



Date: January 19, 2022

Place: Zoom at 415 Water St. - Boardroom

BOARD MINUTES	
Present: Valdis Martyn, John Lyons, Drew Merrett, Mary Reader, Caroline Monsell, Jessica Drover, Heather Temple, Sandra Hamilton, Jim Shipley, Krystina Cunnington, Matthew Wilkins	
Staff Participants: Mark Graham, Ellen Watkins, Karen Wolff	
Regrets: None	
Guest(s): Jack Veitch, Manager of Community Engagement and Education	
Chair: Valdis Martyn, President	Recorder: Karen Wolff
Co-Chair:	
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	<ul style="list-style-type: none"> Valdis welcomed everyone to the board meeting.
1. Call to Order	<ul style="list-style-type: none"> Call to order at 5:04pm. Quorum was met.
2. Land Acknowledgement	<ul style="list-style-type: none"> Land Acknowledgement presented by Caroline Monsell.
3. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
4. Approval of January 19, 2022 Agenda	<p>Motion: To approve the January 19, 2022 agenda as presented.</p> <p>Moved: John Lyons</p> <p>Seconded: Krystina Cunnington</p> <p>Carried</p>
5. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. (A) - Absent Caroline Monsell (3), Drew Merrett (3), Heather Temple (4), Jessica Drover (3), Jim Shipley (8), John Lyons (7), Krystina Cunnington (4), Mary Reader (5), Matthew Wilkins (3), Sandra Hamilton (3), Valdis Cuvaldin (5)
6. Community Engagement and Education	<ul style="list-style-type: none"> Jack Veitch, Manager of Community Engagement and Education, presented a Quality Improvement (Q.I.) PowerPoint presentation to the board of directors identifying/highlighting: That the Community Engagement and Education program has two core functions, which includes fund development and the delivery of mental health education. By engaging with the community, CMHA HKPR and Community Engagement team supports public relations with external and internal partners, which leads to a stronger revenue base through donations, grants, and certificate training. A communications and community relations specialist, Caitie McIntosh, along with Health Promoter, Kelley Curtis, are part of the Community Engagement and Education team. Jack oversees CMHA HKPR events and partner events/fee for service training/secure & deliver large scale corporate training and foster relationships with high profile community donors.



- Caitie coordinates logistics for the CMHA HKPR events/handles communications tasks (website, social media, media releases etc.)/networks with potential donors and corporate event sponsors etc.
- Kelley provides public education for community groups and non-profit organizations/conducts information fairs.
- The source of Program Funding is through United Way of Peterborough & District, donations, and training revenue.
- Though COVID-19 has posed many challenges, this team has experienced several successes through virtual presentations in Education and Health Promotion, Virtual Mental Health First-Aid, Virtual Fundraising.
- Mental Health First Aid is the biggest fund generator, and Education and Health Promotion is the strongest it's been in 7-8 years.
- The pandemic has increased attention to mental health. Examples of Public Geared Sessions: Mental Health 101, Suicide Awareness, Stress Management, Caregiver Burnout, Social Media and Mental Health. Examples of Workplace Geared Training: Mental Health Works, A Health Team, A Healthy Leader to name a few.
- Jack reviewed new/old course pricing with board members. Increased costs have not affected virtual business. Virtual business has been very productive.
- Education sessions span across all four HKPR counties and beyond. Fewer limitations with virtual business.
- ASIST and SafeTalk do not have virtual training. Hoping to resume in-person training soon when restrictions are lifted.
- Jack is certified to run In the Know, which is a mental health awareness program for farmers and the agricultural community. Participants will expand their knowledge about mental health. Topics include: stress, anxiety, depression, suicide and substance misuse. Participants will learn how to recognize their own challenges and those of others. This program should be run in person. This program is currently not being conducted at CMHA HKPR.
- Ride Don't Hide 2021 and Friday Night Lights 2021 events ran as virtual events due to the pandemic, but both virtual events were successful.
- Jack informed board members that a new training invoicing process has been updated to improve business efficiencies while simultaneously tracking stats for education.
- Jack highlighted on the Digital Billboard Marketing Project, which is doing very well. CMHA HKPR is currently running ads on (8) digital billboards across Lindsay, Lakefield, and Peterborough.
- Essentially, CMHA is billed only for HST and Movingmedia Canada donates the rest back to CMHA HKPR.
- Some of the overall challenges and lessons learned:
 - Previously, tax receipting and donating process wasn't as smooth



	<ul style="list-style-type: none"> - Experienced difficulty in pacing out ads (previously very fast to produce) - Experienced a new level of exposure we didn't normally have • Long-term goal is to maximize value by having a clear advertising schedule. Change from promoting to marketing p/Jack. Advertising with a non-profit works differently in that more promotion doesn't necessarily correlate to a return. • Jack highlighted on Community Engagement Review identifying that CMHA HKPR has strong relationships with media in Peterborough, Kawartha Lakes and Haliburton. Working on building relationships through Northumberland County and the Durham Region. • New relationships have been established with CBC radio. • CMHA HKPR is currently raising money to launch the Mental Health and Addictions Clinic, which includes strategizing when/where/how we will advertise, establish clear budget with goals on return, design ads specific to the marketing plan, and review community partners and their advertising practices so as not to flood a market. • A Question and Answer period followed the Community Engagement and Education presentation. • Presentation was very informative.
Quality Improvement- Program Presentation	
<p>7. Board Discussion Q.I. Program Presentation</p>	<ul style="list-style-type: none"> • Caroline Monsell acknowledged her support for the 'In the Know' program for the farming/agriculture community and has suggested creating an online process with assistance from Fleming College, who have a leadership program. Caroline also suggested continuing to focus on virtual mental health training with an additional focus on accessing manufacturing contacts. Jack and Caroline will discuss further. • Jack and Mark confirmed that CMHA HKPR can assist individuals and agencies with cost of mental health training if there are financial pressures. • Jim Shipley suggested maximizing the digital boards as they are a good fit for the agency. Jim also expressed that the Mental Health First Aid program is good for CMHA HKPR growth and recommended adding a third educator to the program when/if financially possible.
<p>8. Consent Agenda Acceptance a) Board Minutes from December 8, 2021 b) CEO Report</p>	<ul style="list-style-type: none"> • Ellen Watkins advised the Board of Directors that the honorariums in the following motion, which was moved, seconded and carried at the December 8, 2021 board meeting requires amending/redirecting: CURRENT: <i>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.'</i>



	<p>MOTION AMENDED TO:</p> <p>Motion: To receive and approve utilization of LHIN funding surplus in the amount of \$35,000 to be used for staff wellness honorariums. Moved: Drew Merrett Seconded: Mary Reader Carried</p> <p>Motion: To accept the December 8, 2021 board minutes with the above-noted amended motion, and CEO Report as presented. Moved: Heather Temple Seconded: Sandra Hamilton Carried</p>
<p>9. Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • Mark reported that Bob Hall from Northumberland Kinsmen TV Bingo is donating \$20,000 to CMHA HKPR on Monday, January 24. Jeff Cadence, Manager of Mobile Mental Health and Addictions, and Caitie Mcintosh, Communications and Community Relations Specialist, will be in Cobourg to receive the donation. • CMHA HKPR has forged a great relationship with Peterborough Police Services and their senior leadership team, and as a result have submitted a Request for Proposal (RFP) to the ministry to enhance the Mobile Crisis Response Team in Peterborough. The funding request is to increase capacity by 1 FTE Case Manager and 1 FTE Police Officer. • Mark met with FourCast and PRHC regarding potential opportunity from the ministry to bring 5 detox beds and 10 treatment beds to Peterborough. Meeting went well. Budget would be \$1.2 million. However, \$2.1 million is realistic to provide the appropriate number of detox beds with community treatment services. Could be a three-to-six-month treatment program, and do not wish program to be short changed.
<p>10. Monthly Financial Report a) Statement of Revenue & Expense – Ministry Funded b) Statement of Revenue & Expense – Other Funded c) Statement of Revenue & Expense – Community</p>	<ul style="list-style-type: none"> • Heather took a moment to recognize and commend Ellen Watkins, Director of Corporate Services, for her great work and efforts in the redesign of the finance team and department especially with the recent loss of an accounts payable colleague. • The financial board report is evolving to be able to look at new draft reports soon at the level we need p/Heather. • Succession planning is underway in the Finance department. • On behalf of the board, Heather advised that she has been working with the finance team on how the board wishes to see the finance report. However, if a board member wishes to comment or add something to the report, please reach out to Heather or Valdis.



<p>Engagement</p> <p>d) Financial Report (Narrative) April 1, 2021 to December 31, 2021</p>	<ul style="list-style-type: none"> • Ellen Watkins 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 December 31, 2021 <ul style="list-style-type: none"> • Ellen advised that the manager driven budget process has launched with the support of the part-time CFO. Changes to budget and revenue reporting are reflected in the December financial statement. • Managers sharpening their Excel skills (for spreadsheets) with assistance from the finance team. • Ministry has approved Rent Supplement funding in the amount of \$400,000 to be used as a down payment for housing through CMHA Non-profit Housing Corporation of Peterborough. • Community Homes for Opportunity will use funding of \$200,000 this year for 12-person van and home improvements. • CMHA HKPR has not received funding to date for the Mobile Mental Health and Addictions program, and the agency is using revenue to pay for manager’s salary. <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for one month ending December 31, 2021.</p> <p>Moved: John Lyons Seconded: Matt Wilkins Carried</p>
<p>11. Urgent Matter</p>	<ul style="list-style-type: none"> • None
<p>Business Arising</p>	
<p>12. a) Accreditation Canada – Determine Survey Date</p>	<ul style="list-style-type: none"> • In follow-up to the December 8, 2021 board meeting, Mark reiterated that Accreditation Canada was not able to provide two surveyors for the originally scheduled survey November 22-25, 2021. CMHA HKPR requested postponement of the survey, which was granted by Accreditation Canada to March 2022. • 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. • As part of a December 8 action item, board members are to select a date at today’s meeting for the rescheduled survey. • Though CMHA HKPR’s accredited ‘Exemplary’ standing with Accreditation Canada will have expired by May 2022, there are no serious implications for CMHA HKPR. • Due to the pandemic and recent Step 2 restrictions, would most likely cause a backlog of surveys for



	<p>Accreditation Canada resulting in a later rescheduled date regardless.</p> <ul style="list-style-type: none"> • Mark pointed out that much work is needed in the 2nd drafting of the strategic plan in the immediate future and the strategic plan will need to be ready by March/April. This planning is a priority. • Ellen advised that the strategic plan is a huge component of Accreditation and will prove to be beneficial for CMHA HKPR. • Board members agreed that the strategic plan requires time and attention. <p>Motion: To suspend the date of CMHA HKPR’s Accreditation Survey to May 2022. Moved: Mary Reader Seconded: Jim Shipley Carried</p>
<p>12. b) CMHA HKPR By-Laws 6th Amendment – By-Laws Section 15 (Nominations), & Section 16 (Term): For ratification at September AGM</p>	<ul style="list-style-type: none"> • As part of an action item from the December 8 board meeting, Karen provided a draft of the Sixth Amendment for board approval for ratification at the September 2022 Annual General Meeting. • Jim Shipley read aloud the changes to the Sixth Amendment to board members as follows: <p style="text-align: center;"><u>Sixth Amendment to CMHA HKPR By-Laws</u></p> <p>This sixth amendment (the “Sixth Amendment”) to the Canadian Mental Health Association, Haliburton, Kawartha, Pine Ridge Branch (CMHA HKPR) By-Laws, dated June 4, 2013, is made by the CMHA HKPR Board of Directors.</p> <p>The CMHA HKPR By-Laws is amended as follows:</p> <p style="padding-left: 40px;"><u>Current:</u> Section 15:</p> <p style="padding-left: 80px;"><u>Nominations:</u> The Nominations Committee shall submit a report along with nominations from Directors to the President of the Board. This report shall state that consent has been obtained from each nominee to act as a Director, if elected. Members may submit the names of other members for nomination as Directors to the Nominations Committee prior to the submission of the Nominations Committee’s</p> <p style="padding-left: 80px;">report. Additional members may be nominated for election as Directors provided the nomination of each such additional nominee is signed by two (2) other members and is accompanied by the consent of the nominee to act as director if elected and provided that such nominations shall be received by the Nominations Committee</p>



Chairperson or the Chief Executive Officer not less than thirty (30) days prior to the Annual General Meeting. The names of those members nominated by the Committee and the names of additional nominees shall be submitted to the Annual General Meeting and voted upon by the members. No person other than those nominated shall be eligible for election as a director at the Annual General Meeting.

All individuals being considered for Board membership must submit a CPIC (Canadian Police Information Centre), including two (2) personal references to the Board of Directors. Individuals will be provided with a letter signed by CMHA HKPR's Human Resource department to submit to their local police detachment for processing. An annual attestation will be signed by the board member at the Annual General Meeting in September, declaring that there is no change to their originally submitted CPIC. All CPIC's will be placed inside a sealed envelope. Two (2) Board of Director signatures are required on the outside of the sealed envelope, along with the date of Search/Police Seal and the date received by CMHA HKPR, in accordance to the Ministry of Children, Community, and Social Services (MCCSS) guidelines. Individuals will be reimbursed by CMHA HKPR for the cost of the above.

Amended to: Section 15:

Nominations: The Nominations Committee shall submit a report along with nominations from Directors to the President of the Board. This report shall state that consent has been obtained from each nominee to act as a Director, if elected. Members may submit the names of other members for nomination as Directors to the Nominations Committee prior to the submission of the Nominations Committee's report. Additional members may be nominated for election as Directors provided the nomination of each such additional nominee is signed by two (2) other members and is accompanied by the consent of the nominee to act as director if elected and provided that such nominations shall be received by the Nominations Committee Chairperson or the Chief Executive Officer not less than thirty (30) days prior to the Annual General Meeting. The names of those members nominated by the Committee and the names of additional nominees shall be submitted to the Annual

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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 this by incorporating the values of diversity, equity, and inclusion in the governance and operations of the Corporation.

The membership of the Board of Directors will endeavour to include representation within the regions of Haliburton, Kawartha, Pine Ridge.

Current: Section 16:

Term: The term of the Board of Directors shall be a term of four (4), three (3) year terms, for a total of twelve (12) years. From the initial Directors, one-third (1/3) rounded up to the nearest whole number shall serve for a term of three (3) years, one-third (1/3) rounded up to the nearest whole number shall serve for an initial term of two (2) years and one-third (1/3) rounded down to the nearest whole number shall serve for a term of one (1) year. The initial Directors to be elected at the first annual general meeting following the date of amalgamation of the Corporation and passing of this By-law shall be elected for specific terms as set out above. Thereafter, each Director shall be elected for a three (3) year term unless filling a vacancy.



	<p>Amended to: Section 16:</p> <p>Term: The term of the Board of Directors shall be a term of four (4), three (3) year terms, for a total of twelve (12) years.</p> <p>Except as set forth in this Sixth Amendment, the CMHA HKPR By-Laws is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Sixth Amendment and the By-Law or any earlier amendment, the terms of this Sixth Amendment will prevail.</p> <p>Dated at <u> Peterborough </u> , on _____ .</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  _____ Valdis Cuvaldin President </div> <div style="text-align: center;">  _____ John Lyons Vice-President </div> </div> <p>Motion: To amend changes to CMHA HKPR By-Laws Section 15 (Nominations), & Section 16 (Term) as noted above, and to ratify the 6th new amendment at CMHA HKPR’s September 2022 AGM.</p> <p>Moved: John Lyons Seconded: Drew Merrett Carried</p>
New Business	
<p>13. a) Strategic Plan – Draft Update/Review</p>	<ul style="list-style-type: none"> • Mark and the Senior Leadership team (SLT) met with Danielle Rocheleau, CEO of Laridae, on January 4, 2022 and went over the board’s and SLT’s proposed, shortened changes to the first draft of the strategic plan. • The Senior Leadership team are awaiting the results of the proposed changes in the second draft of the strategic plan from Laridae. • Will report back to the board with results of the 2nd draft strategic plan upon Senior Leadership review.



<p>13. b) Balanced Scorecard – Q3 (October-December 2021)</p>	<ul style="list-style-type: none"> • Ellen reviewed the Balanced Scorecard for Q3 (October-December 2021) with board members. • Reviewed Worklife and Health & Safety stats. <p>Motion: To accept the Balanced Scorecard for Q3 (October-December 2021) as presented. Moved: Matthew Wilkins Seconded: Jim Shipley Carried</p>
<p>13. c) Ethics Update</p>	<ul style="list-style-type: none"> • As the Board of Directors representative on the Ethics Committee, Jim Shipley provided the following Ethics Committee update: <ul style="list-style-type: none"> - There are two Ethics Committee Co-chairs: Jennifer Bain and Shari Warfield - The new Ethics Framework has been rolled out to staff. Management is using the framework. - The Ethics Committee issued examples on how to use the framework to staff. Board members can be included on how the framework is used as well. <p>Action: Karen to send out examples of how to use Ethics Framework to board members.</p>
<p>Correspondence</p>	
<p>14. a) None</p>	<ul style="list-style-type: none"> • None
<p>In Camera Session</p>	
<p>15. a) IN Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’ Moved: Jessica Drover Seconded: Matthew Wilkins Carried</p> <p>Motion: To move ‘Out of Camera’ Moved: Mary Reader Seconded: Caroline Monsell Carried</p> <p>Rise & Report: To accept HR Report as presented. Moved: Mary Reader Seconded: Heather Temple Carried</p>
<p>Anything Else:</p>	
<p>16. Round Table Discussions</p>	<ul style="list-style-type: none"> • None



17. Adjournment	Motion: Adjourned at 7:49pm Moved: Jim Shipley Seconded: Caroline Monsell
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