dollars go to allocate new units. To increase units would require more staff. There is no funding for additional staff at this time.
<p>9. a) Statement of Revenue & 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 1/2019 to January 31, 2020 (Narrative)</p>	<ul style="list-style-type: none"> Heather Temple reviewed the following financial statements with board members: <ol style="list-style-type: none"> Statement of Revenue & Expense – Ministry Funded Statement of Revenue & Expense – Other Funded Statement of Revenue & Expense – Community Engagement Financial Report – April 1, 2019 to January 31, 2020 (Narrative) Heather reviewed the ministry funded and other funded statements of revenue and expense to the board of directors. <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for month ending January 31, 2020. Moved: John Lyons Seconded: Sandra Hamilton</p>



	Carried
10. Urgent Matter	<ul style="list-style-type: none"> None
Business Arising	
11. a) None	<ul style="list-style-type: none"> None
New Business	
12. a) Select September date for 2020 AGM	<ul style="list-style-type: none"> Board members have selected either September 16 or September 23 to hold CMHA HKPR's 2020 AGM. Karen identified that the Lindsay Golf and Country Club is available September 23 to host the AGM. Pat Dunn proposed to hold the AGM at the 'Celebrations' event venue at 35 Lindsay St. N., Lindsay, which is run by Mackey Celebrations Inc. (Mackey Funeral Home). Used to be the old United Church. <p>Action: Karen to check out the Celebrations event venue for availability/catering and report back to the board.</p>
12. b) Mental Health Works Conference – June 2020	<ul style="list-style-type: none"> Mark announced that the Mental Health Works Conference will be held at the Hilton Toronto on June 1 and June 2, 2020. The focus this year will be directed toward psychological Health & Safety, and Mental Health in the workplace. Mark asked board members to review the Mental Health Works website and see if anyone is interested in attending this year.
Correspondence	
13. a) Attachment 1 – Notice of Amendment ai) CMHA HKPR M-SAA Communique aii) CMHA HKPR 2020/21 M-SAA Amending Agreement	<ul style="list-style-type: none"> The Central East LHIN provided a Notice of Amendment and an Amending Agreement for our M-SAA to extend the agreement to June 30, 2020 to reflect legislative changes in regards to the transition of the M-SAA from the CE LHIN to Ontario Health. Signatures are required to sign on behalf of CMHA HKPR and return to the CE LHIN. The three-month extension will help to enable changes for a smooth transition.
13. b) Late Correspondence – Fleming Crew Employment Program	<ul style="list-style-type: none"> The Ministry of Labour, Training and Skills Development has awarded the contract for the Service System Manager for the Muskoka-Kawarthas region to Fleming College. Fleming will be overseeing Ontario's employment program for the region. The Ontario government is creating a new service delivery model that will integrate social assistance employment services into Employment Ontario. All in an effort to help people find and keep full-time jobs. Fleming College President, Maureen Adamson, looks forward to working with all community partners to build our labour force and economic health.
In Camera Session	



14. In Camera Agenda (under separate cover)	<p>Motion: To move 'In Camera' Moved: Jessica Drover Seconded: Roger Hardy Carried</p> <p>Motion: To move 'Out of Camera' Moved: Sue Grant Seconded: Jessica Drover Carried</p> <p>Rise and Report: To accept Fiscal Spending Recommendations as presented. Moved: Sue Grant Seconded: Jessica Drover Carried</p>
Anything Else:	
15. Round Table Discussions	<ul style="list-style-type: none">• Round Table Discussions were conducted.
16. Adjournment	<p>Motion: To adjourn at 7:01pm Moved: Pat Dunn Seconded: John Lyons Carried</p>