

Date: August 19, 2020

Time: 5:00pm

Place: 466 George St.-Multi-purpose Room

| BOARD MINUTES | |
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| Present: Drew Merrett, Valdis Cuvaldin, Mary Reader, Roger Hardy, Paul Forget, John Lyons via Zoom: Sandra Hamilton, Jessica Drover, Jim Shipley, Rob Seguin, Sue Grant, Keely Jacox | |
| Staff Participants: Mark Graham, Linda Saunders, CJ Pudsey, Karen Wolff | |
| Regrets: Caroline Monsell, Heather Temple, Pat Dunn | |
| Guest(s): | |
| 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 August 19, 2020 Agenda | <p>Motion: To approve the August 19, 2020 agenda as presented.</p> <p>Moved: Roger Hardy</p> <p>Seconded: Paul Forget</p> <p>Carried</p> <ul style="list-style-type: none"> President, Drew Merrett, extended congratulations to the CMHA HKPR Management Team, on behalf of the Board of Directors, for all the great work they've accomplished during COVID-19. |
| 4. Board Volunteer Hours | <ul style="list-style-type: none"> Board volunteer hours collected. Caroline Monsell (A), Drew Merrett (4), Heather Temple (A), Jessica Drover (3), Jim Shipley (4), John Lyons (4), Keely Jacox (3), Mary Reader (4), Pat Dunn (A), Paul Forget (3), Rob Seguin (3), Roger Hardy (7), Sandra Hamilton (3), Sue Grant (2), Valdis Cuvaldin (12) |
| Quality Improvement- Program Presentation | |
| 5. Quality and Communications | <ul style="list-style-type: none"> Pam Scholey, Manager of Quality Improvement, Communications, and Information Technology presented a Quality Improvement PowerPoint presentation on Quality and Communications highlighting the following: Pam's main responsibility is to lead the Accreditation process as well as assist with quality improvement initiatives for the organization. As part of the Accreditation process, CMHA has completed the Worklife Pulse survey and the Governance Functioning Tool. The Client Safety survey is scheduled to go out this fall. |



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| | <ul style="list-style-type: none"> • Self-assessments will be starting soon to get our perception of how we meet Accreditation Standards. • New Medication Management standards were released in January, 2020. • Accreditation Canada is currently reviewing the Leadership Standards and expect them to be released early 2021. • Pam reviewed her program’s Organizational Chart, which consists of Admin, Communications and Information Technology. • Quality Improvement Plans (QIP) are the blueprint for how organizations will strive to meet or exceed improvement targets set for that year. • Pam presented a spreadsheet for the 2020/2021 Quality Improvement plan listing Improvement Targets and Initiatives some of which include: <ul style="list-style-type: none"> - Performance Appraisal completion rates - Documentation of transitions of care – in progress - Documentation of risk assessments • QI on the Fly was developed by EQIP as we were faced with many changes during the first few months of COVID-19 and how we provide service to clients. Some quick changes and improvements were made: <ul style="list-style-type: none"> - Timesheet process - Virtual Trustee process - Virtual Gender Journey’s group programming • An Ontario Perception of Care questionnaire was developed to get client and family perception on the services we provide. • Information Technology is currently undergoing a third-party review looking at our capacity to support staff working at home and to provide virtual services to clients. • CMHA will need to improve current Information Technology systems. |
| <p>6.Consent Agenda Acceptance a) Board Minutes from July 22, 2020</p> | <p>Motion: To accept the July 22, 2020 board minutes as presented in the Consent Agenda. Moved: Mary Reader Seconded: John Lyons Carried</p> <p>Motion: To accept the August 19, 2020 Consent Agenda as presented. Moved: Valdis Cuvaldin Seconded: Roger Hardy Carried</p> |
| <p>7. Item(s) Extracted from the Consent Agenda:</p> | <ul style="list-style-type: none"> • None |

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| 8. Board Discussion on Q.I. Presentation | <ul style="list-style-type: none"> • Per Drew, good update on the Quality and Communications program. • An I.T. update is needed • Good reminder for 2021 Accreditation |
| 9. Monthly Financial Report a) Statement of Revenue & Expense – Ministry Funded b) Statement of Revenue & Expense – Other Funded c) Statement of Revenue & Expense – Community Engagement d) Financial Report (Narrative) April 1, 2020 to July 31, 2020 | <ul style="list-style-type: none"> • Linda Saunders reviewed the following financial statements with board members: • Statement of Revenue & Expense – Ministry Funded • Statement of Revenue & Expense – Other Funded • Statement of Revenue & Expense – Community Engagement • Financial Report – (Narrative) – April 1, 2020 to July 31, 2020 <ul style="list-style-type: none"> • Linda advised board members that not all deficits will be covered by the Ministry. • Board members queried if this deficit is a new annualized issue or a one-time expense for COVID-19? • Heather Temple recommended for board to request a review of the CMHA HKPR budget to determine if deficits will be a one-time expense or a new annualized issue. <p>Motion: The Board of Directors requesting a review of CMHA HKPR’s budget, with report to follow, to determine if deficits are a one-time expense due to COVID-19, or will deficits become new annualized dollars? To report results at the November 18, 2020 board meeting.</p> <p>Moved: Mary Reader Seconded: Roger Hardy Carried</p> <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for month ending July 31, 2020.</p> <p>Moved: Paul Forget Seconded: John Lyons Carried</p> |
| 10. Urgent Matter – Fire at Paddock Wood | <ul style="list-style-type: none"> • Mark provided overview of the August 15, 2020 fire at 24 Paddock Wood. • Fire started by accidental discarding of smoking materials • No one was injured • Now have hydro • Waiting on adjuster • Installing new camera lines • Crisis working from 415 Water St. until their return to Paddock Wood |
| Business Arising | |
| 11. a) Consumption Treatment | <ul style="list-style-type: none"> • Have been working on CTS proposal for 6 weeks. |



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| <p>Site - Update</p> | <ul style="list-style-type: none"> • Do we consider new partners? Who? • Do we consider new sister board? <p>Motion: Without significant partner, without expertise, CMHA HKPR does not move forward with CTS proposal. Moved: Paul Forget Seconded: Roger Hardy Motion Withdrawn</p> <p>New Motion: To discontinue CMHA negotiations with respect to the Consumption Treatment Site. Consult with CMHA HKPR Senior Leadership Team and make decision going forward based upon Senior Leadership Team decision. Moved: Jim Shipley Seconded: Roger Hardy Carried</p> |
| <p>New Business</p> | |
| <p>12. a) AGM Update</p> | <ul style="list-style-type: none"> • Karen provided an AGM update for the board to date. |
| <p>12. b) Fifth CMHA HKPR By-law Amendment – Term Limit, Section 14)b</p> | <ul style="list-style-type: none"> • Valdis Cuvaldin suggested an amendment to the CMHA HKPR By-laws Term Limit, Section 14)b 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. • After board member discussions, the proposed By-law recommendation was not carried, allowing opportunity for new Board of Director memberships. |
| <p>12. c) Board Recruitment - Update</p> | <ul style="list-style-type: none"> • Valdis, on behalf of the board recruiting committee advised the board that: <ul style="list-style-type: none"> - (7) board recruitment resumes were received - (6) interviews were conducted - There was one interest from the Haliburton area - The board is replacing three positions - Would like to fill vacant KL spot - Will advertise again in September if unable to fill all positions |
| <p>12. d) Ontario Health Team (OHT) – KL – Need commitment by August 31</p> | <ul style="list-style-type: none"> • CMHA HKPR is now an affiliate partner of the KL OHT. • Since CMHA HKPR is already part of the Peterborough OHT, we can only be a partner with KL OHT. • CMHA HKPR does not have a vote, but can participate on working groups. • The working groups/designates are as follows: |



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| | <ul style="list-style-type: none"> - Digital Group – Pam Scholey - Care Navigation – Ann-Marie Covert - Patient/Client Engagement – Mark Graham • As an affiliate, CMHA HKPR needs to sign a Data Sharing Agreement. <p>Motion: That the CMHA HKPR Board of Directors approves in principle the Statement of Partnership Commitment, and the Data Sharing Agreement for the Kawartha Lakes Ontario Health Team and authorizes the Board President and CEO to sign accordingly.</p> <p>Moved: Paul Forget Seconded: Jim Shipley Carried</p> |
| 12. e) CMHA HKPR Annual Membership | <ul style="list-style-type: none"> • Board members were kindly reminded of the annual board renewal membership, due before the September 23, 2020 AGM, in order to have voting privileges. |
| 12. f) CMHA Ontario Division Notice of the September 2020 AGM | <ul style="list-style-type: none"> • Mark reminded the board that the CMHA Ontario AGM is September 11, and the CMHA National AGM is scheduled for September 24, 2020 for those who are interested. |
| Correspondence | |
| 13. a) None | <ul style="list-style-type: none"> • None |
| In Camera Session | |
| 14. a) IN Camera Agenda (under separate cover) | <p>Motion: To move ‘In Camera’ Moved: Roger Hardy Seconded: Jessica Drover Carried</p> <p>Motion: To move ‘Out of Camera’ Moved: Roger Hardy Seconded: Mary</p> |
| Anything Else: | |
| 15. Round Table Discussions | <ul style="list-style-type: none"> • Roger announced that the QCR Golf Tournament has available spots for additional sponsors at \$150 p/player, which will be held September 19, 2020 in Cobourg at the Dalewood Golf Club. • |
| 16. Adjournment | <p>Motion: To adjourn at 7:52pm Moved: Keely Jacox Carried</p> |