

**Date:** May 20, 2020

**Time:** 5:00pm

**Place:** 415 Water St. – Board room

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett via Zoom: Paul Forget, John Lyons, Sandra Hamilton, Valdis Cuvaldin, Mary Reader, Caroline Monsell, Keely Jacox, Heather Temple, Jessica Drover, Jim Shipley, Roger Hardy, Pat Dunn	
<b>Staff Participants:</b> Mark Graham, Linda Saunders, Karen Wolff	
<b>Regrets:</b> Sue Grant, Rob Seguin	
<b>Guest(s):</b> Maggie Stephens, Director of Programs and Services	
<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 5:05pm. 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 May 20, 2020 Agenda</b>	<p><b>Motion: To approve the May 20, 2020 agenda as presented.</b></p> <p><b>Moved: Mary Reader</b></p> <p><b>Seconded: Pat Dunn</b></p> <p><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 (4.5), Drew Merrett (4), Heather Temple (4), Jessica Drover (4), Jim Shipley (5), John Lyons (4), Keely Jacox (4), Mary Reader (4), Pat Dunn (4), Paul Forget (4), Rob Seguin (2), Roger Hardy (2), Sandra Hamilton (3), Sue Grant (A), Valdis Cuvaldin (4)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Supportive Housing – Catering PLUS</b>	<ul style="list-style-type: none"> <li>Jennifer Bain, Manager of Supportive Housing, presented a Quality Improvement PowerPoint presentation on Supportive Housing and Catering PLUS highlighting the following:</li> <li>Mark and Linda identified that CMHA Non-profit Housing Corporation has purchased residential/commercial property at 464 George St., which will be occupied by CMHA clients. Awaiting confirmation from vendor that existing commercial tenant has been given notice by June 15, 2020.</li> <li>That Catering PLUS is now managed by Patrick Lindsay after program restructuring within the agency.</li> <li>Jennifer manages the Supportive Housing program in Peterborough and Kawartha Lakes as of April, 2020.</li> <li>Provided a background description for Catering PLUS and the Supportive Housing Program.</li> <li>Catering PLUS is a social enterprise providing people with lived experience of a mental health issue or</li> </ul>



	<p>barriers to employment with an opportunity to thrive in the development of life and job skills within a safe and supportive working environment.</p> <ul style="list-style-type: none"><li>• The Supportive Housing program provides barrier free supportive housing for persons with a serious mental illness or dual diagnosis based on respect and dignity allowing people to live independently as possible, support people to participate in the community, provide supports to minimize stress, crisis and hospitalization, and provide education and support people enabling them to develop and maintain life skills and relationships.</li><li>• Identified the sources of funding and budgets for both programs (i.e. the Local Integrated Health Network (LHIN) funds for Catering PLUS, and the Ministry of Health and Long Term Care (MOHLTC) rental income are the funders for the housing programs.</li><li>• Identified program successes within the Supportive Housing program:<ul style="list-style-type: none"><li>- Opened three transitional housing models, Early Psychosis Intervention, Release from Custody, and Dual Diagnosis Transitional Age Youth</li><li>- CMHA has partnered with TVM Group (property management company) and Guardian Property Management to increase housing stock options.</li><li>- Filled 19 units in a 6-month period for Mental Health Justice</li><li>- Entered into a 10-year lease agreement with the TVM Group to build 9 bachelor units and one staff office in Cobourg at 1 King St.</li></ul></li><li>• Identified program successes for Catering PLUS:<ul style="list-style-type: none"><li>- Upon completion of the Quality Improvement project, the project is now in its sustainability phase, which includes the continued use of the labour calculator, color-coded scheduling systems and fridge journaling.</li><li>- Created a structured marketing plan.</li><li>- Recreated the Small Business Assistant position to 2 days in marketing and 3 days doing administrative work assisting with quotes, invoicing and scheduling upon CMHA's Auditor's recommendation.</li></ul></li><li>• Implementing new marketing plan to enhance new catering opportunities.</li><li>• Budget restraints prove to be challenging in maintaining a surplus for Catering PLUS.</li><li>• Has been working on a Quality Improvement project for Supportive Housing to increase the retention rate for high risk tenants.</li><li>• Housing clients that score high as indicated by the Prevention Vulnerability Index – Service Prioritization Decision Assistance Tool (i.e. PR-VI-SPDAT) and the Risk Factor form are at risk of housing instability and eviction. These results can destabilize the client's mental health and recovery process.</li><li>• High risk tenancies impact community partners, emergency services, staff resources and landlord relationships.</li><li>• Identified the diagnostic tools used as part of the Model for improvement (i.e. Fishbone and</li></ul>
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	<p>Problem/Opportunity Worksheet, Project Charter, Individual Risk Factor Form and Service Plan.</p> <ul style="list-style-type: none"> <li>• Identified the progress and results from using the diagnostic tools, which had positive impacts on clinical outcomes, client experiences and improved economic analysis and cost effectiveness.</li> <li>• Identified overall challenges and lessons learned; and looking forward to getting the final outcomes of the QI project and implementation of the new model. This opportunity will provide those at risk to engage in a successful intervention. This new strategy/treatment will be implemented into the Prevention/Eviction Policy.</li> <li>• A Question and Answer period followed.</li> <li>• Jim Shipley asked if CMHA is experiencing an increase in housing homelessness during the pandemic? Jennifer confirmed that CMHA has 22 units at maximum capacity. Supporting individuals in motels at \$2200 p/month. People have to be quarantined for two weeks after release from custody.</li> <li>• Drew Merrett provided accolades to CMHA management and Jennifer for working and arranging housing partnerships with TVM and Guardian Property Management.</li> <li>• Supportive Housing has been providing face-to-face throughout pandemic, but will review and process return to work plans and services.</li> </ul>
<p><b>6.Consent Agenda Acceptance</b> <b>a) Board Minutes from April 15, 2020</b> <b>b) CEO Report</b></p>	<p><b>Motion: To accept the May 20, 2020 CEO Report as presented in the Consent Agenda.</b> <b>Moved: Paul Forget</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p>
<p><b>7. One item(s) Extracted from the Consent Agenda/CEO Report:</b></p>	<ul style="list-style-type: none"> <li>• Linda requested one item extracted from the Consent Agenda/CEO Report: Executive Limitations - EL#2d Financial Conditions &amp; Activities.</li> <li>• Linda proposed to the board that Executive Limitations – EL#2d Financial Conditions &amp; Activities be reviewed in June rather than in May every year so that the financial report(s)/numbers tie in with the auditor’s reports/numbers at fiscal year-end.</li> <li>• The above-noted Executive Limitation was reviewed with the board of directors.</li> </ul> <p><b>Motion: To move the date of review for Executive Limitation – EL#2d Financial Condition &amp; Activities from May to June of every year effective immediately.</b> <b>Moved: Mary Reader</b> <b>Seconded: Heather Temple</b> <b>Carried</b></p>
<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 pleased with the improved results of the new housing model(s) (i.e. increased tenancy/retention) and CMHA HKPR’s strong relationships with community partners.</li> <li>- Excited for the recent purchase and development of 464 George St. for CMHA HKPR clients.</li> </ul> </li> </ul>

	- Good presentation provided by Jennifer Bain.
<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- No Narrative this month</b></p>	<ul style="list-style-type: none"> <li>Linda Saunders reviewed the following financial statements with board members:</li> <li>Statement of Revenue &amp; Expense – Ministry Funded</li> <li>Statement of Revenue &amp; Expense – Other Funded</li> <li>Statement of Revenue &amp; Expense – Community Engagement</li> <li>Financial Report – No Narrative this month. Finance department busy with year-end fiscal reporting.</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense for month ending April 30, 2020.</b>  <b>Moved: Jim Shipley</b>  <b>Seconded: Sandra Hamilton</b>  <b>Carried</b></p>
<b>10. Urgent Matter</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Business Arising</b>	
<b>11. a)</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>New Business</b>	
<b>12. a) QI Board Meeting Schedule May 2020 – June 2021</b>	<ul style="list-style-type: none"> <li>The completed QI Board Meeting Schedule was issued to board members, which Mark Graham reviewed.</li> <li>CMHA HKPR’s AGM is scheduled for Wednesday, September 23 in Lindsay. Will review and decide at the June board meeting (or potentially July) if the AGM will be a virtual meeting.</li> </ul>
<b>12. b) CMHA Client COVID-19 Survey</b>	<ul style="list-style-type: none"> <li>Board members addressed the question, “Is existence of CTS site still doable during COVID-19?”</li> <li>Board members discussed how the landscape has changed since the pandemic, and will this change the criteria of a CTS site?</li> <li>Some members suggested to step back and carefully reconsider landscaping.</li> <li>Maggie Stephens, Director of Program and Services, agreed, but suggested to see if government is still supportive of a CTS site and for CMHA HKPR to revisit with MPP Dave Smith.</li> <li>Mark, Maggie and Jim Shipley are visiting with MPP Dave Smith, Friday, May 22 at 2:00pm to discuss the application of a CTS site.</li> </ul> <p><b>Motion: For management to meet with MPP Dave Smith, and pursue gathering of information to make informed decision regarding CTS site and report back at the June 17 board meeting.</b>  <b>Moved: Jim Shipley</b>  <b>Second: Valdis Cuvaldin</b>  <b>Carried</b></p> <ul style="list-style-type: none"> <li>Jim Shipley wondered if CMHA will meet the increased client mental health needs post COVID-19, and</li> </ul>



	<p>wondered if CMHA should conduct a client survey?</p> <ul style="list-style-type: none"> <li>• Mark confirmed with the board that CMHA Ontario has provided a survey to 1,000 people across the province with mental health needs. Mental Health will be inundated with increased needs in light of COVID-19.</li> <li>• CMHA HKPR has sent out COVID-19 survey to staff.</li> </ul> <p><b>1) Action: Mark will forward CMHA Ontario Mental Health Survey results to board members’ tomorrow, May 21.</b></p> <p><b>2) Action: Mark will collate COVID-19 staff survey results in regards to returning to work.</b></p>
<p><b>12. c) Issue of PPE Clear Face Shields</b></p>	<ul style="list-style-type: none"> <li>• Jim Shipley thought that clear face shields for staff while working with clients was a good idea and less scary than full mask.</li> <li>• Mark confirmed that CMHA will be receiving (100) clear face shields through Kawartha Bingo, along with (6) tabletop, Plexiglas stand-up shields for clients. We will be circulating the shields throughout the agency.</li> </ul>
<p><b>12. d) CMHA National Board of Directors – 2020 Nomination Process</b></p>	<ul style="list-style-type: none"> <li>• CMHA National Board of Directors is hosting an on-line Annual General Meeting on Thursday, September 24, 2020.</li> <li>• Deadline for receipt of nominations is July 10, 2020.</li> </ul>
<p><b>Addendum</b></p>	
<p><b>12. e) Slate of Directors</b></p>	<ul style="list-style-type: none"> <li>• Drew Merrett announced that Rob Seguin will be leaving the Board of Directors at the end of August, 2020.</li> <li>• Drew recommending that the Nominating Committee recruit one to two new directors.</li> <li>• Drew asked members to share their remaining time/duration with the board in order to get a better idea of how many people should be recruited.</li> <li>• Jessica Drover announced that she will be going on maternity leave in October, 2020.</li> <li>• Drew suggested for board members to consider recruiting someone from Kawartha Lakes and Haliburton to fulfill CMHA HKPR’s catchment.</li> <li>• Mary suggested to place the Slate of Directors on the June 17 board meeting agenda.</li> </ul> <p><b>1) Action: Place Slate of Directors on the June 17 Board of Directors Agenda.</b></p> <p><b>2) Action: Drew to send email to board members asking for their remaining duration on the CMHA HKPR Board.</b></p>
<p><b>Correspondence</b></p>	
<p><b>13. a) CE LHIN Retroactive Payment Increase – Psychiatric Sessional Fees</b></p>	<ul style="list-style-type: none"> <li>• CMHA HKPR received notification from the CE LHIN that we will be receiving retroactive payment increases in the Psychiatric Sessional Fee Payment Program for the 2017/18 fiscal year.</li> <li>• This one-time funding award results in a 1.5% (\$2,272) retroactive compensation increase in physician payments in the Psychiatric Sessional Fee Payment Program for the period of April 1, 2017 to</li> </ul>



	March 31, 2018.
<b>In Camera Session</b>	
<b>14. In Camera Agenda (under separate cover)</b>	<b>Motion: To move 'In Camera'</b> <b>Moved: Valdis Cuvaldin</b> <b>Seconded: Pat Dunn</b> <b>Carried</b>  <b>Motion: To move 'Out of Camera'</b> <b>Moved: John Lyons</b> <b>Seconded: Paul Forget</b> <b>Carried</b>
<b>Anything Else:</b>	
<b>15. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• Drew suggested hosting the next board meeting at his home with safe distancing protocols in place.</li><li>• It was suggested to see if messaging in chat rooms via Zoom is possible.</li></ul>
<b>16. Adjournment</b>	<b>Motion: To adjourn at 7:15pm</b> <b>Moved: Pat Dunn</b> <b>Seconded: Jim Shipley</b> <b>Carried</b>