

Date: June 17, 2020

Time: 5:00pm

Place: 415 Water St. – Board room

BOARD MINUTES	
Present: Valdis Cuvaldin, Mary Reader, via Zoom: Paul Forget, John Lyons, Sandra Hamilton, Caroline Monsell, Heather Temple, Jessica Drover, Jim Shipley, Roger Hardy, Pat Dunn, Rob Seguin	
Staff Participants: Mark Graham, Linda Saunders, CJ Pudsey, Karen Wolff	
Regrets: Drew Merrett, Keely Jacox, Sue Grant	
Guest(s):	
Chair: Valdis Cuvaldin 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 5:07pm. Quorum met. • Welcome and Round Table introductions were conducted welcoming CJ Pudsey, Human Resources Manager, who is being mentored for the Director of Corporate Services position.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of June 17, 2020 Agenda	<p>Motion: To approve the June 17, 2020 agenda as presented.</p> <p>Moved: John Lyons</p> <p>Seconded: Pat Dunn</p> <p>Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours collected. • Caroline Monsell (4), Drew Merrett (A), Heather Temple (2), Jessica Drover (3), Jim Shipley (4), John Lyons (4), Keely Jacox (A), Mary Reader (4), Pat Dunn (4), Paul Forget (4), Rob Seguin (3), Roger Hardy (-), Sandra Hamilton (3), Sue Grant (A), Valdis Cuvaldin (4)
Quality Improvement- Program Presentation	
5. Audited Financial Statements 2019-20 - Postponed	<ul style="list-style-type: none"> • Audited Financial Statements 2019-20 postponed for a special meeting to be held on July 15, 2020 with the Board of Directors at 5:00 p.m.
6. Consent Agenda Acceptance a) Board Minutes from May 20, 2020 b) CEO Report	<p>Motion: To accept the June 17, 2020 CEO Report and May 20, 2020 board minutes as presented in the Consent Agenda.</p> <p>Moved: Pat Dunn</p> <p>Seconded: Heather Temple</p> <p>Carried</p>
7. Item(s) Extracted from the	<ul style="list-style-type: none"> • None



Consent Agenda/CEO Report:	
8. Board Discussion on Q.I. Presentation	<ul style="list-style-type: none"> No presentation today.
9. a) Statement of Revenue & Expense-Ministry Funded 9. b) Statement of Revenue & Expense-Other Funded 9. c) Statement of Revenue & Expense-Fundraising/Community Engagement 9. d) Financial Report (Narrative) April 1, 2020 to May 31, 2020	<ul style="list-style-type: none"> Heather Temple reviewed the following financial statements with board members: <ul 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 – Narrative from April 1, 2020 to May 31, 2020 Linda Saunders confirmed that relief funds for pandemic expenses are forthcoming. Details and date to be determined. PPE Supplies are in good standing. <p>Motion: To accept the above-noted Statements of Revenue & Expense for month ending May 31, 2020. Moved: Paul Forget Seconded: John Lyons Carried</p>
9. e) QAM Trustee – Client Audit Findings	<ul style="list-style-type: none"> In compliance with the Ministry of Children, Community and Social Services (MCCSS) recommendations, Linda Saunders reviewed the Quality Assurance Measures (QAM) Trustee Client File Audit with the Board of Directors. A thorough annual review of all client finance interactions for individuals supported by MCCSS was conducted across the following four programs, which provided total financial activity of 37 clients for the 2019 calendar year: <ul style="list-style-type: none"> Trustee Peterborough Trustee Kawartha Lakes Trustee Homelessness Prevention Trustee Homelessness Coordinated Response 2019 is the first year CMHA HKPR has implemented this new policy. A summary of recommendations was provided as follows, and are detailed further in the QAM report: <ul style="list-style-type: none"> Ensure evidence of income received is placed in client’s annual file Ensure evidence of direct deposits to client bank accounts are available for annual review Ensure documentation is placed in client’s annual file for payments made by transfer (e.g. monthly rent, Visa receipts, cab fares) Ensure client budget and authorization of held funds is placed in client’s annual file The QAM reviews were completed by four staff members as indicated in the report. The reviews were conducted between March and May, 2020 and took approximately 58.5 hours to complete.

	<p>Motion: To receive the findings of the Quality Assurance Measures (QAM) Trustee Client File Audit dated May 20, 2020 in annual compliance with the Ministry of Children, Community and Social Services (MCCSS) recommendations.</p> <p>Moved: Mary Reader</p> <p>Seconded: Jessica Drover</p> <p>Carried</p>
10. Urgent Matter	<ul style="list-style-type: none"> • None
Business Arising	
11. a) Slate of Directors 2020-21	<ul style="list-style-type: none"> • Valdis Cuvaldin reviewed the current Slate of Directors and board member status going into 2021. • It is determined that board members Pat Dunn and Rob Seguin are resigning from the CMHA HKPR Board of Directors effective September 23, 2020. • There will be two vacant positions to be filled ideally from the Kawartha Lakes and Haliburton catchment to fulfill representation from CMHA's Haliburton, Kawartha and Pine Ridge areas. • It has been suggested to advertise in the Echo and Minden Times for board membership from the Haliburton area with a July 31 deadline. • Vice-president, Valdis Cuvaldin, is suggesting for an amendment to Term Limit, Section 14: b) of the CMHA HKPR By-laws to extend board membership beyond the current nine year membership, without having to leave for a one-year break before being re-elected or re-appointed as a Director. Would like to remove the requirement for a one-year break. <p>Action: Place review of CMHA HKPR By-law – Term Limit, Section 14b) on the August 19 board agenda for amendment.</p>
11. b) Consumption Treatment Site Update	<ul style="list-style-type: none"> • Further discussions and developments surrounding a Consumption Treatment Site are being pursued with community partners and government representatives at this time. • Mark will provide a CTO update/report at the August 19 board meeting. <p>Action: Place Consumption Treatment Site update on the August 19 board agenda.</p>
11. c) COVID-19 Staff Survey Results	<ul style="list-style-type: none"> • Board members impressed with the positive staff feedback from the COVID-19 Staff survey in support of CMHA HKPR during the pandemic. • Mark commented that we can use feedback for future COVID strategy. • The Senior Leadership Team and Management Team are pleased with the number of staff responses from the survey.
New Business	
12. a) Special Board Meeting dates via ZOOM re: Audited Financial Statements	<ul style="list-style-type: none"> • The Audited Financial Statements 2019-20 are delayed due to COVID-19. • Looking to hold a special board meeting via ZOOM to review the draft Audited Financial Statements for 2019-20.



	<ul style="list-style-type: none"> The following two dates/times have been suggested: <ol style="list-style-type: none"> Wednesday, July 15 at 5:00 p.m. Wednesday, July 22 at 5:00 p.m. <p>Action: Mark will advise and confirm date/time with Tim J. Nicholls, Auditor and report to the board.</p>
<p>12. b) CMHA Ontario – Health Law – Briefing Note to Camille Quenneville, CEO of CMHA Ontario</p>	<ul style="list-style-type: none"> Mark reviewed the Health Law Briefing Note to Camille Quenneville, CEO of CMHA Ontario with board members. Current Insurance Carrier/Broker, AVIVA for CMHA Ontario and member agencies is invoking its “pandemic exception” language. Insurance carrier will not cover COVID-19 or any contagious diseases, which places organizations at risk. Many meetings are being held as to how to best handle the situation. Organization(s) looking at Healthcare Insurance Reciprocal of Canada (HIROC), which is a not for profit insurance company across Canada. They are willing to indemnify. CMHA has insurance until June 30 with AVIVA. Getting quote from HIROC. Linda’s recommendation: to receive endorsement from the board to pursue HIROC quote. New immunity legislation: Demonstrating due diligence towards COVID protocols p/Linda. Agency has up to \$15,000 limit, anything over will require board approval. Mark will obtain ‘Rider’ clause from AVIVA until end of June or more until further exploration of insurance companies is conducted. A number of CMHA branches are interested in HIROC. <p>Action: Mark will email insurance quotes to the board as soon as possible. A quick response is required from the board of directors. Will obtain electronic votes from the board.</p>
<p>12. c) 464 George St. – Legal Document</p>	<ul style="list-style-type: none"> The Sellers of 464 George St. remain with the understanding that they have a legal and binding real estate deal with CMHA HKPR. CMHA HKPR is looking for a signed Mutual Release or Indemnity Agreement from the Seller. The deadline date has been extended to July 3, 2020.
<p>12. d) Signing Authority for CJ Pudsey, Human Resources Manager</p>	<ul style="list-style-type: none"> CJ Pudsey, Human Resources Manager, is being mentored by Linda Saunders, for the Director of Corporate Services position that Linda currently holds. CMHA HKPR is looking to obtain signing authority for CJ Pudsey, in the absence of incumbent, Linda Saunders, Director of Corporate Service. <p>Motion: That the Board of Directors authorizes signing authority to the CEO, Mark Graham, and to two</p>



	<p>Directors of Corporate Services, Linda Saunders and CJ Pudsey. The signing authority will be the CEO and one of the two Directors of Corporate Services.</p> <p>Moved: Mary Reader Seconded: John Lyons Carried</p>
Correspondence	
13. a) CMHA HKPR Telemedicine Nurses Program Update	<ul style="list-style-type: none">• CMHA HKPR received correspondence from the CE LHIN that the Telemedicine Nurses (TMN) program advising that the current staffing complement and funding will remain the same.• The TMN program will continues its support of clinical telemedicine events at a rate of four to seven workload activities per full-time equivalent per day.
In Camera Session	
14. In Camera Agenda (under separate cover)	<p>Motion: To move 'In Camera' Moved: Pat Dunn Seconded: Paul Forget Carried</p> <p>Motion: To move 'Out of Camera' Moved: Paul Forget Seconded: Rob Seguin Carried</p>
Anything Else:	
15. Round Table Discussions	<ul style="list-style-type: none">• Good meeting Valdis• The Board of Directors determined at this time to hold the September 23, 2020 Annual General Meeting virtually upon Mark Graham's inquiry. <p>Motion: For the Board of Directors to hold a virtual September 23, 2020 Annual General Meeting. Moved: Paul Forget Seconded: Mary Reader Carried</p>
16. Adjournment	<p>Motion: To adjourn at 7:41pm Moved: Caroline Monsell Seconded: Sandra Hamilton Carried</p>