

**Date:** December 16, 2020  
**Time:** 5:00pm  
**Place:** 466 George St.-Multi-purpose Room  
 via Zoom

<b>BOARD MINUTES</b>	
<b>Present:</b> Valdis Cuvaldin, Mary Reader, John Lyons, Paul Forget, Roger Hardy via Zoom: Sandra Hamilton, Jim Shipley, Keely Jacox, Caroline Monsell, Krystina Cunnington, Jessica Drover	
<b>Staff Participants:</b> Mark Graham, Linda Saunders, CJ Pudsey, Karen Wolff	
<b>Regrets:</b> Drew Merrett, Heather Temple	
<b>Guest(s):</b> Pam Scholey, Manager of Quality Improvement, Communications, Information Technology	
<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 5:02pm. 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 December 16, 2020 Agenda</b>	<p><b>Motion: To approve the December 16, 2020 agenda as presented.</b></p> <p><b>Moved: Jessica Drover</b></p> <p><b>Seconded: Sandra Hamilton</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 (3), Drew Merrett (A), Heather Temple (A), Jessica Drover (4), Jim Shipley (11), John Lyons (5), Keely Jacox (3), Krystina Cunnington (4), Mary Reader (4), Paul Forget (6), Roger Hardy (3), Sandra Hamilton (3), Valdis Cuvaldin (6)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. None</b>	<ul style="list-style-type: none"> <li>Quality Improvement Program Presentation postponed due to Accreditation – Governance Self-Assessment Review on today’s agenda.</li> </ul>
<b>6. Board Discussion on Q.I. Program Presentation</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>7. Accreditation – Governance Self-Assessment - Review</b>	<ul style="list-style-type: none"> <li>Pam Scholey, Manager of Quality Improvement, Communications, Information Technology, along with Linda Saunders, Director of Corporate Services, conducted a Governance Self-Assessment Review with board members, in preparation for CMHA HKPR’s Accreditation in November 2021.</li> <li>The following (4) Governance Self-Assessment set standards were distributed to board members and reviewed (91 individual standards in total):</li> </ul>



1. Functioning as an Effective Governing Body
2. Developing a Clear Direction for the Organization
3. Supporting the Organization to Achieve its Mandate
4. Being Accountable and Achieving Sustainable Results

- Jim Shipley, board member and Ethics Committee member advised, as an FYI, that a new ethics framework is “underway” and will be “user friendly” for everyone. Jim’s statement is in regards to the review of Standard 3.1 – ‘The ethics framework and evidence-informed criteria are used by the governing body to guide decision making.’
- Upon review of Standard 7.3 – ‘The governing body develops and updates the position profile for the CEO’, it was determined that an updated CEO job description/profile is warranted.

**Action: HR to provide an updated CEO job description/policy.**

- Upon review of Standard 7.4 – ‘In partnership with the CEO, the governing body sets performance objectives for the CEO and reviews them annually’, it was determined that development of a CEO matrix tool is warranted for annual review.

**Action: In collaboration with the Board of Director’s Executive Committee and the Senior Leadership Team, will develop a CEO performance matrix tool upon approval of the CEO and the Board of Directors. Matrix tool will require objectives with measurable pieces of delivery.**

- The board’s Executive Committee includes: Valdis Cuvaldin, Drew Merrett, John Lyons, Sandra Hamilton and Heather Temple.
- Jessica Drover mentioned the Korn Ferry Institute, known for ‘Developing Values and Competencies with Maximum Engagement, for contribution in the development of the CEO competencies/job description.
- Mark suggested every 3-5 years for the CEO’s 360 evaluation. To create an evaluation process that will stand the test of time.
- Per Mark, develop strategic goals into actions.
- Fiscal year-end was suggested for annual review of the CEO’s performance objectives.

**Action: Mark, Linda and CJ will report back to the board, with developments surrounding the CEO performance matrix tool and CEO job description at the February 17 board meeting. Karen will place on the February board agenda.**



	<ul style="list-style-type: none"> <li>Standard 7.7 – ‘The governing body, with the input of the organization’s leaders, evaluates the CEO’s performance and achievements annually’ is under review for enhancements.</li> <li>The remaining (88) governance standards were deemed fully compliant by the board, and do not require further address.</li> </ul>
<p><b>8. Consent Agenda Acceptance</b></p> <p><b>a) Board Minutes from November 18, 2020</b></p> <p><b>b) CEO Report</b></p>	<p><b>Motion: To accept the November 18, 2020 board minutes as presented in the Consent Agenda.</b>  <b>Moved: John Lyons</b>  <b>Seconded: Mary Reader</b>  <b>Carried</b></p> <p><b>Motion: To accept the December 16, 2020 CEO Report as presented.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Sandra Hamilton</b>  <b>Carried</b></p>
<p><b>9. Item(s) Extracted from the Consent Agenda:</b></p>	<ul style="list-style-type: none"> <li>Upon Mary’s inquiry, Mark advised that the Mobile Crisis Intervention Team has received CE LHIN annualized funding to support the MCIT expansion in Haliburton and Kawartha Lakes.</li> <li>CMHA HKPR’s Justice Services will now have 2-3 housing units in the Haliburton/Minden area with funding received from the CE LHIN.</li> </ul>
<p><b>10. Monthly Financial Report</b></p> <p><b>a) Statement of Revenue &amp; Expense – Ministry Funded</b></p> <p><b>b) Statement of Revenue &amp; Expense – Other Funded</b></p> <p><b>c) Statement of Revenue &amp; Expense – Community Engagement</b></p> <p><b>d) Financial Report (Narrative) April 1, 2020 to November 30, 2020</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 – (Narrative) – <b>April 1, 2020 to November 30, 2020</b></li> <li>Budget is strong going into the 8<sup>th</sup> month of the fiscal year p/Linda.</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for month ending November 30, 2020.</b>  <b>Moved: Jessica Drover</b>  <b>Seconded: Caroline Monsell</b>  <b>Carried</b></p>
<p><b>11. Urgent Matter</b></p>	<ul style="list-style-type: none"> <li>None</li> </ul>

<b>Business Arising</b>	
<b>12. a) LEAP – Board Membership Options</b>	<ul style="list-style-type: none"> <li>• In follow-up to the December 16, 2020 board meeting, Valdis reviewed previous discussion surrounding possible board membership options as follows:               <ul style="list-style-type: none"> <li>- Add LEAP member to the Board of Directors</li> <li>- Or have a board member act as a liaison on the LEAP panel</li> </ul> </li> <li>• Valdis asked board members for their feedback.</li> <li>• Some members wondered if board presence on the LEAP panel would alter the performance of the panel.</li> <li>• Suggestion was made that interested LEAP members go through the same vetting procedures to become a member on the CMHA HKPR Board of Directors.</li> </ul> <p><b>Action: Valdis will report back to the board at the January 20, 2021 board meeting after his discussions with Christine Crough, Manager of Peer Initiatives and Employment Services, who also oversees the LEAP Panel.</b></p>
<b>12. b) Board Committee Structure - Finalize</b>	<ul style="list-style-type: none"> <li>• Board members re-reviewed updated board committees.</li> <li>• Though one spot was vacated on each of the following committees since September 23, 2020: AGM Awards Committee, Fund Development Committee and Accreditation Committee, all three committees meet the minimum three board member requirement.</li> <li>• Board members are welcomed to join committees at anytime.</li> <li>• Keely Jacox is now on the AGM Awards Committee.</li> </ul>
<b>New Business</b>	
<b>13. a) CMHA Non-profit Housing Corporation Membership</b>	<ul style="list-style-type: none"> <li>• Mary Reader, also a board member of the CMHA Non-profit Housing Corporation provided the CMHA board of directors with updates after their recent board meeting on December 14, 2020.</li> <li>• The Corporate Profile Report for the CMHA Non-profit Housing Corporation requires updating. Karen will assist in updating this report.</li> <li>• Mary advised that the CMHA Non-profit Housing Corporation is looking for additional board membership and welcomed the CMHA Board of Directors to consider membership.</li> </ul>
<b>Correspondence</b>	
<b>14. a) 2019-20 Community Infrastructure Renewal Fund (CIRF) Settlement letter and 2017/18 MOH LTC Final Settlement</b>	<ul style="list-style-type: none"> <li>• Mark reviewed a letter received from the Ministry of Health, Health Capital Investment Branch, for the 2019-20 Community Infrastructure Renewal Fund identifying that the reconciliation process is now completed.</li> <li>• Per the agreement, any unspent funds or funds not used for the intended purposes are subject to recovery.</li> <li>• Excess funding of \$3,668.00 will be recovered from CMHA HKPR.</li> </ul>



	<ul style="list-style-type: none"><li>In addition, Mark reviewed a final settlement letter from the Ministry of Health, Financial Management Branch in regards to their review of the 2017/2018 Community Mental Health and Addictions Annual Reconciliation Report. Upon their review, excess funding of \$83, 526.00 will be recovered from CMHA HKPR.</li></ul> <p><b>Motion: To accept the two above-noted settlement correspondences from the Ministry of Health, Health Capital Investment Branch and the Ministry of Health, Financial Management Branch as presented.</b> <b>Moved: Krystina Cunningham</b> <b>Seconded: Jim Shipley</b> <b>Carried</b></p>
<b>In Camera Session</b>	
<b>15. a) IN Camera Agenda (under separate cover)</b>	<p><b>Motion: To move 'In Camera'</b> <b>Moved: Paul Forget</b> <b>Seconded: Roger Hardy</b> <b>Carried</b></p> <p><b>Rise &amp; Report: No report</b> <b>Moved: Paul Forget</b> <b>Seconded: Roger Hardy</b> <b>Carried</b></p> <p><b>Motion: To move 'Out of Camera'</b> <b>Moved: Paul Forget</b> <b>Seconded: Roger Hardy</b> <b>Carried</b></p>
<b>Anything Else:</b>	
<b>15. Round Table Discussions</b>	<ul style="list-style-type: none"><li>Round table discussions were conducted.</li><li>Productive meeting.</li></ul>
<b>16. Adjournment</b>	<p><b>Motion: To adjourn at 7:15pm</b> <b>Moved: Paul Forget</b></p>