



**Date:** February 16, 2022

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

<b>BOARD MINUTES</b>	
<b>Present:</b> Valdis Martyn, John Lyons, Mary Reader, Caroline Monsell, Sandra Hamilton, Jim Shipley, Krystina Cunnington, Matthew Wilkins	
<b>Staff Participants:</b> Mark Graham, Ellen Watkins, Karen Wolff	
<b>Regrets:</b> Drew Merrett, Jessica Drover, Heather Temple, Krystina Cunnington	
<b>Guest(s):</b> Shari Warfield, Manager of Dual Diagnosis Services	
Chair: Valdis Martyn, President Co-Chair:	Recorder: Karen Wolff
<b>Item / Topic</b>	<b>Discussion / Decision / Action / Motion</b>
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Valdis welcomed everyone to the board meeting.</li> </ul>
<b>1. Call to Order</b>	<ul style="list-style-type: none"> <li>Call to order at 5:03pm. Quorum was met.</li> </ul>
<b>2. Land Acknowledgement</b>	<ul style="list-style-type: none"> <li>Land Acknowledgement presented by Jim Shipley.</li> </ul>
<b>3. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>None expressed.</li> </ul>
<b>4. Approval of February 16, 2022 Agenda</b>	<p><b>Motion: To approve the February 16, 2022 agenda as presented.</b>  <b>Moved: John Lyons</b>  <b>Seconded: Mary Reader</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 (4), Drew Merrett (A), Heather Temple (A), Jessica Drover (A), Jim Shipley (6), John Lyons (6), Krystina Cunnington (A), Mary Reader (8), Matthew Wilkins (4), Sandra Hamilton (4), Valdis Martyn (18)</li> </ul>
<b>6. Quality Assurance Measures and Dual Diagnosis Services</b>	<ul style="list-style-type: none"> <li>Shari Warfield, Manager of Dual Diagnosis Services, presented the mandated annual training on Quality Assurance Measures (QAM) regulations, and also presented a Quality Improvement (Q.I.) PowerPoint presentation on Dual Diagnosis to the board of directors identifying/highlighting:</li> </ul> <p><b>Quality Assurance Measures:</b></p> <ul style="list-style-type: none"> <li>That the DSO help adults with developmental disabilities connect to services and supports (agencies) in their community. The DSO advises CMHA HKPR of approved applicants requiring services and supports.</li> <li>That Quality Assurance Measures are rules and regulations that help agencies and Developmental Services Ontario (DSO) provide high quality services and supports and meet set standards.</li> <li>CMHA HKPR's Dual Diagnosis Case Management Team and the Community Participation Support Services are funded through the Ministry of Children, Community and Social Services (M.C.C.S.S.), and the Q.A.M. Regulations are specific to those programs.</li> <li>The M.C.C.S.S. conducts compliance reviews that began in 2014 to ensure that all M.C.C.S.S. funded</li> </ul>



agencies are compliant with the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 – Ontario Regulation 299/10 – Quality Assurance Measures.

- Q.A.M. requires written evidence that clients receive annual information, so operational processes and procedures have been developed to ensure this.
- Staff, board and volunteers also receive mandated annual information on Q.A.M. policies and training specific to their roles in supporting individuals with developmental disabilities.
- CMHA HKPR utilize the Ontario Common Assessment of Need (OCAN) to complete the Individual Support Planning (ISP).
- All M.C.C.S.S. supported individuals in the Trustee program will have a year’s worth of financial records reviewed by a third party for valid client expenditures. This annual audit of financial records is presented to the Board of Directors at their May board meeting for approval.
- The board of directors, as part of their board orientation, are required to read and provide written acknowledgment for review of all (23) Q.A.M. policies. This written evidence is secured in board members personal files with the executive administrative assistant. To date, all current board members have completed and signed their review of all (23) Q.A.M. policies upon orientation.
- As part of annual M.C.C.S.S. requirements, Q.A.M. training is held in February of every year for board members. All board members annually review two required Q.A.M. policies: (1) Abuse Prevention, Reporting and Investigation and (2) Mission, Vision, Values and Rights. Confirmation of board members’ review is evidenced in the iTacit report provided therein, and in today’s board minutes.
- Shari presented a PowerPoint presentation on the “Introduction to Quality Assurance Measures (Q.A.M.) Regulations” to board members as part of their annual Q.A.M. training. This presentation included review of the following topics:
  - Provision of Public Health Information
  - Monitoring and Documentation of Health Concerns and Emergency Medical Services
  - Staff Training and Records
  - Medication Safety
  - Reporting Abuse
  - Confidentiality and Privacy
  - Safety Around Agency-Owned and Operating Buildings and Safety of Supported Individuals
  - Human Resource Practices
  - Service Records/Client Files
  - Included review of Behaviour Intervention Strategies, Behaviour Support Plans, N.V.C.I for staff and Third Party assistance (Ethics Committee) surrounding behavior plan reviews.
  - There are no Third Party Agreements at this time.
  - Suspected signs of client abuse is reported directly to police rather than staff intervening.



	<p><b><u>Dual Diagnosis Program:</u></b></p> <ul style="list-style-type: none"> <li>• Shari conducted a PowerPoint presentation on Dual Diagnosis Programs and Services including:             <ul style="list-style-type: none"> <li>- Dual Diagnosis Case Management Program</li> <li>- Housing Programs (Barker Avenue and Townsend St.)</li> <li>- Community Participation Supports</li> </ul> </li> <li>• Dual Diagnosis Case Management supports adults living with a dual diagnosis (developmental disability and mental health issues) through a Supported Independent Living (S.I.L.) program. Case Managers provide client-centred support services that promote stabilization and independent living as mandated by the Ministry of Children, Community and Social Services. Intake is completed through Developmental Services Ontario (DSO).</li> <li>• Identified that Barker Avenue is a six-plex including office for staff, which operates from 7:00am-10:30pm, (7) days per week.</li> <li>• CMHA HKPR acquired Townsend St. December 1, 2019 under ‘care home’ legislation. A two-year program is in place for tenants/clients to transition into the community (can go longer if needed).</li> <li>• (66) clients in total are currently being supported.</li> <li>• The team and housing program are experiencing great progress and success with clients benefiting from the in-home supports from the Community Support Workers. Staff assist with activities of daily living and with assessing the mental health of the client.</li> <li>• COVID-19 continues to be a challenge for clients in feeling disconnected due to isolation. 99% of clients live on their own. In addition, clients are not getting needed supports due to unavailable community resources.</li> <li>• Delighted to say that a client has successfully transitioned from the MCCSS program and is now solely part of the Community Homes for Opportunity program, which has client supports in place and geared to more independent living.</li> <li>• A Question and Answer period followed the QAM and Dual Diagnosis program presentations.</li> </ul>
<p><b>Quality Improvement- Program Presentation</b></p>	
<p><b>7. Board Discussion Q.I. Program Presentation</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>8. Consent Agenda Acceptance</b> <b>a) Board Minutes from January 19, 2022</b></p>	<p><b>Motion: To accept the <span style="color: red;">January 19, 2022</span> board minutes as presented.</b> <b>Moved: Matthew Wilkins</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p>



<p><b>b) CEO Report</b></p>	<p><b>Motion: To accept the CEO Report as presented.</b>  <b>Moved: Mary Reader</b>  <b>Seconded: Jim Shipley</b>  <b>Carried</b></p>
<p><b>9. Items Extracted from the Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>• Mark reiterated that CMHA HKPR has a new date for our survey with Accreditation Canada, which will take place on May 30<sup>th</sup> to June 2<sup>nd</sup>, 2022.</li> <li>• Board representation will be required on the 1<sup>st</sup> day and wrap-up on the last day. Karen will send out periodic reminders closer to the date.</li> <li>• There is usually board representation required for the Ethics portion of the Accreditation interview.</li> <li>• Mark suggested for Pam Scholey, Accreditation Coordinator, to meet with the board to review Governance Standards before the Accreditation Survey.</li> <li>• Mark advised that CMHA HKPR has purchased two buses totaling \$992,877 for the Mobile Mental Health &amp; Addictions Clinic. Manufacturing could take up to 6 to 10 months.</li> <li>• The interior of the bus will include a primary healthcare service area/clinic room (sit down sessional) and two other areas.</li> <li>• We will lease a RV for 4-6 months while waiting for the bus(es).</li> <li>• The Mobile Mental Health &amp; Addictions Clinic will meet with people at their homes.</li> <li>• We have a shortfall of \$83,783 for the buses, which we will fund raise for over the next (6) months.</li> <li>• In collaboration with community partners, Mark announced that funding for Consumption Treatment Services takes precedence over Mobile Crisis Intervention Teams (MCIT) funding request at this time. The MCIT Enhancement proposal has been pulled at this time as a result. The MCIT will go through provincial funding instead of municipal funding.</li> <li>• Dr. Thomas Piggott, Medical Officer of Health and CEO, for Peterborough, is looking for \$200,000 funding from City Council for the CTS.</li> </ul>
<p><b>10. Monthly Financial Report</b>  <b>a) Statement of Revenue &amp; Expense – Ministry Funded</b>   <b>b) Statement of Revenue &amp; Expense – Other Funded</b>   <b>c) Statement of Revenue &amp; Expense – Community Engagement</b>   <b>d) Financial Report (Narrative)</b></p>	<ul style="list-style-type: none"> <li>• Ellen Watkins 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, 2021 to January 31, 2022</b></li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for one month ending <b>January 31, 2022.</b></b>  <b>Moved: Caroline Monsell</b>  <b>Seconded: John Lyons</b>  <b>Carried</b></p>



<b>April 1, 2021 to January 31, 2022</b>	
<b>11. Urgent Matter</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Business Arising</b>	
<b>12. a)</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>New Business</b>	
<b>13. a) Strategic Plan Update/Review</b>	<ul style="list-style-type: none"> <li>• On behalf of the Strategic Planning working group (Valdis, John and Jim), Valdis mentioned that the 2<sup>nd</sup> draft of the strategic plan is good.</li> <li>• Mark received the board’s feedback on the first draft and condensed goals and objectives, which was reduced from 28 pages to 8 pages.</li> <li>• Strategic plan will need formatting.</li> <li>• Valdis advised that there is value in allowing time for board members to review the 2<sup>nd</sup> draft.</li> <li>• Board members will have until February 20 for further comments on the 2<sup>nd</sup> draft of the strategic plan. If no further comments received, the board will ratify the strategic plan at the March 16 board meeting, and then proceed working on the Operational Plan.</li> </ul>
<b>13. b) Update on CMHA NPHC purchase of Multi-residential Unit</b>	<ul style="list-style-type: none"> <li>• On behalf of the CMHA Non-Profit Housing Corporation, Mary Reader announced that the \$400,000 funding from the Ministry of Health Supportive Housing and Community Services Unit for the purchase of property has been extended beyond March 31, 2022 allowing time to locate property.</li> <li>• CMHA NPHC’s offer on 687 Water St. was declined. The search for residential property continues per Mary.</li> <li>• Need to advise the ministry by mid-March if they should continue to hold funding for CMHA NPHC.</li> <li>• Mary announced that previous CMHA HKPR board member, Karl Moher, is now a board member on the CMHA NPHC Board of Directors. Happy to have him on board.</li> </ul>
<b>Correspondence</b>	
<b>14. a) Repurpose 51 Adelaide St. – Lindsay – Addiction Treatment/Detox Program</b>	<ul style="list-style-type: none"> <li>• The Per Mark, CMHA HKPR made a request to the Ministry to repurpose 51 Adelaide St., Lindsay, ON into a 10-12 bed Addiction Treatment and Detox program in partnership with Ross Memorial Hospital (RMH). RMH will provide the 24/7 treatment supports consisting of nurses and social workers. Operating expenses for rent to cover the Rent Gear to Income (RGI) will be covered in budget along with routine cleaning etc., CMHA HKPR would continue under the existing Ministry Operating Agreement.</li> <li>• The announcement is forthcoming from RMH.</li> </ul>



	<ul style="list-style-type: none"><li>• Re-zoning may need variance(s) within the hospital. Needs to be zoned R3 (residential). Waiting for approval. May be 6-9 months for variance.</li></ul>
<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: Sandra Hamilton</b> <b>Seconded: Matthew Wilkins</b> <b>Carried</b></p> <p><b>Motion: To move 'Out of Camera'</b> <b>Moved: Mary Reader</b> <b>Seconded: John Lyons</b> <b>Carried</b></p> <p><b>Rise &amp; Report: To accept HR Report as presented.</b> <b>Moved: Matthew Wilkins</b> <b>Seconded: Jim Shipley</b> <b>Carried</b></p>
<b>Anything Else:</b>	
<b>16. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>17. Adjournment</b>	<p><b>Motion: Adjourned at 6:47pm</b> <b>Moved: John Lyons</b> <b>Seconded: Caroline Monsell</b></p>