



<b>BOARD MINUTES</b>	
<b>Present:</b> In Person: John Lyons, Jim Shipley, Mary Reader, Matt Wilkins Zoom: Sandra Hamilton, Stephanie MacLaren	
<b>Staff Participants:</b> In Person: Mark Graham, Ellen Watkins, Karen Wolff	
<b>Regrets:</b> Caroline Monsell, Heather Temple, Jessica Drover	
<b>Guest(s):</b> <b>CJ Pudsey, Manager of Community Homes of Opportunity (CHO), Reception and Learning System</b> <b>Leslie Jones, Manager of CHO, Case Management, and Intake KL</b>	
<b>Chair:</b> John Lyons, Vice-president <b>Co-Chair:</b>	<b>Recorder:</b> Karen Wolff, Executive Administrative Assistant
<b>Item / Topic</b>	<b>Discussion / Decision / Action / Motion</b>
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>John 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 5:00pm. Quorum met.</li> </ul>
<b>2. Land Acknowledgement</b>	<ul style="list-style-type: none"> <li>Matt Wilkins presented the Land Acknowledgement.</li> </ul>
<b>3. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>4. Approval of November 16, 2022 Agenda</b>	<p><b>Motion: To approve the <b>November 16, 2022</b> agenda as presented.</b></p> <p><b>Moved: Mary Reader</b></p> <p><b>Seconded: Matt Wilkins</b></p> <p><b>Carried</b></p>
<b>5. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>Caroline Monsell (3), Heather Temple (A-15), Jessica Drover (A-8), Jim Shipley (11), John Lyons (24), Mary Reader (17), Matthew Wilkins (12), Sandra Hamilton (6), Stephanie MacLaren (5)</li> </ul>
<b>Quality Improvement – Program Presentation</b>	
<b>6. a) Community Homes for Opportunity</b>	<ul style="list-style-type: none"> <li>CJ Pudsey and Leslie Jones, Managers of the Community Homes for Opportunity, presented a Quality Improvement (Q.I.) PowerPoint presentation to the board of directors identifying/highlighting:</li> <li>That CJ manages the administration and financial facets of CHO and Leslie manages the clinical facet of CHO.</li> <li>The Community Homes for Opportunity originated 50 years ago.</li> <li>CJ and Leslie provided an overview of the CHO Homes, tenant supports, tenant expenses and the referral process.</li> <li>CHO’s philosophy/vision statement states the following: <ul style="list-style-type: none"> <li>Every person has the right to quality, safe, affordable housing and support services enabling people to live as independently as possible in a community setting.</li> </ul> </li> </ul>



- A supportive environment in CHO homes will enhance individual quality of life, skills, dignity and sense of worth.
- The uniqueness of each resident is valued and adheres to the principles of psychosocial rehabilitation.
- Discussed the ‘modernization’ of the Community Homes for Opportunity:
  - Dedicated staffing – direct person-centered care/support
  - Each resident receives \$500 for personal care, clothing, entertainment, and other necessary items.
  - Weekly community outings, social and recreational opportunities, appointments, in home supports for activities for daily living (ADL). Appropriate transportation is provided.
- There is no lull in vacancies.
- The outcomes to be achieved in the CHO program as identified in the Ministry of Health’s Transfer Payment Agreement between the community agency and each homeowner:
  - Tenants’ physical and mental health is improved/stabilized
  - Achieve and maintain housing stability (safe and affordable).
  - Tenants have greater independence and control of their housing and supports.
  - Participation and integration into the community.
  - Improved life skills.
  - Tenants have appropriate housing and support services.
  - Homes and services align with the values, principles, and practice of the recovery model.
- The following are the names/locations of CHO homes and number of beds:
  - Eastside Lodge – Lindsay, outskirts of town with 13 funded CHO beds and one privately funded bed.
  - Wyatt Residence – Fenelon Falls with 13 funded CHO beds and three privately funded beds.
  - Brown Residence - Kirkfield with 10 funded CHO beds and two privately funded beds.
- Each tenant is supported with a trustee providing financial management.
- Each tenant is provided with a Community Support Worker (weekly). The workers provide therapeutic programming.
- The homeowner is family-run that live on site providing 24/7 support with meals, snacks and laundry.
- Referrals to CHO is one central path to [www.cmhahkpr.ca/Services/Kawartha Lakes/Community Homes for Opportunity](http://www.cmhahkpr.ca/Services/Kawartha%20Lakes/Community%20Homes%20for%20Opportunity).
- Referral sources are required to complete the CHO Intake Assessment package for the screening process. All referrals are reviewed by the CHO manager, staff and homeowners. Selected individuals will be contacted to arrange a tour.
- Referrals are usually received from hospital/agency or family.
- A Question & Answer period followed.
- Answers to some of the questions that were asked:



	<ul style="list-style-type: none"> <li>- Family provides financial assistance for CHO's private funded beds.</li> <li>- Private funded beds sign Service Agreements.</li> <li>- When care needs advances to long-term care, tenants relocate to another facility where their care needs are met.</li> <li>- There is no opportunity to add additional properties to the CHO program as the Ministry of Health is not financially 'growing' the program.</li> </ul>
<p><b>7. Board Discussion Q.I. Program Presentation</b></p>	<ul style="list-style-type: none"> <li>• The Community Homes for Opportunity board presentation was well done and well received by board members.</li> </ul>
<p><b>8. Consent Agenda Acceptance</b> a) Board minutes from August 17, 2022  b) Board minutes from October 19, 2022  c) Special Board Meeting Minutes from September 21, 2022  d) CEO Report – November 16, 2022  e) CMHA NPHC - Update</p>	<p><b>Motion: To accept the following Consent Agenda items as presented:</b></p> <ul style="list-style-type: none"> <li>a) <b>August 17, 2022</b> board meeting minutes</li> <li>b) <b>October 19, 2022</b> board meeting minutes</li> <li>c) <b>September 21, 2022</b> Special Board meeting minutes</li> <li>d) CEO Report</li> <li>e) CMHA Non-Profit Housing Corporation Update</li> </ul> <p><b>Moved: Matt Wilkins</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>• In follow-up to Mark and Karen's consultation with Karima Kanani of Miller Thomson, an ONCA compliance work plan has been developed that will span over a period of approximately 16 months to complete.</li> <li>• The By-law Committee (Jim/Stephanie) and the Board Governance Policies &amp; Procedures Committee (Heather/John) will review respective policies and documents for updates and report back to the board.</li> </ul> <p><b>Action: The By-law Committee and the Board Governance Committee will review all policies and documents for ONCA Compliance update and report back to the board.</b></p>
<p><b>10. Monthly Financial Report</b> a) <b>Statement of Revenue &amp; Expense - Ministry Funded</b></p>	<ul style="list-style-type: none"> <li>• Ellen Watkins reviewed the following financial statements with board members:</li> <li>• a) Statement of Revenue &amp; Expense – Ministry Funded</li> <li>• b) Statement of Revenue &amp; Expense – Other Funded</li> <li>• c) Statement of Revenue &amp; Expense – Community Engagement</li> </ul>



<p><b>b) Statement of Revenue &amp; Expense - Other Funded</b></p> <p><b>c) Statement of Revenue &amp; Expense - Fundraising/Fund Development for month ending October 31, 2022</b></p> <p><b>d) Financial Report - (Narrative) April 1, 2022 to October 31, 2022</b></p>	<ul style="list-style-type: none"> <li>• d) Financial Report – (Narrative) April 1, 2022 to October 31, 2022</li> <li>• As of this writing, CMHA has not heard back from Community Infrastructure Renewal Fund (CIRF) regarding CMHA’s funding application.</li> <li>• The tender for CMHA HKPR’s audit services is complete with a recommendation for Grant Thorton, LLP, an audit, tax and accounting firm that specializes in not-for-profit and private organizations. They will be an asset to help redesign some accounting practices.</li> <li>• Two auditing agencies were interviewed.</li> <li>• Forecasting surplus of \$600,000 of LHIN funding. Itemized request for funds to be redirected to:             <ul style="list-style-type: none"> <li>- Staffing</li> <li>- Maintenance needs</li> <li>- Replacement of three agency vehicles (aging out)</li> <li>- \$45,000 towards emergency shelter</li> <li>- I.T. needs</li> </ul> </li> <li>• Itemized request for funds is due to the LHIN by November 11, 2022.</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for month ending <b>October 31, 2022.</b></b></p> <p><b>Moved: Mary Reader</b></p> <p><b>Seconded: Matt Wilkins</b></p> <p><b>Carried</b></p> <p><b>Motion: To accept the recommended auditing services for 5 years, with Grant Thornton, LLP, for CMHA HKPR.</b></p> <p><b>Moved: Jim Shipley</b></p> <p><b>Seconded: Mary Reader</b></p> <p><b>Carried</b></p>
<p><b>11. Urgent Matter</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Business Arising</b></p>	
<p><b>12. a) MCCSS Transfer Payment Annual Reconciliation (TPAR) 2021-22</b></p>	<ul style="list-style-type: none"> <li>• Ellen reviewed the Ministry of Children, Community and Social Services (MCCSS) Transfer Payment Annual Reconciliation (TPAR) for fiscal year ended March 31, 2022 with board members.</li> <li>• With a budget of \$1 million, CMHA HKPR underspent by \$4,000, which is going to be returned to the MCCSS.</li> </ul>



<p><b>b) MCCSS Statement of Revenue/Expenditures at March 31, 2022</b></p> <p><b>c) MCCSS Transfer Payment Agreement 2022-2023</b></p>	<ul style="list-style-type: none"> <li>Ellen distributed and addressed the MCCSS Statement of Revenue/Expenditures at March 31, 2022 with board members including review of Tim Nicholls' Independent Auditor's Report.</li> <li>The MCCSS Transfer Payment Agreement for 2022-2023 was distributed to board members for their review.</li> </ul> <p><b>Motion: To accept the Ministry of Children, Community and Social Services (MCCSS) Transfer Payment Annual Reconciliation (TPAR) 2021-22 as presented.</b></p> <p><b>Moved: Matt Wilkins</b></p> <p><b>Seconded: Stephanie MacLaren</b></p> <p><b>Carried</b></p>						
<p><b>New Business</b></p>							
<p><b>13. a) Requested Updates to CMHA HKPR 'Values'</b></p>	<ul style="list-style-type: none"> <li>Mark shared a message from Maggie Stephens, Director of Program and Services, and on behalf of the Mental Health Standards Committee regarding requested updates to the CMHA HKPR 'Values' in the Strategic Plan with board members.</li> <li>In addition, the Lived Expertise Advisory Panel (LEAP) were consulted and provided feedback in the new draft language proposal provided in table below. All proposed new language was then reviewed by the Management team.</li> <li>There are two items that are requested for updates.</li> <li>The first is to change the language of two Values statements and the second is to change the name of one of the Values.</li> </ul> <table border="1" data-bbox="632 1068 1875 1468"> <thead> <tr> <th data-bbox="632 1068 1255 1105">Current</th> <th data-bbox="1255 1068 1875 1105">Proposed Re-frame(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="632 1105 1255 1308"> <p><b>Diversity and Inclusion</b> – We embrace the dignity, integrity, beliefs, and culture of each person and seek to continuously provide safer environments for recovery</p> </td> <td data-bbox="1255 1105 1875 1308"> <p><b>Diversity and Inclusion</b> – We embrace the dignity, integrity, beliefs, and culture of each person and seek to continuously provide safer environments for each person to work on their <i>individual mental health</i> journey. <del>towards improved mental health</del></p> </td> </tr> <tr> <td data-bbox="632 1308 1255 1468"> <p><b>Self-Determination</b> – We are grounded in a philosophy of recovery, increasing everyone's capacity to build resilience, become more empowered, make informed choices, and to transform choices into actions and meaningful outcomes</p> </td> <td data-bbox="1255 1308 1875 1468"> <p><b>Self-Determination</b> – We deliver supports that provide opportunities to build resilience, become more empowered, make informed choices, and to transform choices into actions and meaningful outcomes <i>for each individual.</i></p> </td> </tr> </tbody> </table>	Current	Proposed Re-frame(s)	<p><b>Diversity and Inclusion</b> – We embrace the dignity, integrity, beliefs, and culture of each person and seek to continuously provide safer environments for recovery</p>	<p><b>Diversity and Inclusion</b> – We embrace the dignity, integrity, beliefs, and culture of each person and seek to continuously provide safer environments for each person to work on their <i>individual mental health</i> journey. <del>towards improved mental health</del></p>	<p><b>Self-Determination</b> – We are grounded in a philosophy of recovery, increasing everyone's capacity to build resilience, become more empowered, make informed choices, and to transform choices into actions and meaningful outcomes</p>	<p><b>Self-Determination</b> – We deliver supports that provide opportunities to build resilience, become more empowered, make informed choices, and to transform choices into actions and meaningful outcomes <i>for each individual.</i></p>
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	<ul style="list-style-type: none"> <li>• The changes in the chart above were based on the word ‘recovery’ and how to be more mindful in its use.</li> <li>• Board members reviewed the chart above and added their revisions in <b>red italicized words</b>.</li> <li>• The second item is to reframe the naming of the Value, ‘Diversity and Inclusion’ to Equity, Inclusion and Diversity going forward as stated by Maggie Stephens:             <ul style="list-style-type: none"> <li>- <i>“Changing the focus of this Value to use more powerful language than “diversity” is a symbolic recognition of the philosophical shift we are hoping to make towards creating an environment that actively seeks to create greater equity and inclusion, rather than merely demonstrating diversity. One way to look at this shift, for example is that a workplace or client group can be diverse in its make-up, but its constituents may not feel they experience equity or inclusion in that environment. We prefer to use language that calls to mind the larger vision of seeking ever-more equitable and inclusive environments.”</i></li> </ul> </li> <li>• The board of directors accepted the above-noted ‘Value’ recommendations in consideration of additional re-wording in <b>red</b>.</li> <li>• Mark will take all recommendations back to the Mental Health Standards Committee.</li> </ul>
<p><b>13. b) CMHA HKPR Website – Board Recruitment</b></p>	<ul style="list-style-type: none"> <li>• Mary Reader advised board members of a potential, new board recruit from the Kawartha Lakes region who will be interviewed by the Recruitment Committee in early December.</li> <li>• Mark commented that a third board member from the KL region would be ideal.</li> <li>• John questioned the board if 10 board members was an ideal number of members for the board.</li> <li>• Mark has potentially one more board recruit from the Northumberland Hills region that may be interested.</li> <li>• Discussions were held amongst board members and decision was made to leave the chair position vacant for another month until a vote can be held at the December board meeting.</li> </ul> <p><b>Action: Add appointment of Board Chair/Executive to the December 14 agenda.</b> <b>Action: Mark will provide Matt with NH board recruitment contact information. and Matt will make contact.</b></p> <ul style="list-style-type: none"> <li>• Mary made recommendation to have standing board recruitment information (i.e. what the board does/commitment of time etc.) on CMHA HKPR’s board website allowing for increased activity for potential board recruitment.</li> </ul> <p><b>Action: Karen will draft recruitment information for board website with Communications and report back to the board.</b></p>



<b>13.c) December Meeting</b>	<ul style="list-style-type: none"> <li>Board members agreed to move up the board meeting to December 14 in preparation for Christmas holidays.</li> </ul> <p><b>Action: Karen to send out rescheduled board invites for December 14.</b></p>
<b>Correspondence</b>	
<b>14. a) CAPS Notice (Community Accountability Planning Submission)</b>	<ul style="list-style-type: none"> <li>Ontario Health has provided CMHA HKPR 60 days’ notice to submit our Community Accountability Planning Submission (CAPS).</li> <li>The initial CAPS submission is due to Ontario Health East December 2 and the final CAPS submission is due January 31, 2023.</li> <li>Board members were provided corresponding CAPS documents for review.</li> </ul>
<b>In Camera Session</b>	
<b>15. IN Camera Agenda (under separate cover)</b>	<p><b>Motion: To move ‘In Camera’</b> <b>Moved: Jim Shipley</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p> <p><b>Rise and Report: To accept HR Report as presented.</b> <b>Moved: Jim Shipley</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p>
<b>Anything Else:</b>	
<b>16. Round Table Discussions</b>	<ul style="list-style-type: none"> <li>Upon Stephanie’s inquiry, John confirmed that Mark outlines the number and types of monthly meetings in his CEO report, which provides an overview of the CEO’s activity; allowing for open discussion.</li> </ul>
<b>17. Adjournment</b>	<p><b>Motion: To adjourn at 6:52pm</b> <b>Moved: Mary Reader</b> <b>Seconded: Matt Wilkins</b> <b>Carried</b></p>