



BOARD MINUTES	
Present: In Person: Heather Temple, Mary Reader, Matthew Wilkins Zoom: Valdis Martyn, John Lyons, Jessica Drover, Jim Shipley, Sandra Hamilton, Caroline Monsell	
Staff Participants: In Person: Mark Graham, Ellen Watkins, Karen Wolff	
Regrets: Drew Merrett	
Guest(s): Jennifer Bain, Manager of Supportive Housing	
Chair: Valdis Martyn Co-Chair:	Recorder: Karen Wolff, Executive Administrative Assistant
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 met.
2. Land Acknowledgement	<ul style="list-style-type: none"> Land Acknowledgement presented by Valdis Martyn.
3. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
4. Approval of May 18, 2022 Agenda	<p>Motion: To approve the May 18, 2022 agenda as presented.</p> <p>Moved: John Lyons</p> <p>Seconded: Heather Temple</p> <p>Carried</p>
5. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. Caroline Monsell (2), Drew Merrett (A), Heather Temple (4), Jessica Drover (4), Jim Shipley (7), John Lyons (4), Mary Reader (5), Matthew Wilkins (3), Sandra Hamilton (3), Valdis Martyn (8)
Quality Improvement – Program Presentation	
6. Supportive Housing	<ul style="list-style-type: none"> Jennifer Bain, Manager of Supportive Housing, presented a Quality Improvement (Q.I.) PowerPoint presentation on Supportive Housing to the board of directors identifying/highlighting: That the Mission Statement of Supportive Housing is to provide flexible strengths based and barrier free supportive housing for persons with a serious mental illness, justice involvement, addictions or dual diagnosis. The Supportive Housing program: <ul style="list-style-type: none"> supports people to live independently, participate in the community, provide supports to relieve stress, provide illness management, and prevent crisis and hospitalization provide education and support to people in developing and maintaining skills and relationships Presented the team’s Organizational Chart.



- The Supportive Housing Programs supports/maintains 305 residential units.
- Reviewed the team's funding from the Ministry of Health and Long Term Care.
- The budget for Rent Supplement increased by \$700,000 in one year.
- Identified a number of program successes, which included:
 - Three new home purchases (i.e. 464 George St./219 Park Place/687 Water St.
 - One new build (4 units at 212 Brock Street)
 - New funding (to Rent Supplements and 45 Justice units added)
 - Two new programs (new social enterprise and 219 Park Place)
 - Multiple community collaborations: Hostile Unit Takeovers (HUTS) Steering Committee / Built for Zero Steering Committee for United Way
- Provided an overview of Hostile Unit Takeovers with outcomes.
- The Supportive Housing Team worked on the HUTS Project and the OPOC Project that aligned with the organizations Quality Improvement Programs.
- OPOC question #33 was most notable with favourable results: "Overall I feel safe and comfortable in my home".
 - There was a 3% improvement in one year of individuals feeling safe in their home.
 - This improvement correlates with the implementation of the HUTS project.
 - There were 136 unit inspections/wellness checks completed in 2021 compared to 133 in 2020.
 - Master maintenance lists are created each year during inspections.
 - Increased attention to maintenance concerns also increased individuals feeling safe in their units.
- As a result of Supportive Housing Teams projects, the following changes have been made to the organization:
 - Implementation of a formal debriefing process
 - Addition of new camera policy
 - Addition of third party intervention policy
 - Enhanced Incident Debriefing process
 - Enhanced Risk Management processes
 - Working alone protocols
 - Recommendations and implementation of Naloxone changes
- The HUTS program was created to assist vulnerable clients in sustaining their housing or avoiding eviction because of unwanted guests.
- (49) individuals were housed between January-June 2021 and November-March 2022.
- (19) HUTS interventions were completed during the funding allocation periods.
- It usually takes two to three interventions to work. Interventions include: removal of unwanted guests, lock changes, deep cleans, unit repairs, bed bug treatments and alternative, temporary housing



	<p>accommodations.</p> <ul style="list-style-type: none"> • Future plans for the Supportive Housing Team include: <ul style="list-style-type: none"> - Further proposals to United Way - Permanent HUTS funding - Further collaboration opportunities with other organizations - Social Enterprise Project • In closing, Jennifer acknowledged her teams hard work, dedication, flexibility and success over the past year. “That they continue to provide quality support to CMHA HKPR clients throughout the entire pandemic and successfully completed several projects”. • A question and answer period followed.
<p>7. Board Discussion Q.I. Program Presentation</p>	<ul style="list-style-type: none"> • It was a great presentation and well delivered. • Quite a lot of work for one program especially the justice units.
<p>8. Consent Agenda Acceptance a) Board minutes from April 20, 2022 b) CEO Report</p>	<p>Motion: To accept the April 20, 2022 board minutes as presented. Moved: Mary Reader Seconded: Jessica Drover Carried</p> <p>Motion: To accept the CEO Report as presented. Moved: Sandra Hamilton Seconded: Matthew Wilkins Carried</p>
<p>9. Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • The following is feedback received from board members regarding the new Strategic Plan (upon Mark’s inquiry): <ul style="list-style-type: none"> - Easy to read, the product is good, and visually appealing – <i>Caroline Monsell</i> - We achieved what we set out to do – credible plan – <i>Valdis Martyn</i> • Ellen has designed a business card, with QR coding, accessing the new Strategic Plan via CMHA HKPR’s website. This cost-effective measure will reduce the need for distribution of printed books. • Per Mark, the Senior Leadership Team (SLT) are working on the draft Operational Plan. A draft copy of the plan will be provided to the board for review as the plan develops. • Mark kindly reminded board members that the organization has been preparing for the arrival of the Accreditation surveyors on Monday, May 30 through to the debrief on Thursday, June 2. • The surveyors will be meeting with board members, Drew/John/Sandra and Jim surrounding Governance discussions on Monday, May 30 at 1:15pm. • In addition, the surveyors will be meeting with board member, Jim Shipley and CMHA HKPR staff surrounding Principle-base Care and Decision Making (Ethics) discussions on Tuesday, May 31 at



	<p>2:45pm.</p> <ul style="list-style-type: none"> • Culture Survey results are in and will be shared with board members at the June board meeting. • Mark confirmed that Sandra and Mark have been busy, along with its community partners of the Barriers to Primary Health Care Working Group, presenting the Peterborough Ontario Health Team’s Community Health Centre (CHC) proposal to the Peterborough City Council on Monday, May 9, 2022. • The Peterborough Ontario Health Team has conducted a number of community presentations and receiving Letters of Support. • Funding for the proposed CHC will be provincial.
<p>10. Monthly Financial Report a) Statement of Revenue & Expense - Ministry Funded b) Statement of Revenue & Expense - Other Funded c) Statement of Revenue & Expense - Fundraising/Fund Development d) Financial Report - (Narrative) April 1, 2022 to April 30, 2022</p>	<ul style="list-style-type: none"> • Heather Temple and Ellen Watkins reviewed the new financial statements format with board members: <ol style="list-style-type: none"> 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, 2022 to April 30, 2022 • Operating budget of \$17.2 million for 2022-23 was reviewed and approved by the senior leadership team. • Year end audit is underway with CMHA’s Chartered Accountant, Tim Nicholls. All on site testing has been completed. • Looking to complete audit by end of May. • The Salaries and Benefits line currently in Surplus driven by a 15% vacancy rate. • Board members prefer the new, simplified format of the financial statements. Easier to understand. • As Treasurer of the Board of Directors, Heather Temple extended a warm thank you to Ellen Watkins, Shelby Hewkin, the part time Certified Financial Officers and the Senior Leadership Team for collaborating in the re-development of improved accounting practices. <p>Motion: To accept the above-noted Statements of Revenue & Expense for one month ending April 30, 2022. Moved: Matthew Wilkins Seconded: Caroline Monsell 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



New Business	
13. a) Board of Directors Recruitment	<ul style="list-style-type: none"> • Valdis advised that board member, Krystina Cunnington, has resigned and that past president, Drew Merrett, will be resigning at the September 21 Annual General Meeting. • Current board membership is at 10. Comprehensive board recruitment is needed p/Valdis. The board's Recruitment Committee will pursue membership. • Sandra announced that she is moving in July and will become part of the Northumberland region of HKPR. • Looking to recruit board members from the Haliburton/Kawartha Lakes region. • Mark recommended evaluating the recruitment's skillset – tailor to the specific void on the board of directors – include diversity with geography when recruiting. <p>Action: Karen will contact Communications regarding updated social media for board recruitment. Action: Jessica has a recruitment connection in Northumberland Hills, will pursue and report back. Action: Matt will connect with the E.D. from the Chamber of Commerce in Haliburton and report back to the board.</p>
13. b) Operational & Strategic Planning Workshop - Update	<ul style="list-style-type: none"> • Mark addressed Operational & Strategic Plan in agenda item #9 – Items extracted from the consent agenda/CEO Report. • Ellen thanked the board of directors for originally moving the Accreditation date from November 2021 to May 2022. The three Accreditation surveyors appreciated the change in dates as only one surveyor was available to conduct CMHA's survey in November, which would have been challenging.
13. c) Final Accreditation Preparation/Review (Governance/Ethics)	<ul style="list-style-type: none"> • Preparations for the Governance/Ethics Accreditation sessions is completed in time for CMHA's Accreditation survey starting on Monday, May 30, 2022.
13.d) Ethics Update	<ul style="list-style-type: none"> • Jim Shipley provided an Ethics Update to the board of directors. • The Ethics Committee has three new members. • The scope and role in the Ethics Committee selection process was discussed and reviewed. • The Ethics Framework rollout was good. Framework is not used much at this time. It is a living document. • Ethics case scenarios have not been rolled out as yet. • Jim expressed that he enjoys being on the Ethics Committee.
Correspondence	
14. a) None	<ul style="list-style-type: none"> • None



In Camera Session	
15. IN Camera Agenda (under separate cover)	<p>Motion: To move 'In Camera' Moved: John Lyons Seconded: Mary Reader Carried</p> <p>Motion: To move 'Out of Camera' Moved: Jessica Drover Seconded: John Lyons Carried</p> <p>Rise and Report: To accept HR Report as presented. Moved: Matthew Wilkins Seconded: Mary Reader Carried</p>
Anything Else:	
16. Round Table Discussions	<ul style="list-style-type: none"> • Heather shared that she attended a 'grassroots' opioid overdose crisis meeting with Alex Bierk, artist, as host. Meeting was called to discuss ways to reduce overdoses and drug poisonings in the community. The meeting was put together by people with lived experience with aims to connect and educate others about the services available in the Peterborough area. • The meeting was well attended with plans for a future meeting.
17. Adjournment	<p>Motion: To adjourn at 7:05pm Moved: Sandra Hamilton Seconded: Caroline Monsell Carried</p>