



**Date:** October 21, 2020

**Time:** 5:00pm

**Place:** 466 George St.-Multi-purpose Room  
via Zoom

<b>BOARD MINUTES</b>	
<b>Present:</b> Valdis, Cuvaldin, Mary Reader, Paul Forget, John Lyons via Zoom: Sandra Hamilton, Drew Merrett, Heather Temple, Jim Shipley, Keely Jacox, Krystina Cunnington	
<b>Staff Participants:</b> Mark Graham, Linda Saunders, CJ Pudsey, Karen Wolff	
<b>Regrets:</b> Caroline Monsell, Jessica Drover, Roger Hardy	
<b>Guest(s):</b> Tracy Graham, Manager of Specialized Crisis Services and Clinics	
<b>Chair:</b> Valdis Cuvaldin	<b>Recorder:</b> Karen Wolff, Executive Administrative Assistant
<b>Co-Chair:</b>	
<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 5:08pm. 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 October 21, 2020 Agenda</b>	<p><b>Motion: To approve the <b>October 21, 2020</b> agenda as presented.</b></p> <p><b>Moved: Heather Temple</b></p> <p><b>Seconded: Mary Reader</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 (A), Drew Merrett (12), Heather Temple (8), Jessica Drover (A), Jim Shipley (6), John Lyons (7), Keely Jacox (10), Krystina Cunnington (4), Mary Reader (30), Paul Forget (5), Roger Hardy (A), Sandra Hamilton (13), Valdis Cuvaldin (35)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Specialized Crisis Services &amp; Clinics</b>	<ul style="list-style-type: none"> <li>Tracy Graham, Manager of Specialized Crisis Services &amp; Clinics presented a Quality Improvement PowerPoint presentation highlighting the following:</li> <li>Several programs are incorporated under Specialized Crisis Services, which collaborate with community partners. These collaborations include hospital-based diversion programs, suicide specific programs and mental health/police response.</li> <li>Those who have a Dual Diagnosis are also provided with supports and services under the Ministry of Children, Community and Social Service funded programs (MCCSS).</li> <li>Clinics include Psychiatry, a range of medical specializations, in addition to specialized multi-disciplinary Psychiatry clinic.</li> </ul>



	<ul style="list-style-type: none"> <li>• Programs include Hospital to Home, Mobile Crisis Intervention Team (MCIT), Assertive Outreach Suicide Prevention (AOSP), Crisis Response Network Coordinator, Urgent Response Case Manager (these two programs are funded through MCCSS), Ontario Telemedicine Network Clinic, and the Dual Diagnosis Collaborative Consultation Program (DDCCP).</li> <li>• Identified sources of program funding (i.e. Ministry of Health, MCCSS, Team55 and fundraised dollars with a total budget of \$1,240,188.00).</li> <li>• Ontario Telemedicine Network (OTN) is within their annual performance targets, and have actually surpassed Q2 targets.</li> <li>• Tracy shared with board members a program success, in the MCIT program, by highlighting on the knowledge, skills and abilities of a MCIT staff person in keeping someone calm, which was key in preventing them from jumping over the side of a bridge.</li> <li>• In an effort to support reduction in medications, a review of the DDCCP model is being conducted to create efficiency in patient flow, collaboration and timely access to service.</li> <li>• There is an ongoing advocacy to secure annualized funding for MCIT, AOSP and DDCCP.</li> <li>• In collaboration with the Case Manager, psychologist, behavioural consultant and family, along with reduction in medications, contributes in the development of a suicide safe culture.</li> <li>• Discussed overall challenges: lack of annualized funding for some programs is an ongoing barrier to further program development.</li> <li>• Lessons learned: the ability to utilize technology to increase efficiency in service provision, enhancing our ability to be nimble and flexible in service delivery during a global pandemic.</li> <li>• A Question and Answer period followed.</li> </ul>
<p><b>6.Consent Agenda Acceptance</b> a) Board Minutes from August 19, 2020</p> <p>b) Special Board Meeting Minutes from September 23, 2020</p> <p>c) CEO Report</p>	<p><b>Motion: To accept the August 19, 2020 board minutes as amended in the Consent Agenda.</b> <b>Moved: Paul Forget</b> <b>Seconded: Drew Merrett</b> <b>Carried</b></p> <p><b>Motion: To accept the September 23 2020 Special Board Meeting minutes as presented.</b> <b>Moved: Sandra Hamilton</b> <b>Seconded: John Lyons</b> <b>Carried</b></p> <p><b>Motion: To accept the August 19, 2020 CEO Report as presented.</b> <b>Moved: Mary Reader</b> <b>Seconded: Drew Merrett</b> <b>Carried</b></p>
<p><b>7. Item(s) Extracted from the</b></p>	<ul style="list-style-type: none"> <li>• Two items were extracted from the Consent Agenda/CEO Report:</li> </ul>

<p><b>Consent Agenda:</b></p>	<ol style="list-style-type: none"> <li>1. Upon Mary Reader’s inquiry, Mark confirmed that Jack Veitch, Manager of Community Engagement and Education, will be delivering a series of webinars for RBC business owners, and their employees in the southwest region of Ontario. There will be a total of 32 sessions delivered via a virtual platform at \$200 per session. Total revenue generated is \$6,400. There is a potential to expand the series across Canada in the near future. CMHA HKPR will get permissions from other CMHA regional offices in order to expand training in other regions.</li> <li>2. Mark provided a Consumption Treatment Site Update upon Jim Shipley’s inquiry: <ul style="list-style-type: none"> <li>- Consumption Treatment Site has been secured at the old Greyhound bus terminal at Simcoe Street.</li> <li>- Harm reduction process/protocols underway</li> <li>- Drug strategy procurement – \$1.8 million</li> <li>- PARN is moving forward with federal and provincial funding applications</li> <li>- CMHA will provide a half time (.5 fte) mental health support position (Pro bono).</li> </ul> </li> </ol>
<p><b>8. Board Discussion on Q.I. Presentation</b></p>	<ul style="list-style-type: none"> <li>• Board members commented that Tracy Graham’s QI presentation on Specialized Crisis Services and Clinics was a nice, concise presentation with good program funding updates.</li> </ul>
<p><b>9. Monthly Financial Report</b>  <b>a) Statement of Revenue &amp; Expense – Ministry Funded</b>   <b>b) Statement of Revenue &amp; Expense – Other Funded</b>   <b>c) Statement of Revenue &amp; Expense – Community Engagement</b>   <b>d) Financial Report (Narrative) April 1, 2020 to September 30, 2020</b></p>	<ul style="list-style-type: none"> <li>• Heather Temple reviewed the following financial statements with board members: <ul style="list-style-type: none"> <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 – (Narrative) – April 1, 2020 to September 30, 2020</li> </ul> </li> <li>• Heather reviewed the narrative financial report with board members for period ending September 30, 2020.</li> <li>• In follow-up to the action item at the August 19 board meeting, Linda will be providing updated COVID-19 related expenses at the November 18 board meeting.</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for month ending September 30, 2020.</b>  <b>Moved: John Lyons</b>  <b>Seconded: Sandra Hamilton</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) Board Recruit Update</b></p>	<ul style="list-style-type: none"> <li>• Valdis advised that he obtained six board recruit referrals, from A. Hodson, CMHA Short-term Case</li> </ul>



<p><b>11. b) CMHA National and CMHA Ontario Conference Update</b></p>	<p>Manager, for potential board membership from the Minden/Haliburton area. Valdis will contact referrals by October 31 and report to the board.</p> <ul style="list-style-type: none"> <li>• Valdis attended both the CMHA National and CMHA Ontario conferences and provided updates to board members as follows:             <ol style="list-style-type: none"> <li>1. CMHA Ontario’s conference conducted via zoom for 25 minutes. CMHA Ontario is doing financially well. Steve Lurie, Executive Director, from CMHA Ontario is retiring after 45 years.</li> <li>2. CMHA National’s conference was longer than one hour via zoom. Multiple questions arose regarding new executive director for CMHA National and changes that have occurred. CMHA National struggling financially. Challenges keeping staff. Looking to mend relationships.</li> </ol> </li> </ul>
<p><b>New Business</b></p>	
<p><b>12. a) CMHA HKPR By-laws-Section 37 – Officers – Election &amp; Appointment</b></p>	<ul style="list-style-type: none"> <li>• Mark provided an overview surrounding the current CMHA By-law, Section 37 – Officers – Election &amp; Appointment, specifically the two-year term as President of the Board of Directors.</li> <li>• Past president, Drew Merrett, recommended that the board president position be a three-year term with a one-year extension with the approval of the board of directors.</li> <li>• Per Drew, this recommendation would allow the board president time to fully understand CMHA operations and gain experience working with management and staff.</li> <li>• Per Mark, it takes more than two years to fully evolve and practice in the presidential role.</li> <li>• This recommendation is a board decision and would be passed at the next AGM in September 2021, if in favour.</li> <li>• Board members John Lyons, Sandra Hamilton, Heather Temple, Mary Reader, Paul Forget, Keely Jacox and Krystina Cunnington agreed with the recommended three-year term board president position listing their reasons as follows:             <ul style="list-style-type: none"> <li>- Good for succession planning purposes and creates consistency on the board</li> <li>- Good for continuity, most productive</li> <li>- Chance for president to become known in the community</li> </ul> </li> <li>• This recommendation will impact current three-year terms. For example, the vice-president going into the president position could be a 6-8-year commitment on the board of directors.</li> <li>• Board members discussed the following three options:             <ul style="list-style-type: none"> <li>- Option #1: Leave President two-year term as is</li> <li>- Option #2: Three-year term with one-year extension</li> <li>- Option #3: Change By-laws to (4), three-year terms</li> </ul> </li> </ul> <p><b>Action: Karen to provide overview of options to board members by email and the board will report at the November 18 board meeting.</b></p>
<p><b>12. b) Balanced Scorecard 2019-</b></p>	<ul style="list-style-type: none"> <li>• Linda reviewed the Balanced Scorecard for the 2019-2020 Fiscal year, Q4 and Q1:</li> </ul>



<p><b>2020 Fiscal Year, and Q4 &amp; Q1 Balanced Scorecards</b></p>	<ul style="list-style-type: none"> <li>- Client incidents increased due to more behavioural concerns</li> <li>- Reviewed the following indicators: Health &amp; Safety, Revenue &amp; Expenses Efficiency Indicators, Client Perception of Care and Worklife Indicators.</li> </ul> <ul style="list-style-type: none"> <li>• Safety Indicators are good.</li> <li>• Linda will be reviewing Q2 at the November 18 board meeting.</li> <li>• Staff grievances are significantly reduced.</li> <li>• CMHA and the Union have targets that they work towards, and work to resolve.</li> </ul> <p><b>Motion: To accept the Balanced Scorecard 2019-2020 Fiscal Year, along with the Q4 and Q1 Balanced Scorecards as presented.</b>  <b>Moved: John Lyons</b>  <b>Seconded: Mary Reader</b>  <b>Carried</b></p>
<p><b>Correspondence</b></p>	
<p><b>13. a) KL – Ontario Heritage Act</b></p>	<ul style="list-style-type: none"> <li>• Mark reviewed a letter received from the City of Kawartha Lakes, Economic Development, regarding heritage property protections provided under the Ontario Heritage Act.</li> <li>• CMHA was contacted regarding our building at 51 Adelaide Street, Lindsay, which has been identified as suitable for listing on the City of Kawartha Lakes Heritage register because it is a good example of a late Victorian residence in Lindsay and because of its historical associations with local businessman and inventor Daniel Houghton, its first resident.</li> <li>• CMHA may not have to register the building as a historical site, but may encounter pushback if major renovations occur.</li> </ul> <p><b>Motion: To receive Kawartha Lakes’ Ontario Heritage Act correspondence as presented.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Krystina Cunnington</b>  <b>Carried</b></p>
<p><b>In Camera Session</b></p>	
<p><b>14. a) IN Camera Agenda (under separate cover)</b></p>	<p><b>Motion: To move ‘In Camera’</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Sandra Hamilton</b>  <b>Carried</b></p> <p><b>Rise &amp; Report: No report</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Drew Merrett</b></p>



	<p><b>Carried</b></p> <p><b>Motion: To move 'Out of Camera'</b> <b>Moved: Mary Reader</b> <b>Seconded: John Lyons</b> <b>Carried</b></p>
<b>Anything Else:</b>	
<b>15. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• No update on 380 Park Street fire per Mark.</li><li>• CMHA filed fire insurance claim for precautions regarding obligations for fire damages to units.</li><li>• Drew congratulated Valdis Cuvaldin as the new board president. Valdis is enjoying his position as president.</li><li>• Valdis suggested next Tuesday, October 27, for new board member, Krystina Cunningham's, board orientation at 5:00p.m. via Zoom. Valdis asked Drew, John, Mary and Mark to join.</li></ul>
<b>16. Adjournment</b>	<p><b>Motion: To adjourn at 7:45pm</b> <b>Moved: Jim Shipley</b> <b>Seconded: John Lyons</b> <b>Carried</b></p>