



BOARD MINUTES	
Present: In Person: John Lyons, Sandra Hamilton, Mary Reader, Jessica Drover, Jim Shipley Zoom: Jason Ward, Stephanie MacLaren, Heather Temple, Matt Wilkins	
Staff Participants: In Person: Mark Graham, Ellen Watkins, Karen Wolff	
Regrets: Caroline Monsell	
Guest(s): Samantha Parnell, Manager of Case Management and Intake Peterborough	
Chair: John Lyons, President	Recorder: Karen Wolff, Executive Administrative Assistant
Co-Chair:	
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 5:02pm. Quorum met.
2. Land Acknowledgement	<ul style="list-style-type: none"> Stephanie MacLaren presented the Land Acknowledgement adding her personal reflection.
3. Declaration of Conflict	<ul style="list-style-type: none"> None
4. Approval of April 19, 2023 Agenda	<p>Motion: To approve the April 19, 2023 agenda.</p> <p>Moved: Jessica Drover</p> <p>Seconded: Heather Temple</p> <p>Carried</p>
5. Board Volunteer Hours	<ul style="list-style-type: none"> Caroline Monsell (A), Heather Temple (8), Jason Ward (5.5), Jessica Drover (2.5), Jim Shipley (8), John Lyons (9), Mary Reader (6), Matthew Wilkins (2), Sandra Hamilton (3), Stephanie MacLaren (5)
Quality Improvement – Program Presentation	
6. Health Team Peterborough	<ul style="list-style-type: none"> Samantha Parnell, Manager of Case Management and Intake Peterborough, presented a Quality Improvement (Q.I.) PowerPoint presentation on Health Team Peterborough to the board of directors identifying/highlighting: The Peterborough's Health Team department structure. That the Health team supports individuals with a mental illness, addiction and/or acquired brain injury. That the team includes various programs as follows: Intake and Brief Services, Case Management, Acquired Brain Injury Case Management and Community Treatment Order Case Management. Health team programs are client-centred and recovery focused. Supports may include individual or group psychoeducation, symptom management, developing coping skills to help stabilize and improve mental wellness, crisis intervention, assessment, and treatment planning.



- The source of program funding is from the Ministry of Health and Long-term Care and their paymaster, Ontario Health East.
- The total budget for 2022-2023 is: \$1,410,902.00.
- Annual Performance Targets include:
 - Service Provider Interactions – 10,760
 - Service Provider Group Interactions – 300
 - Visits – 10,980
 - Individual Served by Functional Centre – 790
 - Group Participants – 1275
 - Group Sessions – 200
- Samantha shared two client success stories demonstrating how hard work, counselling, perseverance, obtaining housing and job security and refraining from substance abuse can make successful changes in a client's life.
- The Health Team is committed to decreasing barriers to services by improving pathways, communication, and information on how to access Case Management services for our clients and partners.
- During CMHA HKPR's strategic planning phase, feedback was received identifying that pathways to services and internal systems and processes posed a barrier to accessing services. Meetings were held with Direct Service Managers to further understand the problem(s) and gaps in the program. Feedback was compiled and it was identified that Intake Triage processes, referrals and strict eligibility guidelines for Case Management were identified as primary issues.
- To rectify, action items were set in place by:
 - Removing the "track" language as it was a barrier when discussing programs with clients.
 - Allowed for more flexibility for acceptance into Case Management and less rigid eligibility criteria.
 - Moved away from program-centred services to client-centred services, treatment plans and timelines for services based on individual client needs.
 - Modified Intake and Brief Services position to provide Information and Referral, walk-in support, single-session narrative therapy, and more rapid screening of intake referrals to reduce wait times.
- By reducing barriers and eligibility criteria for Case Management, the Health Team has been able to offer Case Management support to more individuals. However, staff caseload capacity has not changed, thus resulting in longer waitlists. Currently, the waitlists are three to four months.
- The Health Team has experienced positive changes in staff relationships within the team and across other programs. Increased communication and collaboration has led to better outcomes for staff and clients.
- Two noteworthy accomplishments:



	<ul style="list-style-type: none"> - Expansion of Naloxone access for staff - Expansion of the Client Emergency Fund • The Client Emergency Fund is available to clients experiencing an emergency. Bingo funds have contributed to increased emergency funding for clients. Additionally, there are shorter wait times to receive the funding, usually within a day (instead of three days). (23) clients have benefited from the Client Emergency Fund in 2022-2023 for a total of \$3,864.00. • A Question and Answer period followed.
7. Board Discussion Q.I. Program Presentation	<ul style="list-style-type: none"> • Board members extended their congratulations to Samantha on her well-delivered presentation, the hard work of her team, and achieved successes. • Per Mary, it was uplifting to hear the two client success stories.
8. Consent Agenda Acceptance a) Board minutes from March 15, 2023 b) CEO Report – April 2023	Motion: To accept the following Consent Agenda items as presented: a) March 15, 2023 board meeting minutes b) CEO Report Moved: Sandra Hamilton Seconded: Mary Reader Carried
9. Items Extracted from the Consent Agenda	<ul style="list-style-type: none"> • No money has been received to date for the 6 detox and 6 treatment beds. Waiting for a funding letter from the Minister of Health's office, per Mark. Looking to receive \$50,000 one-time funding for capital expenses. • Mark has been in conversation with the City of Peterborough regarding rezoning of property, and may consider application of a Minister's Zoning Order (MZO) to expedite the rezoning process. • CMHA HKPR will consult with neighbours, and need to obtain a building permit. • Late October-November for ribbon cutting? • The City of Peterborough supports the development of detox/treatment beds. • Current zoning is for 6-10 beds, but need to increase to 10-12 beds, which requires a variance.
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	<ul style="list-style-type: none"> • Financial reports deferred to the June 21, 2023 board meeting.



Development d) Financial Report - (Narrative)	
11. Urgent Matter	<ul style="list-style-type: none"> None
Business Arising	
12. a) Complaint Policy	<ul style="list-style-type: none"> Complaint policy deferred.
New Business	
13. a) Save the Date – CMHA ON Division – Governance Symposium – November 6/7	<ul style="list-style-type: none"> Mark announced to board members that CMHA ON Division is hosting a Governance Symposium November 6/7, 2023 in Toronto, expressing that all board members are welcome to attend. (8) members, present at the meeting, expressed their interest in attending the governance training. More details will follow.
Correspondence	
14. a) Proposed Amendments to the Developmental Disabilities Act 2008	<ul style="list-style-type: none"> The Ministry of Children, Community and Social Services (MCCSS) has a plan in place to better support people with disabilities and improve how services are delivered. These proposed amendments were introduced on April 3, 2023, as part of the Less Red Tape, Stronger Economy Act, 2023. Goal is a more person-centred system designed for each individual's unique needs and goals, including a new funding approach (i.e. passport funding). These proposed amendments could span over a few years to fully implement.
In Camera Session	
15. IN Camera Agenda (under separate cover)	<p>Motion: To move 'In Camera' Moved: Jim Shipley Seconded: Stephanie MacLaren Carried</p> <p>Rise and Report: To accept the HR Report as presented. Moved: Sandra Hamilton Seconded: Mary Reader Carried</p> <p>Motion: To rise from IN Camera Moved: Sandra Hamilton Seconded: Mary Reader Carried</p>



Anything Else:	
16. Round Table Discussions	<ul style="list-style-type: none">• Board members asked Karen to list upcoming events on the board agenda as a standing item.
17. Adjournment	Motion: To adjourn the meeting at 6:35pm. Moved: Jim Shipley Seconded: Sandra Hamilton Carried