



| BOARD MINUTES | |
|---|---|
| Present: In Person: John Lyons, Sandra Hamilton, Mary Reader, Matt Wilkins Zoom: Jason Ward, Jim Shipley, Caroline Monsell, Stephanie MacLaren, Heather Temple | |
| Staff Participants: In Person: Mark Graham, Ellen Watkins, Karen Wolff | |
| Regrets: Jessica Drover | |
| Guest(s): Liz DeCarlo, Manager of Human Resources (Interim) | |
| Chair: John Lyons, President Co-Chair: | 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 tonight's board meeting. |
| 1. Call to Order | <ul style="list-style-type: none"> Call to order at 5:03pm. Quorum met. |
| 2. Land Acknowledgement | <ul style="list-style-type: none"> Sandra Hamilton presented the Land Acknowledgement. Sandra recommended watching 'Thunder Bay', a four-part Crave Original documentary series based on the groundbreaking podcast from Thunder Bay. The investigative series is produced and hosted by Anishinaabe activist, an award-winning writer, Ryan McMahon, who is on a quest to uncover the truth in the recent deaths of indigenous people in Thunder Bay, Ontario. |
| 3. Declaration of Conflict | <ul style="list-style-type: none"> None |
| 4. Approval of March 15, 2023 Agenda | <p>Motion: To approve the March 15, 2023 agenda.</p> <p>Moved: Mary Reader</p> <p>Seconded: Sandra Hamilton</p> <p>Carried</p> |
| 5. Board Volunteer Hours | <ul style="list-style-type: none"> Caroline Monsell (3.5), Heather Temple (6), Jason Ward (3), Jessica Drover (A), Jim Shipley (4), John Lyons (7), Mary Reader (5), Matthew Wilkins (4), Sandra Hamilton (4), Stephanie MacLaren (4) |
| Quality Improvement – Program Presentation | |
| 6. a) Human Resources | <ul style="list-style-type: none"> Liz DeCarlo, Manager of Human Resources (Interim), presented a Quality Improvement (Q.I.) PowerPoint presentation on Human Resources to the board of directors identifying/highlighting: The Human Resources department structure. The multitude of Human Resources' department functions (i.e. job design & evaluation, pension plan administration, leave management, collective agreement legislation, performance management, training & development, payroll, group benefits, labour/employee relations, and recruitment & |



- selection).
- The average for staff departures is 35, which is a decrease of 12.5% from 2021.
 - There were 45 departures in 2022 (35 quit, 9 end of contracts, 1 retirement)
 - The average turnover rate in a year is 21%.
 - The yearly, average retention rate is 87%. Industry standard is 70%-80%.
 - There is a slight decrease in the retention rate most likely due to reemergence from COVID and staff returning to school etc.
 - In 2022, the Human Resources department completed 60 competitions, this includes external hires and internal transfers.
 - On average there are 79 competitions in a year.
 - In 2022, 29 of those competitions were for newly created positions.
 - HR highlights in 2022 included:
 - New group benefits program negotiated, which resulted in an increase to paramedical amounts and increased support to staff on leave through Disability Management Institute.
 - Standardized monthly organizational chart.
 - Reviewed 15 job descriptions through the Job Evaluation Committee resulting in 11 reclassifications to a higher Position Classification Grade (PCG).
 - Reviewed and updated Human Resources policies.
 - Supported two students from the Trent University Human Resources program.
 - Supported the agency on seasonal flu and COVID-19 vaccination and case management.
 - Bargaining Unit Highlights:
 - Following Letters of Understanding signed in 2022:
 - Vacation entitlement – everyone starts with three weeks or 6%
 - Vacation time – twice yearly deposits formalized.
 - Grievance Activity:
 - One individual grievance withdrawn by the Union prior to Mediation.
 - One policy grievance settled at Step 2.
 - Bargaining 4th Collective Agreement – begin negotiating March 20, 2023
 - For 2023 HR is working on:
 - Job evaluation and job description process review
 - Student placement and staff mentor process review
 - Enhancing recruitment process to attract candidates.
 - Identify and eliminate duplication, inconsistency, and historical barriers in HR practices.
 - A Question and Answer period followed.



| | |
|--|---|
| 7. Board Discussion Q.I. Program Presentation | <ul style="list-style-type: none"> Board members extended their congratulations on the efficiencies and successes of the Human Resources department. |
| 8. Consent Agenda Acceptance a) Board minutes from February 15, 2023 b) CEO Report – March 2023 | Motion: To accept the following Consent Agenda items as presented: a) February 15, 2023 board meeting minutes b) CEO Report Moved: Jason Ward Seconded: Caroline Monsell Carried |
| 9. Items Extracted from the Consent Agenda | <ul style="list-style-type: none"> Mark reiterated that Associate Minister of Health, Michael Tibollo has signed off on the (6) detox and (6) residential treatment joint proposal from CMHA HKPR and Fourcast. Waiting for Minister of Health, Sylvia Jones to review and sign off. Tracy Graham, Director of Programs and Services, and Mark will be meeting with Ontario East's, Jai Mills, Director, System Strategy, Planning, Design & Implementation to discuss next steps and operations. Funding for this project is close to \$400,000 short. Receiving funding from the City and County of Peterborough, the Kinsmen and funds raised by the Carl Oake family. Funds are to flow April 1, 2023. Need to design workplan and programming. Holding discussions with the United Way and with the CMHA NPHC board of directors specifically regarding utilization of their properties for this project. City rezoning could take a while. Looking at late fall, October/November for startup per Mark. Kawartha Lakes Boy's and Girl's Club (BGC): KL BGC and CMHA HKPR may collaborate in the development of a Youth Wellness Hub in KL. Meeting with the province on March 20, 2023 to discuss. The Hub would provide Mental Health & Addictions support, along with Assertive Outreach Suicide Prevention supports for 12-24 year olds. Early Psychosis Intervention and Hospital-2-Home will be involved. Jason Ward and Stephanie MacLaren both agreed that the KL BGC are a great organization to partner with and Stephanie suggested to co-design with youth in writing the proposal with video. |
| 10. Monthly Financial Report a) Statement of Revenue & Expense - Ministry Funded | <ul style="list-style-type: none"> Mary Reader reviewed the following financial statements with board members: a) Statement of Revenue & Expense – Ministry Funded b) Statement of Revenue & Expense – Other Funded |



| | |
|--|--|
| <p>b) Statement of Revenue & Expense - Other Funded</p> <p>c) Statement of Revenue & Expense - Fundraising/Fund Development for month ending February 28, 2023</p> <p>d) Financial Report - (Narrative) for February 28, 2023</p> | <ul style="list-style-type: none"> c) Statement of Revenue & Expense – Community Engagement d) Financial Report – (Narrative) April 1, 2022 to February 28, 2023 <ul style="list-style-type: none"> Reviewed year-to-date revenue and expenses. Received \$300,000 in anonymous donation – to be approved by Ministry of Ontario Health Housing to defer these funds for the Garden Home project (when ready). Interest revenue - \$115,000 – generated interest greater than expected due to upward trend of rates. Program supplies surplus of \$36,000 will be spent by year end. <p>Motion: To accept the above-noted Statements of Revenue & Expense and Financial Report for month ending February 28, 2023.</p> <p>Moved: Jason Ward</p> <p>Seconded: Stephanie MacLaren</p> <p>Carried</p> |
| <p>11. Urgent Matter</p> | <ul style="list-style-type: none"> None |
| <p>Business Arising</p> | |
| <p>12. a) None</p> | <ul style="list-style-type: none"> None |
| <p>New Business</p> | |
| <p>13. a) Health & Safety Policy Statement (review/approve)</p> | <ul style="list-style-type: none"> The annual Health & Safety Policy Statement was distributed to board members for review and approval. There are no changes to the H & S statement per Mark. <p>Motion: To receive and approve the annual Health & Safety Policy Statement as presented.</p> <p>Moved: Heather Temple</p> <p>Seconded: Matt Wilkins</p> <p>Carried</p> |
| <p>13. b) Workplace Harassment & Violence Prevention Policy (review/approve)</p> | <ul style="list-style-type: none"> The annual Workplace Harassment & Violence Protection Policy was distributed to board members for review and approval. 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.</p> <p>Moved: Matt Wilkins</p> <p>Seconded: Caroline Monsell</p> |



| | Carried |
|---|--|
| 13.c) ONCA Update | <ul style="list-style-type: none">• Mark advised that CMHA has received an Ontario Not-for-Profit Corporations refresh workplan and by-law amendment recommendations from Karina Kanani of Miller Thomson, LLP.• CMHA has until October 19, 2024 to review and amend their documents to conform with the new act.• Discussed open vs closed membership. CMHA is open membership and most CMHA branches are closed.• The CMHA By-law Advisory Working group are meeting with Karima on Monday, March 27 to discuss their recommendations.• Working group includes Heather, Stephanie, John, Jim, and Jason. |
| 13.d) Annual Board Evaluations – Survey Results: d) Board Meeting Evaluation di) Director Self Evaluation dii) Board President Performance | <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• John reviewed the Board Evaluation Survey results for 2023 with board members.• Mark suggested for the board to create a workplan providing direction for the board in achieving their goals/training.• CMHA Ontario is providing governance training for all board members on Monday, November 6, 2023 at the Toronto Hilton at 108 Chestnut Street, Toronto. Details of training will be provided to board members closer to date.• Mark advised that there is Non-violent Crisis Intervention (NVCI) and Applied Suicide Intervention Skills Training (ASIST) for board members through CMHA HKPR if interested.• John thanked everyone for completing the annual board evaluation surveys. |
| 13.e) Complaint Policy - Update | <ul style="list-style-type: none">• Matt and Caroline have recommended creating a board HR Liaison Committee to handle complaints and other HR matters that may arise at a board level. Members present agreed with this decision.• For the complaint process/policy, Matt recommended combining the complaint definition and investigation process.• The board would be made aware that there is a complaint, and the complaint would be provided to two board members: one from the Executive Committee, and one from the HR Liaison Committee.• If there is a conflict of interest, complaint would go to another board member(s).• John recommended that if there was an investigation, complaint would go to a third party. Steph agreed. |



| | |
|--|---|
| | Action: With content from today's discussions, Matt will complete a draft complaint policy and present at the next board meeting. |
| 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: Mary Reader Seconded: Jim Shipley Carried</p> <p>Rise and Report: To accept the March HR Report as presented. Moved: Caroline Monsell Seconded: Stephanie MacLaren Carried</p> <p>Motion: To rise from IN Camera Moved: Sandra Hamilton Seconded: Jim Shipley Carried</p> |
| Anything Else: | |
| 16. Round Table Discussions | <ul style="list-style-type: none">• No discussions |
| 17. Adjournment | <p>Motion: To adjourn the meeting at 6:44pm. Moved: Stephanie MacLaren Seconded: Heather Temple Carried</p> |