



BOARD MINUTES	
Present: In Person: John Lyons, Sandra Hamilton, Mary Reader, Matt Wilkins Zoom: Valdis Martyn, Caroline Monsell, Drew Merrett, Heather Temple, Jim Shipley	
Staff Participants: In Person: Mark Graham, Ellen Watkins, Karen Wolff	
Regrets: Jessica Drover	
Guest(s): Pam Scholey, Manager of Quality Improvement, Communications, Information Technology Shelby Hewkin, Sr. Finance and Operational Analyst	
Chair: Valdis Martyn, President Co-Chair: John Lyons, Vice-president	Recorder: Karen Wolff, Executive Administrative Assistant
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	<ul style="list-style-type: none"> John welcomed everyone to the board meeting.
1. Call to Order	<ul style="list-style-type: none"> Call to order at 5:00pm. Quorum met. There was no meeting in July.
2. Land Acknowledgement	<ul style="list-style-type: none"> John Lyons presented the Land Acknowledgement.
3. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
4. Approval of August 17, 2022 Agenda	<p>Motion: To approve the August 17, 2022 agenda as presented. Moved: Drew Merrett Seconded: Mary Reader Carried</p>
5. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours collected. Caroline Monsell (8.5), Drew Merrett (9), Heather Temple (8), Jessica Drover (A), Jim Shipley (7), John Lyons (11), Mary Reader (10), Matthew Wilkins (8), Sandra Hamilton (8), Valdis Martyn (?)
Quality Improvement – Program Presentation	
6. a) Quality, Communications & Information Technology	<ul style="list-style-type: none"> Pam Scholey, Manager of Quality Improvement, Communications, and Information Technology, presented a Quality Improvement (Q.I.) PowerPoint presentation to the board of directors identifying/highlighting: <ul style="list-style-type: none"> The team’s organizational chart. Identified that CMHA HKPR has been awarded Accreditation with Exemplary Standing. Survey was from May 30 to June 2, 2022. 99.8% of standards were successfully met!



	<ul style="list-style-type: none"> • Drew congratulated Pam, as Accreditation Lead, for her hard work and direction throughout the Accreditation process. • Pam shared CMHA HKPR’s strength and opportunity observations made by the Accreditation Surveyors. • Strengths: quality is embedded into day-to-day operations, leadership is strong, our board is engaged, strong and diverse and know the direction of the organization, organization is resourceful and well connected with the community, decision makers and funders. • Opportunities: continue to partner with agencies across the region to meet clients needs without overstressing services, strengthen connections/integrations in CMHA’s umbrella of services, that CMHA was proactive in creating flexible working hours and creative incentive programs throughout COVID-19. • CMHA HKPR’s Client Safety Culture Survey and Worklife Pulse Survey results fared well with the Canadian averages for both. • There have been updates to the Governance Standards that will ensure clearer accountability, intent and outcomes. We are waiting for more information and training from Accreditation Canada on the new Qmentum Global Program. This will move us towards the continuous model for accreditation. • The Quality Improvement Plan for 2022-23 includes a new and improved tool/chart for tracking methods for data. Pam shared the new chart as reference.
<p>6 b) QAM Financial Audit Presentation</p>	<ul style="list-style-type: none"> • In compliance with the Ministry of Children, Community and Social Services (MCCSS) recommendations, and in accordance to the Quality Assurance Measures (QAM) policies, results of the annual Trustee Client File Audit was presented by Ellen Watkins, Director of Corporate Services, and Shelby Hewkin, Sr. Finance and Operations Analyst, to the Board of Directors • Each client’s financial records will be reviewed in their entirety at least once per year. The person reviewing the file will not be associated with the Trustee Program, nor have cheque-signing authority. Review will include accuracy, client reference, and that all internal control and approval procedures are being followed. • The audit was completed by independent employees over the months of February to May 2022. An independent report of the findings has been prepared and will be presented at the June 2022 board meeting by the Director of Corporate Services and Senior Finance and Operations Analyst. Please note that the June 2022 presentation was deferred to the August 17, 2022 board meeting. • Improvements from last year’s audit: <ul style="list-style-type: none"> • Recommend saving electronic copies of the BMO EFT transaction- Complete and improved efficiency • Auditing the EFT items quarterly – did not complete • Provide grocery card cheque requests – did not complete • Mitigate staffing constraints during year end



	<ul style="list-style-type: none"> • Have payroll and finance analyst lead a team to decrease pressure on finance – complete • Hosted two fourth year Trent students to complete the audit. • Last year 18.5 days to complete the audit (Finance analyst and reception) • Current year 14.3 days – goal to reduce time by 2 days in 2022 audit – Improvement by 4.2 days • A complete powerpoint presentation can be made available upon request. • Shelby commented that hosting the two Trent students was a productive opportunity to teach and to learn. • There is a plan in place to audit Dual Diagnosis clients for increased efficiencies p/Shelby. • Will be obtaining a Trent student for 10 hours per week.
<p>7. Board Discussion Q.I. Program Presentation</p>	<ul style="list-style-type: none"> • Board members appreciated presentation of both QI programs. • Board members appreciated the improvements made to the finance department with increased business efficiencies and financial security.
<p>8. Consent Agenda Acceptance a) Board minutes from May 18, 2022 and June 29, 2022</p> <p>b) CEO Report</p> <p>c) Board Quality Improvement-Meeting Schedule 2022-23</p>	<p>Motion: To accept the May 18, 2022 and June 29, 2022 board meeting minutes as presented. Moved: Mary Reader Seconded: Sandra Hamilton Carried</p> <p>Motion: To accept the CEO Report as presented. Moved: Matthew Wilkins Seconded: Drew Merrett Carried</p>
<p>9. Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • Mark recapped that CMHA HKPR is moving forward with the development of a Garden Home (about 480 square feet) in the backyard of 267 Park Street, Peterborough. • Will use hydro and sewage. Application for this development is with the City of Peterborough building department. • The United Way of Peterborough will provide \$150,000.00 and CMHA will be responsible for the balance of \$150,000.00. • CMHA hopes for more purchases of these modular builds on other existing 8-10 sites. • Tenants will be resourced from the client by-name list. • Mark will share design of new 500 sq. foot build. <p>Motion: That CMHA HKPR is committed to a garden home development at 267 Park Street, Peterborough, ON in partnership with the United Way of Peterborough for \$150,000.00, with a difference</p>



	<p>of \$150,000.00 to be financed by CMHA HKPR. Moved: Matthew Wilkins Seconded: Caroline Monsell Carried</p>
<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 for months ending: - May 31/2022 - June 30/2022 - July 31/2022 d) Financial Report - (Narrative) April 1, 2022 to July 31, 2022</p>	<ul style="list-style-type: none"> • Heather Temple and Ellen Watkins reviewed the following financial statements with board members: • 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 July 31, 2022 • Tendering for audit services is expected for September 2022. • The bed bug program has shifted to ‘move-in’ heat treatments only and laundry and education. • Per Ellen, the capital budget will be provided in September 2022. <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for month ending July 31, 2022. Moved: John Lyons Seconded: Matthew Wilkins Carried</p>
11. Urgent Matter	<ul style="list-style-type: none"> • None
Business Arising	
12. a)	<ul style="list-style-type: none"> • None
New Business	
13. a) Board of Directors Recruitment	<ul style="list-style-type: none"> • Valdis advised that the board requires one or more additional directors. • Board candidate, Stephanie MacLaren, was interviewed on August 16, and is from the Haliburton area. • Stephanie is the Executive Director of the Kawartha Lakes Health Team and brings with her organizational management and development at a senior management and board level. • The Recruitment Committee would like to recommend Stephanie MacLaren as the next board of director for CMHA HKPR. • A Welcome Package will be sent to Stephanie. <p>Motion: To recommend Stephanie MacLaren become a member of the CMHA HKPR Board of Directors at the September 21, 2022 Annual General Meeting.</p>



	<p>Moved: John Lyons Seconded: Caroline Monsell Carried</p>														
13. b) Accreditation Canada Feedback	<ul style="list-style-type: none"> Accreditation feedback was covered in Pam Scholey’s Quality Improvement presentation today as noted in above-noted minutes. 														
13. c) Slate of Directors	<ul style="list-style-type: none"> Mark reviewed the 2022-2023 Slate of Directors with board members. <p>Motion: To approve the 2022-2023 Slate of Directors and present at the September 21, 2022 Annual General Meeting. Moved: Sandra Hamilton Seconded: Mary Reader Carried</p>														
13. d) AGM Awards Update	<ul style="list-style-type: none"> John reviewed the CMHA HKPR award winners with the board. There were 21 nominations in total, much to review p/John. The Exemplary Values through Direct Service Award winner: Kim Kennelly The Exemplary Values through Administrative Service Award winners: Maggie Stephens/Ellen Watkins <table border="1" data-bbox="695 857 1661 1094"> <thead> <tr> <th>AWARD</th> <th>AWARD WINNERS – 2021-2022</th> </tr> </thead> <tbody> <tr> <td>Achievement Through Adversity</td> <td>Jade Bradley</td> </tr> <tr> <td>Caregiver Champion for Family Members</td> <td>Suzanne McKay</td> </tr> <tr> <td>Champion of Mental Health Award</td> <td>Jim Rainey</td> </tr> <tr> <td>Maurice Lovnes Award</td> <td>Andra Hughes</td> </tr> <tr> <td>Naresh James Champion of Mental Health</td> <td>Amit Sofer – The TVM Group</td> </tr> <tr> <td>Tam Grant Memorial Bursary</td> <td>Luc Lamadeleine</td> </tr> </tbody> </table> <p>Motion: To accept the CMHA HKPR Award winners as presented. Moved: Heather Temple Seconded: Drew Merrett Carried</p>	AWARD	AWARD WINNERS – 2021-2022	Achievement Through Adversity	Jade Bradley	Caregiver Champion for Family Members	Suzanne McKay	Champion of Mental Health Award	Jim Rainey	Maurice Lovnes Award	Andra Hughes	Naresh James Champion of Mental Health	Amit Sofer – The TVM Group	Tam Grant Memorial Bursary	Luc Lamadeleine
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13.e) Ethics Update	<ul style="list-style-type: none"> There is no Ethics update as there has been no recent meeting. 														
13.f) QCR Golf Tournament Update – volunteers/golfers needed	<ul style="list-style-type: none"> Mark kindly reminded board members that Roger Hardy’s QCR Golf Tournament is Friday, September 16 at the Dalewood Golf & Country Club. Volunteers and golfers are needed. If any board members are interested, please let Karen Wolff know. 														



13.g) 604 Stewart St. – Mortgage Renewal – October 1, 2022	<ul style="list-style-type: none"> Ellen reviewed the terms for the 604 Stewart St. mortgage renewal, which is due on October 1, 2022, with board members. <p>Motion: To accept the mortgage renewal terms for CMHA HKPR property located at 604 Stewart Street, Peterborough, ON as presented. Moved: Mary Reader Seconded: Caroline Monsell Carried</p>
13.h) Summer Client/Staff BBQ's Ptbo/KL	<ul style="list-style-type: none"> Mark advised board members of the upcoming summer client/staff bbq's in Peterborough on August 18 at Beavermead, and August 25 in Lindsay.
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: Sandra Hamilton Seconded: Drew Merrett Carried</p> <p>Rise and Report: To accept June and August HR reports as presented. Moved: John Lyons Seconded: Mary Reader Carried</p>
Anything Else:	
16. Round Table Discussions	<ul style="list-style-type: none"> None
17. Adjournment	<p>Motion: To adjourn at 7:00pm Moved: Drew Merrett Seconded: Sandra Hamilton Carried</p>