

Date: June 16, 2021

Place: via Zoom

BOARD MINUTES	
Present: Valdis Cuvaldin, John Lyons, Mary Reader, Paul Forget, Roger Hardy, Sandra Hamilton, Jim Shipley, Heather Temple, Krystina Cunningham, Keely Jacox, Drew Merrett, Caroline Monsell, Matthew Wilkins	
Staff Participants: Mark Graham, Ellen Watkins, Karen Wolff	
Regrets: Jessica Drover	
Guest(s): Tim Nicholls, Auditor for CMHA HKPR	
Chair: Valdis Cuvaldin Co-Chair:	Recorder: Karen Wolff, Executive Administrative Assistant
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	<ul style="list-style-type: none"> Valdis Cuvaldin welcomed everyone to the board meeting
1. Call to Order	<ul style="list-style-type: none"> Call to order at 5:04pm. Quorum met.
2. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
3. Approval of June 16, 2021 Agenda	<p>Motion: To approve the June 16, 2021 agenda as presented. Moved: Heather Temple Seconded: Mary Reader Carried</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. Caroline Monsell (3), Drew Merrett (4), Heather Temple (8), Jessica Drover (2-A), Jim Shipley (10), John Lyons (12), Keely Jacox (3), Krystina Cunningham (4), Mary Reader (8), Matthew Wilkins (2), Paul Forget (4), Roger Hardy (2), Sandra Hamilton (4), Valdis Cuvaldin (25)
Quality Improvement- Program Presentation	
5. Audited Financial Statements 2020-21 (Draft)	<ul style="list-style-type: none"> Tim J. F. Nicholls, Licensed Public Accountant for CMHA HKPR, provided his draft independent auditor's report for Financial Statements at March 31, 2021, and Statements of Revenue and Expenditures at March 31, 2021 for review. Finance Committee meeting was held on June 11, 2021. <p>Motion: To approve Tim J. F. Nicholls' Audited Financial Report and Statements at March 31, 2021 as presented, and recommend presentation at CMHA HKPR's September 22, 2021 Annual General Meeting. Moved: John Lyons Seconded: Roger Hardy Carried</p>
6. Board Discussion on Q.I.	<ul style="list-style-type: none"> No discussions

Program Presentation	
<p>7. Consent Agenda Acceptance a) Board Minutes from May 19, 2021</p> <p>b) CEO Report</p>	<p>Motion: To accept the May 19, 2021 board minutes as presented in the Consent Agenda. Moved: Paul Forget Seconded: John Lyons Carried</p> <p>Motion: To accept the CEO Report as presented. Moved: Keely Jacox Seconded: Sandra Hamilton Carried</p>
<p>8. Item(s) Extracted from the Consent Agenda:</p>	<ul style="list-style-type: none"> • Community Homes for Opportunity (CHO) Update: Program Managers position has been posted. Resources will be posted, moving ahead p/Mark. • Mobile Mental Health and Addictions Clinic (MMHC) Update p/Mark: CMHA HKPR is a Lead for the MMHC. • MMHCs will be offering a suite of services: psychiatry, case management, peer and nursing supports. • Will be consulting with MMHC partners within four weeks. • \$1.5 - \$2-million-dollar project. • Meeting weekly with the Ministry.
<p>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, 2021 to May 31, 2021 e) QAM Trustee – Client Audit Findings</p>	<ul style="list-style-type: none"> • Heather Temple 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, 2021 to May 31, 2021 <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for one month ending May 31, 2021. Moved: Mary Reader Seconded: Jim Shipley Carried</p> <ul style="list-style-type: none"> • In compliance with the Ministry of Children, Community and Social Services (MCCSS) recommendations, and in accordance to the Quality Assurance Measures (QAM) policies, results of the annual Trustee Client File Audit was presented by Marnie Sicker, Finance Manager, and Ellen Watkins, Director of Corporate Services to 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 2020 calendar year:
 - Trustee Peterborough
 - Trustee Kawartha Lakes
 - Trustee Homelessness Prevention
 - Trustee Homelessness Coordinated Response
- 2019 was the first year CMHA HKPR implemented this policy.
- The goal of the Trustee program is to provide financial planning support and facilitate fiscal responsibility with CMHA HKPR clients, and the outcome of the Trustee program is supporting clients to manage their finances and plan for their future.
- A summary of recommendations was provided as follows, and are detailed further in the QAM report:
 - 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
 - Save electronic copies of the Bank of Montreal electronic funds transfer (EFT) transaction
 - Audit the EFT items quarterly or annually
 - Provide grocery card cheque requests
 - Create consistency across programs with filing directive
 - Ensure budget readjustment as soon as there is a change in income received or on behalf of a client.
 - Mitigate staffing constraints during year end:
 - Have Payroll and Finance analyst lead a team to decrease pressure on finance
 - Identify staffing resources and associated budget for audit completion annually
 - Last year 7.8 days (incomplete audit due to COVID considerations)
- The QAM reviews were completed by the Finance Analyst and Reception (two people).
- All findings/deficiencies were corrected in real time during the audit:
 - ODSP statements misfiled = 4
 - Expenses posted to the wrong account = 3
 - Missed recording HST income in an account = 1
 - Bill missing but processed in financial account = 10
 - Missing income slip = 4
 - Grocery card discrepancies between client accounts = 2
 - Missing BMO deposit back up = 30
- The reviews were conducted between February and May, 2021 and took approximately 18.5 days to



	<p>complete. The goal is to reduce time by 2 days in 2022 audit.</p> <ul style="list-style-type: none"> • CMHA HKPR attests that we are safe guarding the assets of vulnerable clients. We attest that the transactions are complete and accurate. • We attest that the auditor verified expenses, income, names on bills and approvals were complete. <p>Motion: To receive the findings of the Quality Assurance Measures (QAM) Trustee Client File Audit dated June 10, 2021 in annual compliance with the Ministry of Children, Community and Social Services (MCCSS) recommendations.</p> <p>Moved: Mary Reader Seconded: Keely Jacox Carried</p> <ul style="list-style-type: none"> • Ellen Watkins took a moment to extend a gracious and fond farewell to Marnie Sicker, Finance Manager, with 23 years of service with CMHA HKPR.
10. Urgent Matter	<ul style="list-style-type: none"> • None
Business Arising	
11. a)	<ul style="list-style-type: none"> • None
New Business	
12. a) Strategic Plan - Update	<ul style="list-style-type: none"> • Valdis, John, Jim, Mark and Karen met with Strategic Planning consultants from Laridae Inc. on Tuesday, May 25 at 1:00pm to discuss next steps/direction regarding our refreshed strategic plan. • Mark and Karen met with Kristen, of Laridae, on June 16, 2021 to go over the Strategic Planning Proposed Summer Schedule. • Karen will be issuing a Doodle Poll to board members regarding four selected dates in August and September to attend a 90-minute board focus group with Laridae Inc. as part of CMHA HKPR's strategic planning. • The week of June 28, an Organizational Readiness Assessment Survey will be available to the CEO, Board and Senior Leadership to complete. This survey will be open for 2-3 weeks. • The week of July 19, Laridae will send the environmental scan template to Mark and the Senior Leadership team to begin developing. This is in preparation for the October board retreat. • The month of August there will be joint development of key stakeholder engagement plan and survey preparation. • The key stakeholders will meet either one-on-one or in a group. To be determined p/Mark. • Mark asked board members to please let us know if they have someone in mind for key stakeholder groups (i.e. fire/ems/police or other stakeholder groupings with similar interests).



	<ul style="list-style-type: none">• Mark asked board members to focus on goals for the organization.• Laridae has requested a large number of CMHA HKPR documents to be transferred to them over the next two weeks (i.e. past strategic plans, recent/past staff & client surveys, organizational chart, terms of reference, financial statements, partnership agreements, minutes of board meetings, etc.)• Valdis kindly asked commitment from the board in attending to strategic planning review as things come up throughout the summer.
12. b) Ethics Update	<ul style="list-style-type: none">• Ethics Committee meeting held on May 20, 2021.• One Ethical Reflection was resolved at the meeting by creating a training roll-out plan by the end of summer and will be implemented in the fall.• Cam-H requested a study, from CMHA HKPR, on OCAN data in order to improve services. The Ethics Committee reviewed and agreed to proceed with the study.• Valdis extended his appreciation, on behalf of the board, for Jim's dedication to his board representation on the Ethics Committee.
12. c) Vote Housing Federal Election Campaign	<ul style="list-style-type: none">• Per Mark, Vote Housing is the largest housing advocacy campaign in Canadian history to mobilize thousands of Canadians to pledge to Vote Housing in the upcoming federal election.• The Vote Housing platform has six policies toward ending homelessness and housing precarity for all in Canada.• Mark advised that CMHA HKPR is an endorser of this housing initiative, and will be sending material out to people as they become available.• Placing housing information on the CMHA website.
12. d) Land Acknowledgement Update	<ul style="list-style-type: none">• Per Valdis, the Land Acknowledgement sub-committee (i.e. Valdis, John, Mary, Sandra, Jim), along with Mark and Karen held a meeting on June 7, 2021 with Anne Taylor, an elder from Curve Lake.• From that meeting, it is determined that development of a Land Acknowledgement is going to take longer to complete than originally anticipated p/Valdis. There is much to research surrounding territories and land treaties.• Mary expressed that the Land Acknowledgement does not have to be long. The board member's contribution of their personal reflection at board meetings can clarify what the land acknowledgement means to them.• Sandra attended an OPS event, and commented that their Land Acknowledgement expressed pride and thankfulness for their area/territory.• Anne Taylor emphasized that land, water and air should be recognized in land acknowledgements. Committee wholeheartedly agrees with this suggestion, along with the personal rotating reflections.• Jim identified that we are constructing a "Land Acknowledgement" and not an "Indigenous Land Acknowledgement" as they have a different focus. <i>"Assuming that we want something that doesn't miss any group, but doesn't include any group that would cause offence to others, which is difficult</i>



	<p><i>because of our large geographic area and because of existing conflicts among the groups involved.”</i></p> <ul style="list-style-type: none"> • Committee currently working on a draft land acknowledgement, which will be reviewed at the June 28 Land Acknowledgement committee meeting. • Per Valdis, the committee recognizes deadlines/timelines for completion of the land acknowledgement. • The Land Acknowledgement Committee will update the board after the June 28 meeting.
12. e) CMHA HKPR and the Truth & Reconciliation	<ul style="list-style-type: none"> • Valdis shared with the board of directors that the recent discovery of the 215 children’s burial sites, from the residential school in Kamloops, touched a nerve for him. • In addition to the residential schools, are the missing and murdered indigenous women.
12. f) Board of Director – Pics & Profile Discussion	<ul style="list-style-type: none"> • A board discussion surrounding board of directors’ profile and pictures appearing on the CMHA HKPR website was held approximately four months ago. At that time, it was decided to refrain from posting pics and profiles on the website in order to maintain board member privacy. • Today, Jack Veitch, Manager of Community Engagement and Education would very much like to have professional pictures and bios completed of the CMHA HKPR Board of Directors. Emphasizing that the board of a public non-profit agency acts as an ambassador for both the agency and mental health in general to the community at large. The hope is to showcase our incredibly diverse, educated and talented board and to continue to recruit skilled board members for the future. • By showcasing the board demonstrates that members are proud to be on the board and encourages volunteering and potential donors. • John Lyon advised that bios and pics provides communication to our community regarding our funders and financial commitments allowing community to see that funding is being distributed properly. Shows that we are proud to be a part of the community. • Bios do not have to be long, one to two paragraphs. The Communications department will assist in writing the bios if members would like p/Mark. • Looking into Miranda Studios to take the professional pictures p/Mark. • Caroline advised that a picture with a brief bio connects you with the community, you become real. • Jim said, “it would up our engagement.” • Mary commented that we don’t have bios, and people look for it. • Valdis suggested that the bios be written as ‘he/she/they pronouns instead of using “I”. • Valdis advised that this process is voluntary with or without picture. • Suggested timeline for this project is by the September 22 AGM. <p>Action: Karen to send out earlier written bios of board members (from a previous attempt) to the board, along with additional examples of biographies.</p>
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: Drew Merrett Seconded: Roger Hardy Carried</p> <p>Motion: To move 'Out of Camera' Moved: Mary Reader Seconded: Drew Merrett Carried</p> <p>Rise & Report: To accept HR Report as presented. Moved: Mary Reader Seconded: Jim Shipley Carried</p>
Anything Else:	
15. Round Table Discussions	<ul style="list-style-type: none">• None
16. Adjournment	<p>Motion: Adjourned Moved: Jim Shipley Seconded: Heather Temple</p>