

**Date:** March 18, 2020

**Time:** 5:00pm

**Place:** 415 Water St. – Board room

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett, via Teleconference Paul Forget, Jessica Drover, Pat Dunn, John Lyons, Sandra Hamilton, Valdis Cuvaldin, Mary Reader, Caroline Monsell, Keely Jacox, Rob Seguin, Roger Hardy, Heather Temple, Jim Shipley	
<b>Staff Participants:</b> Mark Graham, Linda Saunders, Karen Wolff	
<b>Regrets:</b> Sue Grant	
<b>Guest(s):</b> #1: Quality Improvement Presentation of Supportive Housing / Catering PLUS with Program Manager, Jennifer Bain was deferred due to COVID-19. Future date to be determined. #2: Maggie Stephens, Director of Programs and Services, joined in discussion regarding Consumption Treatment Sites.	
<b>Chair:</b> Drew Merrett <b>Co-Chair:</b>	<b>Recorder:</b> Karen Wolff, Executive Administrative Assistant
Item / Topic	Discussion / Decision / Action / Motion
<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 March 18, 2020 Agenda</b>	<b>Motion: To approve the March 18, 2020 agenda.</b> <b>Moved: Pat Dunn</b> <b>Seconded: John Lyons</b> <b>Carried</b>
<b>4. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>Board volunteer hours collected.</li> <li>Caroline Monsell (3), Drew Merrett (12), Heather Temple (4), Jessica Drover (4), Jim Shipley (8), John Lyons (4), Keely Jacox (3), Mary Reader (4), Pat Dunn (4), Paul Forget (4), Rob Seguin (10), Roger Hardy (4.5), Sandra Hamilton (5), Sue Grant (A), Valdis Cuvaldin (5)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Supportive Housing/ Catering PLUS</b>	<ul style="list-style-type: none"> <li>Supportive Housing/Catering PLUS Quality Improvement program presentation deferred to a later date due to COVID-19. Future date to be determined.</li> </ul>
<b>In Camera Session</b>	
<b>Note: In Camera Session moved up on agenda due to quality of teleconference communications.</b>	
<b>14. In Camera Agenda (under separate cover)</b>	<b>Motion: To move 'In Camera'</b> <b>Moved: Mary Reader</b> <b>Seconded: Roger Hardy</b>



	<p><b>Carried</b></p> <p><b>Motion: To move 'Out of Camera'</b>  <b>Moved: Roger Hardy</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>• Per Mark Graham's request, Consumption Treatment Site was extracted from the CEO Report for review and discussion with the Board of Directors.</li> <li>• CMHA HKPR is seeking Board of Directors' approval to develop an application with community partners for a Safe Consumption and Treatment Site (CTS).</li> <li>• Maggie Stephens, Director of Programs and Services, joined today's board meeting to discuss developments regarding a proposed Consumption Treatment Site.</li> <li>• The Board of Directors discussed Pros and Cons surrounding a proposed development of a Safe Consumption Treatment Site.</li> <li>• Development of a contingency plan was suggested for a proposed CTS partnership.</li> <li>• The Ministry of Health would provide funding for the Consumption Treatment Site upon approved application. Parameters around services and programming would be arranged through the Ministry of Health.</li> </ul> <p><b>Motion: Approve to move forward with continued negotiations with community partners toward submission of an application for a Consumption Treatment Site.</b>  <b>Moved: Jim Shipley</b>  <b>Seconded: Mary Reader</b>  <b>Carried</b></p>
<p><b>6.Consent Agenda Acceptance</b>  <b>a) Board Minutes from February 19, 2020</b>  <b>b) CEO Report</b></p>	<p><b>Motion: To accept the March 18, 2020 CEO Report including the February 19, 2020 Minutes as presented in the Consent Agenda.</b>  <b>Moved: Keely Jacox</b>  <b>Seconded: John Lyons</b>  <b>Carried</b></p>
<p><b>8. Board Discussion on Q.I. Presentation</b></p>	<ul style="list-style-type: none"> <li>• Deferred – date to be determined</li> </ul>
<p><b>9. a) Statement of Revenue &amp; Expense-Ministry Funded</b>  <b>9. b) Statement of Revenue &amp; Expense-Other Funded</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, 2019 to February 29, 2020 (Narrative)</li> </ul> </li> </ul>



<p><b>9. c) Statement of Revenue &amp; Expense-Fundraising/Community Engagement</b></p> <p><b>9. d) Financial Report- April 1/2019 to February 29, 2020 (Narrative)</b></p>	<ul style="list-style-type: none"> <li>Linda reviewed the ministry funded and other funded statements of revenue and expense to the board of directors.</li> <li>The Narrative for month-ending February 29, 2020 was also reviewed.</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for month ending February 29, 2020.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Caroline Monsell</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. a) Fundraising Report</b></p>	<ul style="list-style-type: none"> <li>Rob asked if a financial report(s) could be created to demonstrate the allocation of fundraising dollars for fundraising events (i.e. Ride Don't Hide, Dalewood Golf Tournament etc.).</li> <li>Mark confirmed that financial reports can be created for present and past years.</li> </ul> <p><b>Action: Mark will arrange to have financial reports provided to the board on how/where fundraised dollars are allocated.</b></p>
<p><b>New Business</b></p>	
<p><b>12. a) Board Quality Improvement – Meeting Schedule for May 2020 – June 2021</b></p>	<ul style="list-style-type: none"> <li>Board members reviewed and selected board meeting locations from May 2020 to and including June 2021.</li> <li>Karen will update the Board Quality Improvement Meeting Schedule, which will then be distributed to the management team. Program managers will select dates for their Quality Improvement program presentations to the board.</li> <li>An updated meeting schedule will be provided to the board upon completion.</li> </ul>
<p><b>12. b) AGM Awards Committee Recruitment</b></p>	<ul style="list-style-type: none"> <li>In preparation for the 2020 AGM, Mark announced that it is time to recruit an AGM Awards Committee.</li> <li>The Awards Committee will meet approximately 2-3 times leading up to the selection of recipients for the AGM awards.</li> <li>John Lyons, Caroline Monsell, Rob Sequin and Sandra Hamilton have volunteered to be part of the 2020 AGM Awards Committee along with Mark Graham and Jack Veitch.</li> </ul>
<p><b>12. c) (3) Annual Board Evaluations – Survey Monkey results</b>  <b>i) Board President Performance Evaluation</b>  <b>ii) Board Meeting Evaluation</b></p>	<ul style="list-style-type: none"> <li>Drew reviewed the three noted annual board evaluations with board members.</li> <li>Drew thanked everyone for their participation in the annual surveys, which resulted in good feedback and comments.</li> </ul>

<b>iii) Director Self Evaluation</b>	
<b>12. d) Strategic Planning Committee</b>	<ul style="list-style-type: none"> <li>Mark advised board members that CMHA HKPR is into their 3<sup>rd</sup> year of their strategic plan, which ends in June 2020.</li> <li>Mark is looking for two to three board members to form a Strategic Planning Committee.</li> <li>Mark advised that there are two options in developing a new strategic plan: <ul style="list-style-type: none"> <li>1) to do a full strategic plan with a Request for Proposal for a strategic planning consultant with a one to two-year plan (rather than three), in consideration of the newly developed Ontario Health Teams.</li> <li>2) or to do a refresh with modifications to the existing strategic plan.</li> </ul> </li> <li>Board members shared their opinions and the board's consensus at this time is to refresh the strategic plan until the Ontario Health Teams are further along in development.</li> <li>Jim Shipley, John Lyons and Valdis Cuvaldin have elected to sit on the Strategic Planning Committee.</li> </ul>
<b>12. e) KL Client Spring Luncheon – April 2 – Royal Canadian Legion</b>	<ul style="list-style-type: none"> <li>All spring luncheons and events have been cancelled due to COVID-19. Crowd numbers have been reduced to no more than 25 at a time.</li> </ul>
<b>12. f) Balanced Scorecards – Q1 / Q2 / Q3</b>	<ul style="list-style-type: none"> <li>In compliance with Accreditation Standards, Linda reviewed the new 'Balanced Scorecards' for the first three quarters from April 1- December 31, 2019.</li> <li>The new Balanced Scorecard is a brief snapshot of basic human resources and health and safety information regarding client, staff and medication reporting, for each quarter. An annual Balanced Scorecard will be provided at a later date.</li> <li>The Balanced Scorecards were well received by board members.</li> </ul>
<b>Correspondence</b>	
<b>13. a) Peterborough Public Health Position Paper – re: Ontario Health Teams</b>	<ul style="list-style-type: none"> <li>Mark advised the board of directors that Peterborough Public Health (PPH) does not support the changes to the Ontario public health system proposed by the Provincial Government as part of its April 2019 budget.</li> <li>PPH believes the proposed government changes will damage the governance and delivery of public health services in the province.</li> <li>Board members were provided with PPH's Position Paper outlining recommendations from the Board of Health for Peterborough Public Health.</li> <li>PPH is looking for CMHA HKPR's Board of Directors endorsement on their position paper/recommendations before March 31, 2020.</li> <li>Discussions were held among board members.</li> </ul> <p><b>Motion: To receive the Peterborough Public Health's Position Paper</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Roger Hardy</b></p>



	<b>Carried</b>
<b>Anything Else:</b>	
<b>15. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• Round Table Discussions were conducted.</li><li>• Meeting was well-run in consideration of meeting via telephone conference p/Pat Dunn.</li><li>• Exciting that the board is in favour of Safe Consumption Treatment Site p/Drew Merrett.</li><li>• Confirmed that new housing arrangements are stalled due to COVID-19 p/Linda Saunders.</li></ul>
<b>16. Adjournment</b>	<b>Motion: To adjourn at 7:10pm</b> <b>Moved: Roger Hardy</b> <b>Seconded: Mary Reader</b> <b>Carried</b>