

Date: April 21, 2021

Place: via Zoom

BOARD MINUTES	
Present: John Lyons, Mary Reader, Drew Merrett, Paul Forget, Sandra Hamilton, Jim Shipley, Keely Jacox, Krystina Cunnington, Jessica Drover, Caroline Monsell, Matthew Wilkins	
Staff Participants: Mark Graham, Ellen Watkins, Karen Wolff	
Regrets: Valdis Cuvaldin, Roger Hardy, Heather Temple	
Guest(s): Camille Quenneville, CEO CMHA Ontario David Haw, Manager of Lynx Early Psychosis Intervention	
Chair: John Lyons Co-Chair:	Recorder: Karen Wolff, Executive Administrative Assistant
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	<ul style="list-style-type: none"> John Lyons welcomed everyone to the board meeting including Guest Speaker, Camille Quenneville, CEO for CMHA Ontario
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 April 21, 2021 Agenda	<p>Motion: To approve the April 21, 2021 agenda as presented. Moved: Mary Reader Seconded: Jim Shipley Carried</p>
4. Welcome Guest Speaker – Camille Quenneville, CEO for CMHA Ontario	<ul style="list-style-type: none"> Camille thanked John and the board for welcoming her and her colleague, Mike Feenstra, of CMHA Ontario to the CMHA HKPR board meeting to review the CMHA Ontario Branch Charter Agreement. Camille provided an overview of the branch agreement with changes through a PowerPoint presentation. Agreement acts as Ontario Division’s legal contract with branches. All branches are accountable to each other if the name or brand is compromised. Agreement respects obligation from CMHA National to CMHA Ontario Division to protect brand. Added a 6-step dispute resolution process to the agreement Made agreement shorter and concise Added a ‘whistle blower’ policy Agreement will be reviewed every three years Changes do not impact spirit of the agreement A new Collaboration Agreement is being introduced as a companion to the Agreement. The language of this agreement was agreed upon by the ED Network, which will be reviewed annually. A special meeting of the ED Network will be held in April after all branches have reviewed so that sign

	off across the organization can be discussed.
5. Welcome/Introduction of the new Director of Corporate Services – Ellen Watkins	<ul style="list-style-type: none"> A warm welcome from the CMHA HKPR Board of Directors was extended to Ellen Watkins, the new Director of Corporate Services for CMHA HKPR.
6. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. Caroline Monsell (7), Drew Merrett (6), Heather Temple (A), Jessica Drover (4), Jim Shipley (15), John Lyons (11), Keely Jacox (4), Krystina Cunnington (5), Mary Reader (8), Matthew Wilkins (11), Paul Forget (6), Roger Hardy (A), Sandra Hamilton (5), Valdis Cuvaldin (A)
Quality Improvement- Program Presentation	
7. LYNX – Early Psychosis Intervention	<ul style="list-style-type: none"> David Haw, Program Manager of LYNX Early Psychosis Intervention, presented a Quality Improvement (Q.I.) PowerPoint presentation to the board of directors identifying/highlighting: <ul style="list-style-type: none"> That the LYNX program provides early intervention support for youth (age 14-35) & their families experiencing a first episode of psychosis. That the Journeying Together (JT) program provides support to anyone with a loved one experiencing a mental health issue. The EPI program’s organizational chart. The EPI program is funded through the CE LHIN (annualized) and donations. The Journeying Together program is funded through donations and did receive a \$20,000 donation. This program has been very successful in providing support to family members and caregivers. Working with the Early Psychosis Intervention Ontario Network (EPION) the Lynx program(s) has completed all Fidelity Assessments across the Network. The ‘Transitions in Care’ pilot project is next! Lynx is 100% compliant in completing the Ontario Common Assessment of Need (OCAN) The Lynx program is looking to improve the following: <ul style="list-style-type: none"> Standardizing EPI specific assessment, treatment plan, discharge tools and policies & procedures Improve the accuracy of referrals coming into the program by reducing the number of inappropriate referrals (10% over one year) Improve connections/transitions with referrals and discharges Enhance the integration of the Family Education Support Worker and Peer Support Worker roles within the team and clients (there has been a 10% increase over one year in number of clients accessing these supports). There is a gap in getting information from other partnering agencies. Inconsistent in operating procedures. Irregular EPI presentations, looking at community presentations. Inconsistent family and peer support. General messaging of how long someone can be in the EPI program may have become too generalized.



	<p>As a result, the standard of 3-5 years has extended into longer services delivery and higher caseloads.</p> <ul style="list-style-type: none"> • The lack of regular Treatment Plan reviews and regular reviews of Discharge Planning (at 2 years of service) has resulted in a loss of focus on the recommended length of program delivery (3 years with some exceptions to up to 5 years). • Average caseloads should be 18, but they are at 25 or higher. • Working on a ‘step-down’ process in the program. • The Lynx program will begin conducting discharge OPOC’s with clients in Q3 of this year and reviewed quarterly in order to improve efficiency, productivity and effectiveness. The hoped for result will be a reduction in Client Case Management caseloads. • There is not enough staff compliment in every area. • Due to Covid, there is a challenge in getting OPOC’s completed. • EPI discharges can go to Journeying Together for extended support. Journeying Together referrals are not required. • A Question and Answer period followed: <ul style="list-style-type: none"> -Drew: Is there a funding opportunity for the Journeying Together program elsewhere? -David: We have a good numerical plan in place and doing a funding proposal to the Ontario Health Team. There is a need!
<p>8. Board Discussion on Q.I. Program Presentation</p>	<ul style="list-style-type: none"> • Comments from Board members on David Haw’s presentation: • Jim: The objective to shorten caseloads, does that not affect getting clients in? What is the quality of care like due to overload of cases? • David: A lot of time is spent on each case.
<p>9. Consent Agenda Acceptance a) Board Minutes from March 17, 2021 b) CEO Report</p>	<p>Motion: To accept the March 17, 2021 board minutes as presented in the Consent Agenda. Moved: Sandra Hamilton Seconded: Jim Shipley Carried</p> <ul style="list-style-type: none"> • As part of an Action item from the February 17, 2021 CEO Report, Mark indicated that 80% of staff have been vaccinated – encouraging.
<p>10. Item(s) Extracted from the Consent Agenda:</p>	<ul style="list-style-type: none"> • Mark asked for the CMHA HKPR Federal Reaching Home Funding Proposal for the Purchase of 219 Park Place, Peterborough to be placed IN Camera for further discussion.
<p>11. Monthly Financial Report a) Statement of Revenue & Expense – Ministry Funded</p>	<ul style="list-style-type: none"> • Deferred to the June 16, 2021 board meeting.



<p>b) Statement of Revenue & Expense – Other Funded</p> <p>c) Statement of Revenue & Expense – Community Engagement</p> <p>d) Financial Report (Narrative)</p>	
<p>12. Urgent Matter</p>	<ul style="list-style-type: none"> • None
<p>Business Arising</p>	
<p>13. a) Branch Charter Agreement – BOD Review/Discussion</p>	<ul style="list-style-type: none"> • Board members reviewed and discussed changes made to the Branch Charter Agreement after Camille Quenneville’s presentation. • John: Any questions to the legalease of the revised Branch Charter Agreement? • Jim: Did CMHA HKPR pursue legal representation for the revised Branch Charter Agreement? • Mark responded: CMHA Ontario obtained Faskens Martineau DuMoulin, LLP and Miller Thompson, LLP instead of obtaining 28 different legal opinions. Miller Thompson’s recommendation is not included in draft agreement as process is too far along. Can ask Camille to consider Miller Thompson’s recommendations. <p>Motion: To accept the revised Branch/Division Agreement as presented, with the recommendation for the Miller Thompson suggestions to be looked at in future updates to the Agreement.</p> <p>Moved: Drew Merrett</p> <p>Seconded: Mary Reader</p> <p>Carried</p>
<p>New Business</p>	
<p>14. a) QI Report – Balanced Scorecard – Q4</p>	<ul style="list-style-type: none"> • Mark reviewed the Q4 – Balanced Scorecard with board members. • Sick days slightly above, but good overall • Doing enhanced critical incident debriefs (re: Housing Unit Takeovers – HUT) • Medication errors up • Staff incidents with clients up (9) • Workplace violence (client to staff incidents) up (5 – high) • 0 staff – lost time • Jim: Regarding Health & Safety incidents, what do you do for solutions with results of debrief? • Mark: Setting a schedule, will follow up with staff involved with the incident to see how the staff are and continue debriefing with supports and further analyze themes/recommendations to prevent

	<p>reoccurrence (i.e. new policy or procedures or new equipment).</p> <ul style="list-style-type: none"> • Ellen: Focus on process opportunities - Accreditation and Health & Safety Standards • Jim: Is there a formal process to inform board of critical incident? • Mark responded: The CEO Report, email, or standing item on agenda
14. b) CMHA Ontario Governance Workshops – BOD Feedback	<ul style="list-style-type: none"> • Mark thanked those attending the CMHA Ontario Governance Workshops and asked for board member’s feedback with the ongoing workshops. • John: Workshops well done and informative • Jim: Board should be more active and involved. Good information coming out of workshops. • Caroline: Agree. Recommending to use videos for board orientations/training and have discussions on topics after viewing. • Matt: Gave me foundation of what I can do as a board member. Noticed best practices coming from our board. • Paul: Risk Management valuable. • Mark: Wasn’t enough time given on finance. Did like Risk Management, very targeted. • Mary: Have a financial presentation for the board internally (i.e. Marnie – 30 min. session).
14. c) 2021 AGM Awards Update/Committee Preparation	<ul style="list-style-type: none"> • The 2021 AGM Awards media release is out with a June 12, 2021 deadline for award nominations. • Once all nominations have been received, the AGM Awards Committee will meet and review criteria for each nomination application (in June). • AGM Awards Committee members: Caroline Monsell, Keely Jacox, John Lyons and Sandra Hamilton.
14. d) Ethics Update	<ul style="list-style-type: none"> • Jim provided an Ethics Committee update to board members. • The new Ethics Framework and Ethics Worksheet is new, easier/simplified. • The Ethics Framework went from six pages to three paragraphs. • The original Ethics Framework was geared to hospitals (too big). • The new Ethics Worksheet is user friendly and small, will be used in-house. • Next steps: Use framework and present to the Senior Leadership Team and roll-out to committees to all teams, and at team meetings. • Key tool for Direct Service staff – get their update and evaluate 6 months down the road. • Mark thanked Jim for his time and effort with his involvement in the Ethics Committee and the Ethics sub-committee for the new Ethics Framework/Worksheet.
14. e) Mortgage Renewal – 648 George St. N. Ptbo. – Review/Approve	<ul style="list-style-type: none"> • Ellen reviewed the mortgage renewal for 648 George St. N., Peterborough for approximately \$19,160.26, bundled at a group rate, and maturing on June 1, 2021. Looking to approve the renewal for this mortgage.

	<ul style="list-style-type: none"> • Previous Director of Corporate Services, Linda Saunders', name will be removed on mortgage renewal document(s) and replaced with Ellen Watkins. <p>Motion: That the CMHA HKPR Board of Directors request the Ministry of Municipal Affairs and Housing to arrange on its behalf a refinancing of the existing mortgage of land known as 648 George St. North, Peterborough maturing on June 1, 2021 in the approximate amount of \$19,160.26.</p> <p>Moved: Paul Forget Seconded: Matt Wilkins Carried</p>
<p>14. f) CJ Pudsey – Signing Authority – Board Motion Required</p>	<ul style="list-style-type: none"> • CMHA HKPR is assigning signing authority to CJ Pudsey upon board approval. <p>Motion: To approve and appoint CMHA HKPR signing authority to CJ Pudsey.</p> <p>Moved: Mary Reader Seconded: Jessica Drover Carried</p>
<p>Correspondence</p>	
<p>15. a) Ontario Health East – Amendment of Service Accountability Agreement</p>	<ul style="list-style-type: none"> • Mark advised board members that in response to CMHA HKPR's request to carry over One-Time Emergency Mental Health and Addictions Peer Support Funding of \$10,500 from 2020-21 into 2021-22 for COVID-19 related supports has been approved/extended. • A signed acceptance, dated April 14, 2021, from Valdis Cuvaldin, Board President and Mark Graham, CEO for CMHA HKPR, of the Amending letter has been forwarded to Ontario Health East.
<p>15. b) 2019-20 CMHA HKPR TPAR Reconciliation Letter</p>	<ul style="list-style-type: none"> • The Ministry of Children, Community and Social Services completed their review of CMHA HKPR's 2019/20 Transfer Payment Reconciliation (TPAR), Audited Financial Statements and other year-end reporting documentation. • Based on their review, they determined a recoverable subsidy in the amount of \$1,266. An adjustment for this amount will be made by a reduction to the DS Community Participation Services and Supports.
<p>In Camera Session</p>	
<p>16. a) IN Camera Agenda (under separate cover)</p>	<p>Motion: To move 'In Camera' Moved: Mary Reader Seconded: Sandra Hamilton Carried</p> <p>Motion: To move 'Out of Camera' Moved: Paul Forget Seconded: Caroline Monsell</p>



	<p>Carried</p> <p>Rise & Report: To accept HR Report and 219 Park Place report as presented.</p> <p>Moved: Drew Merrett</p> <p>Seconded: Mary Reader</p> <p>Carried</p>
Anything Else:	
15. Round Table Discussions	<ul style="list-style-type: none">• Drew: Excited at news of new property (219 Park Place) for vulnerable homelessness.• Mary: Looking for additional board member on the CMHA NPHC Board of Directors. Drew accepted Mary's offer.• John: 219 Park Place is a good solid purchase.• Sandra: The PRHC Mental Health Advisory noted that since the Talk Now Clinic has opened, there has been a 50% reduction in the ER. Good response.
16. Adjournment	<p>Motion: To adjourn at 8:24pm</p> <p>Moved: Sandra Hamilton</p> <p>Seconded: Mary Reader</p>