



**Date:** December 8, 2021

**Place:** Zoom at 415 Water St. - Boardroom

<b>BOARD MINUTES</b>	
<b>Present:</b> John Lyons, Drew Merrett, Mary Reader, Jessica Drover, Heather Temple, Sandra Hamilton, Jim Shipley, Krystina Cunningham	
<b>Staff Participants:</b> Mark Graham, Ellen Watkins, Karen Wolff	
<b>Regrets:</b> Valdis Cuvaldin, Matthew Wilkins, Caroline Monsell	
<b>Guest(s):</b> Christine Crough, Manager of Peer Initiatives and Employment Supports Alex Wilding, Member of Lived Expertise Advisory Panel (LEAP) Rebecca Turland, Member of LEAP	
<b>Chair:</b> John Lyons, Vice-president <b>Co-Chair:</b>	<b>Recorder:</b> Karen Wolff, Executive Administrative Assistant
<b>Item / Topic</b>	<b>Discussion / Decision / Action / Motion</b>
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>John Lyons welcomed everyone to the board meeting and announced that Paul Forget resigned in late October after (7) years on the Board of Directors. In addition to Paul's resignation, Roger Hardy has decided to retire from the board effective immediately. Roger has been on a leave for a few months. Roger advised that he will continue to host/sponsor the annual golf tournament at the Dalewood Golf Course, which will be held on September 19, 2022. Roger is looking forward to seeing everyone at this fundraising event for CMHA HKPR.</li> <li>Due to multiple Strategic Planning meetings, there was no board meeting in November.</li> </ul>
<b>1. Call to Order</b>	<ul style="list-style-type: none"> <li>Call to order at 5:04pm. Quorum met.</li> </ul>
<b>2. Land Acknowledgement</b>	<ul style="list-style-type: none"> <li>Land Acknowledgement presented by Heather Temple.</li> </ul>
<b>3. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>None expressed.</li> </ul>
<b>4. Approval of December 8, 2021 Agenda</b>	<p><b>Motion: To approve the December 8, 2021 agenda as presented.</b>  <b>Moved: Jim Shipley</b>  <b>Seconded: Heather Temple</b>  <b>Carried</b></p>
<b>5. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>Board volunteer hours collected. (A) - Absent</li> <li>Caroline Monsell (12.5), Drew Merrett (5), Heather Temple (6), Jessica Drover (8), Jim Shipley (13), John Lyons (14), Krystina Cunningham (9), Mary Reader (12), Matthew Wilkins (A), Sandra Hamilton (8), Valdis Cuvaldin (A)</li> </ul>
<b>6. Lived Expertise Advisory Panel (LEAP)</b>	<ul style="list-style-type: none"> <li>Christine Crough, Manager of Peer Initiatives and Employment Services and the Lived Expertise Advisory Panel, presented a Quality Improvement (Q.I.) PowerPoint presentation, along with LEAP Panel members, Rebecca Turland and Alex Wilding, to the board of directors identifying/highlighting:</li> <li>That LEAP acts as an advisory resource and provides valuable input to administration and staff of the organization or one of its programs to integrate consumer and family perspectives into our programs</li> </ul>



**Peer Initiatives & Employment  
Services**

- and services. LEAP was established in November 2016.
- Identified the LEAP Support structure which includes Christine as manager, two co-chairs, six people with lived experience and one Peer Support Worker.
  - Alex Wilding identified the three steps to becoming a LEAP panel member as follows:
    - Submit a letter answering three questions: why you are interested in becoming a panelist, how was your experience with CMHA HKPR, and how can CMHA HKPR improve?
    - Secondly, participate in an informal interview. Successful candidates will be notified.
    - Thirdly, orientation is conducted and panelists receive an orientation binder providing candidates with organizational information.
  - Rebecca Turland, continued the presentation by identifying that LEAP is working on a Quality Improvement project entitled “Steps to Recovery”.
  - The purpose of the project is to provide people with hopefulness for recovery, to encourage accessing help and to prepare people for life after formal supports.
  - For this project, a series of inspirational videos are being created and will be posted on the organizations’ website in three key areas:
    - Getting Started
    - Doing the Work
    - And What’s Next
  - Honorariums in the amount of \$50 will be provided to those volunteers/people who will share their stories. Awaiting approval of the budget proposal.
  - Board member, J. Shipley, wondered if the honorarium would have a negative impact on those sharing in their stories. Rebecca and Alex both agreed that the honorarium has value and makes you feel appreciated and listened to. Alex commented that open-ended conversations are important. Rebecca advised that feedback is sometimes hard to get, along with LEAP membership.
  - A Media Release and posters have been drafted for the call out.
  - A Question and Answer period followed the LEAP presentation.
  - Christine Crough proceeded with the second presentation on Peer Initiatives & Employment Services.
  - Christine is the manager for LEAP, Trans Peer Outreach (previously Gender Journeys), Hospital to Home Peer Outreach, REACH for Recovery, Peer Outreach and Employment at Work/Au Travail Mental Health Employment Support Consultant.
  - Christine identified that the Trans Peer Outreach program offers supports and services for transgender and gender diverse people, to assist them to improve the quality of lives through the provision of community-based, client centered care that supports positive interdependence.
  - Services are delivered by people with lived experience as a transgender or gender-diverse person, and who also may have experience living with a mental health concern.



- Funding for the Trans Peer Outreach program is annualized and sourced by the LHIN in the amount of \$100,000.
- Annual Performance Targets achieved as follows:
  - Visits: 475
  - Individuals Served: 40
  - Group Sessions: 10
  - Service Provider Interactions: 475
- Some of the Trans Peer Outreach (TPO) successes have been the recruitment of two amazing staff, program rebranding (was previously called Gender Journeys), increase in Social Media followers from 100 to 600, creation of new group programs, development of the TPO website and resource documents that provides a guide with links, the development of a fee for service support for Trent University for trans folks, the development of new family support programs and funding, and the development of a fee for service Trans Sensitivity Training structure with the Public Education Department.
- The transition from the Gender Journeys program to the new Trans Peer Outreach program happened when the Trillium Fund Grow Grant ended and shifted to Local Health Integrated Network funding.
- The new programming will provide opportunities to cost-effective community-based supports, reduce isolation and build community, provide local opportunities for short-term individual supports to an underserved population, reduces program dependency, and increases partnerships with key stakeholders, internal and external.
- Of particular interest, is the development and implementation of CMHA's Gender Affirming Clothing Exchange, which is drawing people from Toronto to attend.
- The Unicorn Hair Salon in Peterborough also assists with our clothing exchange.
- Funding proposals have been written and approved to include family support as a component of care within the program.
- The CMHA Non-profit Housing Corporation purchased 219 Park Place in 2021, a 10-bed home, which provides transitional and or supportive housing for highly vulnerable individuals from CMHA HKPR's Justice Supportive housing program and people experiencing homelessness or at risk of same, as identified on the By-Name-Priority-List (BNPL). Six non-binary trans folks are scheduled to move in, in mid-January, 2022. Four from the BNPL and two other candidates.
- Christine identified some of the overall challenges and lessons learned:
  - The needs of the trans population outweighs staff capacity to support the number of people seeking service.
  - Resources to support the physical and primary healthcare needs of our clients are not available locally placing people at higher risk of suicide while waiting for primary care.
  - The need to develop agency policies and practices that honour and support the needs and rights of Trans gender, questioning and non binary staff and clients is critical.



	<ul style="list-style-type: none"> <li>- Creating a silo program leads to isolation and challenges to integration.</li> <li>- Hiring the right people makes all the difference! Can't say enough about my team.</li> <li>• A Question and Answer period followed after both presentations.</li> <li>• Presentation was well regarded by board members.</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<p><b>7. Board Discussion on the two Q.I. Program Presentations</b></p>	<ul style="list-style-type: none"> <li>• Some of the board discussions from today's Q.I. Program presentations:</li> <li>• The board agreed that Christine Crough needs to be congratulated in today's presentation and management of LEAP, Trans Peer Outreach along with her four other programs (i.e. Hospital to Home Peer Outreach, REACH for Recovery, Peer Outreach and Employment at Work/Au Travail.</li> <li>• It was great to see Alex and Rebecca, members of LEAP, participating in and providing important input/feedback during the presentation.</li> <li>• Jim Shipley advised that hormonal therapy is very specialized and complicated and requires a specialist to address someone's needs rather than a general practitioner. Thus, making it challenging to get in to see a doctor. Jim wondered if CMHA could explore accessing a specialist through the Ontario Telemedicine Network at the CMHA Durham clinic.</li> <li>• Mark advised that Peterborough has a doctor specializing in hormonal therapy and is overwhelmed by the number of people requiring services. Per Mark, more doctors need to be trained in hormonal therapy, along with establishing a health clinic/centre for this population.</li> </ul>
<p><b>8. Consent Agenda Acceptance</b> a) Board Minutes from October 20, 2021  b) CEO Report</p>	<p><b>Motion: To accept the <b>October 20, 2021</b> board minutes and 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>• Mark extracted 'Accreditation Canada Survey' from the CEO Report.</li> <li>• Accreditation Canada was not able to provide two dedicated surveyors for our November 22-25, 2021 Accreditation Survey. As a result, CMHA HKPR requested postponement of the November 2021 survey, which was granted by Accreditation Canada to March 2022.</li> <li>• In discussions with the senior leadership team and lead Accreditation manager, Pam Scholey, CMHA proposed to have a May 2022 survey date as this better aligns with CMHA HKPR's year-end work.</li> <li>• Board members held multiple discussions surrounding the parameters of a May 2022 survey date (i.e demands of the organization, risks to the organization).</li> <li>• Board members will discuss further and make a final decision for the date of the rescheduled survey at</li> </ul>



	<p>the January 19, 2022 board meeting.</p> <p><b>Action: Board of Directors to make final decision surrounding the date of the rescheduled Accreditation Survey at the January 19, 2022 board meeting.</b></p>
<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, 2021 to November 30, 2021</b></p>	<ul style="list-style-type: none"> <li>• Heather advised that the part time CFO Team continues to provide great opportunity for improvement to the finance team through the redesign process. They have developed a board report mock-up for the finance committee to review that will be brought back to the board for final feedback. The finance team plans to have the new financial process in place for April 1, 2022.</li> <li>• Ellen Watkins 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) – <b>April 1, 2021 to November 30, 2021</b></li> </ul> </li> <li>• Ellen advised that all managers will be overseeing/managing their own program budgets in the new year. All managers have been provided with the necessary tools and process. Managers provided positive feedback for the new process and look forward to managing their own budgets.</li> <li>• Ellen advised that there is a surplus of LHIN funding in the amount of \$80,000. CMHA HKPR is requesting to utilize \$35,000 of this surplus to be used for \$50 honorariums. These honorariums will be provided to those volunteers/people who will share their stories in the Lived Expertise Advisory Panel (LEAP) Quality Improvement project entitled ‘Steps to Recovery’.</li> </ul> <p><b>Motion: To receive and approve utilization of LHIN funding surplus in the amount of \$35,000 to be used for \$50 honorariums. These honorariums will be provided to those volunteers/people who will share their stories in the Lived Expertise Advisory Panel (LEAP) Quality Improvement project entitled ‘Steps to Recovery’.</b></p> <p><b>Moved: Drew Merrett</b> <b>Seconded: Heather Temple</b> <b>Carried</b></p> <ul style="list-style-type: none"> <li>• Mark advised that no monies have been received to date for the Mobile Mental Health &amp; Addictions program.</li> <li>• Need funding for case manager salary/benefits/operating costs/computers.</li> <li>• Province will issue \$400,000 for the Mobile Mental Health and Addictions bus.</li> <li>• Need start-up funds and customized automobile wrap for bus.</li> </ul>



	<ul style="list-style-type: none"> <li>• Need to fundraise for second bus. \$125,000 has been raised year to date.</li> <li>• Mark advised that a public fundraising campaign will be launched in early December.</li> <li>• Mark identified that the Peterborough Bingo account has \$225,019.57 in Restricted Funds, and Kawartha Lakes Bingo account has \$76,477.90 in Restricted Funds.</li> <li>• To assist in achieving CMHA’s goal for the purchase of the second Mobile Mental Health and Addictions bus, Mark is proposing to the board to use Restricted Funds from the Peterborough and Kawartha Lakes bingo accounts in the amount of \$50,000 and \$25,000 respectively.</li> </ul> <p><b>Motion: To move Restricted Funds in the amount of \$50,000 from the Peterborough Bingo account, and \$25,000 from the Kawartha Lakes Bingo account to assist in the purchase of the second Mobile Mental Health and Addictions bus.</b></p> <p><b>Moved: Mary Reader</b> <b>Seconded: Drew Merrett</b> <b>Carried</b></p> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for one month ending <b>November 30, 2021.</b></b></p> <p><b>Moved: Mary Reader</b> <b>Seconded: Sandra Hamilton</b> <b>Carried</b></p>
<p><b>11. Urgent Matter</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Business Arising</b></p>	
<p><b>12. a) CMHA National AGM – Summary Report (deferred from October 20)</b></p> <p><b>12. b) CMHA HKPR – By Laws 5<sup>th</sup> Amendment Sections 14b, 16, 37 and By Laws Section 10, 20, 22 – Follow-up from October 20</b></p>	<ul style="list-style-type: none"> <li>• CMHA National AGM Summary Report (deferred to January 19, 2022 board meeting) – Matt unable to attend tonight’s board meeting.</li> <li>• Jim Shipley provided clarification that only Section 16 of the 5<sup>th</sup> Amendment of the CMHA HKPR By-laws required amending (and not Sections 14b, 37 or By Laws Section 10, 20, 22).</li> <li>• In follow up to the October 20 board meeting where members expressed that CMHA HKPR By-laws should include language surrounding diverse representation, Krystina and Jim of the By-law Committee provided the following new paragraph: <ul style="list-style-type: none"> <li>- The Board of Directors is committed to a diverse, inclusive, and equitable environment where all members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education or any other bias. The Board is committed to modelling</li> </ul> </li> </ul>

	<p>this by incorporating the values of diversity, equity, and inclusion in the governance and operations of the corporation.</p> <ul style="list-style-type: none"> <li>• The above-noted diversity paragraph was well-received by board members, however, looking to add geographic representation to the By-laws as well.</li> <li>• Krystina and Jim will work on the language surrounding geographic representation and placement of new paragraphs within the By-laws and bring back to the January 19, 2022 board meeting.</li> <li>• Revisions made to By-law Section 16 and the new diversity/geographic language will be included in the Sixth Amendment. Karen will provide a draft of the Sixth Amendment at the January 19 board meeting for approval. If approved, the Sixth Amendment will be ratified at the September 2022 Annual General Meeting.</li> </ul> <p><b>Action: Final CMHA HKPR By-law language for diversity and geographic representation, and placement of, will be reviewed at the January 19, 2022 board meeting.</b></p>
<b>New Business</b>	
<p><b>13. a) Strategic Plan – Draft Update/Review</b></p>	<ul style="list-style-type: none"> <li>• Board members held multiple discussions upon their review of the draft 2022-2025 Strategic Plan for CMHA HKPR as presented by Laridae Inc.</li> <li>• Some of their review findings are as follows: <ul style="list-style-type: none"> <li>- Overall, the strategic plan is too long and wordy including the message from the board president and CEO</li> <li>- Concerned people won't read it because it's too long</li> <li>- Suggestion to have a long and short version</li> <li>- Suggestion to have a one-pager</li> <li>- Suggestion to move/rearrange the current order of Mission, Vision and Values</li> <li>- Suggestion to rearrange the order of 'strategic directions'</li> <li>- Need language surrounding equity</li> <li>- Draft plan has too many goals at 18 with two objectives for each total 36</li> <li>- Strategic plan should have 8-10 goals</li> <li>- Want strategic plan to be successful and achievable</li> <li>- Redundancy/duplication in a few areas</li> <li>- Operational items have been included in strategic plan when they shouldn't be</li> <li>- The Senior Leadership team will be meeting with Laridae to review board feedback/evaluations</li> <li>- If board members have further comments or suggestions, please email summaries to Karen</li> </ul> </li> </ul>
<p><b>13. b) Board Committee Structure Chart-review</b></p>	<ul style="list-style-type: none"> <li>• Board members reviewed the Board Committee chart to see where representation on committees is required in light of recent retirements from the Board of Directors.</li> </ul>
<p><b>13. c) Ethics Update</b></p>	<ul style="list-style-type: none"> <li>• As the Board of Directors representative on the Ethics Committee, Jim Shipley provided the following Ethics Committee update:</li> </ul>



	<ul style="list-style-type: none"> <li>- There are two new Ethics Committee Co-chairs: Jennifer Bain and Shari Warfield</li> <li>- The following documentation has been approved by the Ethics Committee:             <ul style="list-style-type: none"> <li>➤ Prescreening for new Ethics Committee members</li> <li>➤ Ethics Framework – a guide to help stakeholders make decisions that have ethical implications. The purpose of this tool is to help individuals to problem-solve an ethical situation and provide a value-based response, incorporating organizational, personal and professional values.</li> <li>➤ Ethics Worksheet</li> <li>➤ Updated Terms of Reference (TOR)</li> <li>➤ Updated Ethics Committee Work Plan</li> <li>➤ Updated Ethics Welcome package</li> </ul> </li> <li>- The rollout of the Ethics Framework to staff is December 1<sup>st</sup>.</li> <li>- Increasing Ethics Committee membership and diversity awareness is ongoing.</li> <li>- Ethical scenarios are anonymously published in The Journal of Ethics in Mental Health.</li> </ul>
<b>Correspondence</b>	
<p><b>14. a) MOH-C. Elliott – Base Funding 2021-22 Rent Supplement Allocation</b></p> <p><b>14. b) MOH-Asst. Deputy Minister – Base Funding 2021-22 Rent Supplement Allocation</b></p>	<ul style="list-style-type: none"> <li>• Mark reviewed correspondence from the Deputy Premier and Minister of Health, Christine Elliott and from the Assistant Deputy Minister, Melanie Kohn, in regard to CMHA HKPR receiving up to \$97,500 in base funding for the 2021-22 funding year, annualizing to \$97,500 from the 2022-23 funding year onwards, to increase the organization’s consolidated rent supplement allocation.</li> <li>• CMHA HKPR has 8-9 rent supplement units at \$1300-\$1400 per month. Approximately \$1000 p/month will go to the units.</li> </ul>
<b>In Camera Session</b>	
<p><b>15. a) IN Camera Agenda (under separate cover)</b></p>	<p><b>Motion: To move ‘In Camera’</b> <b>Moved: Heather Temple</b> <b>Seconded: Jim Shipley</b> <b>Carried</b></p> <p><b>Motion: To move ‘Out of Camera’</b> <b>Moved: Sandra Hamilton</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p> <p><b>Rise &amp; Report: To accept HR Report as presented.</b> <b>Moved: Sandra Hamilton</b> <b>Seconded: Mary Reader</b></p>





	<b>Carried</b>
<b>Anything Else:</b>	
<b>16. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• Round table discussions were held.</li></ul>
<b>17. Adjournment</b>	<b>Motion: Adjourned at 7:43pm</b> <b>Moved: Sandra Hamilton</b> <b>Seconded: Jim Shipley</b>