



Date: March 16, 2022

Place: Zoom at 415 Water St.

BOARD MINUTES	
Present: Valdis Martyn, John Lyons, Mary Reader, Caroline Monsell, Sandra Hamilton, Jim Shipley, Drew Merrett, Jessica Drover, Heather Temple	
Staff Participants: Mark Graham, Ellen Watkins, Karen Wolff	
Regrets: Krystina Cunningham, Matthew Wilkins	
Guest(s): Liz DeCarlo, Manager (Interim) of Human Resources Pam Scholey, Manager of Quality Improvement, Communications, Information Technology and Accreditation Coordinator	
Chair: Valdis Martyn, President Co-Chair:	Recorder: Karen Wolff
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 5:02pm. Quorum was met.
2. Land Acknowledgement	<ul style="list-style-type: none"> Land Acknowledgement presented by Jessica Drover.
3. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
4. Approval of March 16, 2022 Agenda	<p>Motion: To approve the March 16, 2022 agenda as presented with addendum. Moved: Jessica Drover Seconded: Caroline Monsell Carried</p>
5. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. (A) - Absent Caroline Monsell (4), Drew Merrett (6), Heather Temple (3), Jessica Drover (6), Jim Shipley (4), John Lyons (6), Krystina Cunningham (A), Mary Reader (4), Matthew Wilkins (A), Sandra Hamilton (4), Valdis Martyn (10)
Quality Improvement- Program Presentation	
6. Human Resources	<ul style="list-style-type: none"> Liz DeCarlo, Manager (Interim) of Human Resources, presented a Quality Improvement (Q.I.) PowerPoint presentation on the Human Resources department to the board of directors identifying/highlighting: The Human Resources department structure and the department functions of which there is many: <ul style="list-style-type: none"> Job design & Evaluation Pension Plan administration Leave management Collective Agreement & legislation guidance Performance management



- Training & Development
- Compensation & Payroll administration
- Group benefits
- Labour & Employee Relations
- Recruitment & Selection
- Identified the average turnover rate in a year at 21%.
- With the closure of the Catering PLUS program, there were 52 staff departures in 2021. The average is usually 40 staff departures in a year.
- The yearly average retention rate (the number of staff that stay) is 87%. The industry standard is 70%-80%.
- The number of recruitments, or competitions, completed in 2021 was 85. This number includes external hires and internal transfers.
- On average there are 83 competitions in a year. In 2021, 23 of those competitions were for newly created positions.
- Highlighted some changes made to the HR department in 2021:
 - CMHA's resume collection is now exclusively on-line through iTacit (e-management program).
 - Payroll entry improvements
 - Efficiencies made to managing leaves of absences
 - Twice yearly deposits made to vacation banks for non-bargaining unit staff
 - Supported the agency's position on Covid-19 vaccination and case management; and partnered with the Peterborough Public Health Unit in delivering three vaccine clinics.
- Agency signed five Letters of Understanding with the Bargaining Unit in 2021. Letters of Understanding are agreements made outside of the existing Collective Agreement, which expires in March 2023, and they are:
 - Student Mentorship Payment
 - Temporary Assignment outside of the Bargaining Unit
 - Pay on higher rated jobs
 - Benefits for full-time temporary employees
 - Vacation carryover
- In 2022, HR is working on reviewing the following processes:
 - Job evaluation and job description process
 - New hire orientation process
 - Student placement and staff mentor process
 - Creating organizational charts and tools to support program managers
 - Partnering with Sheridan College HR program to review diversity practices within our recruitment process



	<ul style="list-style-type: none"> - Development of more inclusive and far-reaching recruitment processes to attract the right candidates - Eliminate duplication, inconsistency and historical barriers in HR practices <ul style="list-style-type: none"> • A Question and Answer period followed the Human Resources program presentation.
7. Board Discussion Q.I. Program	<ul style="list-style-type: none"> • None
Addendum – Valdis Martyn	
<ul style="list-style-type: none"> - Future Board Meetings 	<ul style="list-style-type: none"> • In recognition of the province lifting a number of COVID-19 protocols effective March 21 and on April 1, Valdis gathered feedback from board members on how they felt about in-person board meetings going forward. • Valdis suggested resuming rotating groups of 3-4 people attending the board meetings in person, along with Mark, Ellen and Karen present. • Board members agreed to rotating groups commencing with the April 20th board meeting. • The April group will include: Valdis, Matthew and Krystina • The May group will include: Jessica, Heather, John and Mary • The June group will include: Drew, Jim, Caroline and Sandra • Board members and staff will continue the practice of wearing masks when present until further notice or evidence. <p>Action: Valdis will send out an email notifying board members of rotating groups.</p>
<p>8. Consent Agenda Acceptance</p> <p>a) Board Minutes from February 16, 2022</p> <p>b) CEO Report</p>	<p>Motion: To accept the February 16, 2022 board minutes as presented.</p> <p>Moved: Mary Reader</p> <p>Seconded: John Lyons</p> <p>Carried</p> <p>Motion: To accept the CEO Report as presented.</p> <p>Moved: Heather Temple</p> <p>Seconded: Jim Shipley</p> <p>Carried</p>
9. Items Extracted from the Consent Agenda	<ul style="list-style-type: none"> • Mark announced that the previously pulled Mobile Crisis Intervention Team (MCIT) Enhancement proposal will be submitted by April 5, 2022. • The proposal will reflect request for municipal funding for \$245,000 to hire a mental health worker for two years, and a request for the Peterborough Police Services to hire a police officer through their own recruitment services. The two positions will work cooperatively. If the proposal is approved, we hope



to proceed with plans in May per Mark.

- This proposal will make for a more robust MCIT per Mark.
- Mark advised that the Peterborough Currents published an article about the Consumption Treatment Site (CTS) timeline. For four years our organization has worked closely with partner agencies to help bring a CTS to Peterborough.
- CMHA strongly believes that providing a consumption treatment site is essential for our community.
- The following statement was provided to Peterborough Currents, and was used in the article, but not in full:

“The Canadian Mental Health Association Haliburton, Kawartha, Pine Ridge (CMHA HKPR) has been involved in public meetings regarding a consumption treatment site (CTS) for our community since 2018 and we have been a strong advocate for a CTS.

Opioid poisonings are of significant concern to us, with the number of individuals dying by opiate poisonings increasing daily. We strongly believe that providing a consumption treatment site is essential for our community. We know that this model of service saves lives by preventing poisonings and connecting individuals to treatment, mental health services, primary care, and social services.

While CMHA HKPR has never been the lead on any application for a CTS, we have been involved in numerous discussions throughout the years regarding a suitable site for a CTS. Unfortunately, at the time, a consensus on a suitable site was never reached.

We are thrilled that the CTS is moving forward with support from the provincial government to provide our community with this essential service. We support all efforts towards the launch of the CTS and CMHA HKPR will be offering in-kind, onsite, part-time mental health support to the CTS.”

- Mark Graham, Chief Executive Officer, Canadian Mental Health Association, Haliburton, Kawartha, Pine Ridge

- On behalf of the CMHA Non-profit Housing Corporation of Peterborough, Mary Reader confirmed that their 2nd offer on multi-residential unit 687 Water St. was accepted after the first offer fell through. Closing date is April 30, 2022. Conditions will be removed on March 25, 2022.
- This is the 4th piece of property owned by CMHA NPHC, which will be beneficial for the community and the organization.



<p>10. Monthly Financial Report</p> <p>a) Statement of Revenue & Expense – Ministry Funded</p> <p>b) Statement of Revenue & Expense – Other Funded</p> <p>c) Statement of Revenue & Expense – Community Engagement</p> <p>d) Financial Report (Narrative) April 1, 2021 to February 28, 2022</p>	<ul style="list-style-type: none"> • Heather Temple and 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 February 28, 2022 <p>• As improved efficiencies/processes continue in the finance department, Heather noted that delayed timelines for delivery of financial statements is temporary and will return to previous timelines.</p> <p>• Heather advised that the new accounting format(s)/matrix looks great and will be ready for review/comparison between old and new formats in April.</p> <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for one month ending February 28, 2022. Moved: Sandra Hamilton Seconded: Drew Merrett Carried</p>
<p>11. Urgent Matter</p>	<ul style="list-style-type: none"> • None
<p>Business Arising</p>	
<p>12. a)</p>	<ul style="list-style-type: none"> • None
<p>New Business</p>	
<p>13. a) Strategic Plan Update/Review</p>	<ul style="list-style-type: none"> • Upon the board’s final review of the 2nd draft of the strategic plan, all board members approve the 2nd draft. <p>Motion: To approve the 2nd draft of the strategic plan for final development with Laridae Inc. Moved: Jessica Drover Seconded: Mary Reader Carried</p> <ul style="list-style-type: none"> • Mark advised that the next steps for the strategic plan will be to format and design for placement on CMHA HKPR’s website. • The Senior Leadership Team will be meeting with Laridae Inc. on March 28 to develop the Operational Plan through a quality improvement lens. • Once the draft operational plan is completed, it will be presented to the board for review per Mark.



	<ul style="list-style-type: none"> • Year one of the operational plan will commence in June, along with the strategic plan.
<p>13. b) Accreditation – Governance Standards Review</p>	<ul style="list-style-type: none"> • Pam Scholey, Manager of Quality Improvement, Communications, Information Technology and Accreditation Coordinator presented an Accreditation powerpoint presentation providing an overview of the board’s Governance Standards, Governance Require Organizational Practices (ROPs), along with ‘Next Steps’ in preparation for CMHA HKPR’s Accreditation on May 30 to June 2, 2022.
<p>13. c) Annual Board Evaluations – Survey Results: c) Board Meeting Evaluation ci) Director Self Evaluation cii) Board President Performance Evaluation</p>	<ul style="list-style-type: none"> • Results of the following annual board surveys were distributed to board members for review: <ul style="list-style-type: none"> - Board Meeting Evaluation - Director Self Evaluation - Board President Performance Evaluation • Valdis reviewed the Board Evaluation Survey results for 2022 with board members. • Education and Training offered to board members in 2021 was Diversity, Equity and Inclusion (DEI) training, along with a series of 10 Governance Workshops offered through CMHA Ontario. • Valdis assured that once the pandemic subsides, there will be more opportunity for training/educational courses. • Valdis thanked everyone for completing the annual board evaluation surveys.
<p>13. d) Date for AGM 2022</p>	<ul style="list-style-type: none"> • After board discussions, Wednesday, September 21 was selected for CMHA HKPR’s 2022 AGM. • In consideration of COVID 19 and protocols come September, board members would like to hold the AGM in person with a back-up virtual plan in place. • Drew recommended that the AGM should be in-person and virtually as well for those not able to attend in person. • The last in-person AGM held was in 2019 at the Peterborough Golf & Country Club. • Plans for the KL 2020 AGM at Celebrations were in progress when the pandemic broke out and the in-person AGM was cancelled. • The 2020 and 2021 AGMs were held virtually. • In keeping with tradition, the 2022 in-person AGM would be held in Kawartha Lakes. <p>Action: Karen will confirm September 21 AGM date, delivery of AGM (in-person/virtual) and location of AGM (Kawartha Lakes), if in person, to Communications. In addition, will seek out KL venues to hold the AGM and report back to the board.</p>
<p>13. e) Health & Safety Policy Statement (Review/Approve)</p>	<ul style="list-style-type: none"> • Mark reviewed the annual Health & Safety Policy Statement for approval with board members. • No changes to the H & S statement per Mark.



	<p>Motion: To receive and approve the annual Health & Safety Policy Statement as presented. Moved: John Lyons Seconded: Mary Reader Carried</p>
<p>13. f) Workplace Harassment & Violence Protection Policy (Review/Approve)</p>	<ul style="list-style-type: none"> • Mark reviewed the annual Workplace Harassment & Violence Protection Policy for approval with board members. • There are no changes made to the Workplace Harassment & Violence Protection Policy. <p>Motion: To receive and approve the annual Workplace Harassment & Violence Protection Policy as presented. Moved: John Lyons Seconded: Mary Reader Carried</p>
<p>13. g) Ontario Health East – Multi-Sector Service Accountability Agreement (MSAA) Extending Letter (Motion/Approve)</p>	<ul style="list-style-type: none"> • Ontario Health East gives notice and advises CMHA HKPR of OH’s proposal to amend the multi-sector service accountability agreement currently in effect between OH and CMHA HKPR. • With acceptance of this Extending Letter, the SAA will be amended with effect on March 31, 2022. • The Term March 31, 2022 will be deleted and replaced with March 31, 2023. • The Schedules in effect on March 31, 2022 shall remain in effect until March 31, 2023. • A motion to move and approve the Extending Letter is required by the Board of Directors. <p>Motion: To approve the amendments described in the above-noted Multi-Sector Service Accountability Agreement (MSAA) Extending Letter. Moved: Jessica Drover Seconded: Caroline Monsell Carried</p>
<p>Correspondence</p>	
<p>14. a) Peterborough Ontario Team Newsletter</p>	<ul style="list-style-type: none"> • Mark provided Peterborough Ontario Health Team (OHT) newsletter updates to board members. • Mark identified priority projects that the OHT has supported and are seeking sustainable funding for the following initiatives: <ul style="list-style-type: none"> - Integrated Comprehensive Care Program for frail, complex elderly patients with Congestive Heart Failure, Chronic Obstructive Pulmonary Disease & Diabetes - Talk Now - Peterborough Community Paramedic program - Seniors’ Supportive Housing development - Primary Care Virtual Care Clinic for unattached patients



14. b) CMHA Ontario Branch Division Agreement - Executed	<ul style="list-style-type: none">• Mark presented the executed Branch/Division Agreement between CMHA Ontario Division and CMHA HKPR to board members.
In Camera Session	
15. a) IN Camera Agenda (under separate cover)	<p>Motion: To move 'In Camera' Moved: Mary Reader Seconded: John Lyons Carried</p> <p>Motion: To move 'Out of Camera' Moved: Drew Merrett Seconded: Jessica Drover Carried</p> <p>Rise & Report: To accept HR Report as presented. Moved: Heather Temple Seconded: Mary Reader Carried</p>
Anything Else:	
16. Round Table Discussions	<ul style="list-style-type: none">• None
17. Adjournment	<p>Motion: Adjourned at 7:13pm Moved: Drew Merrett Seconded: John Lyons</p>