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<b>BOARD MINUTES</b>	
<b>Present:</b> In Person: John Lyons, Jessica Drover, Stephanie MacLaren, Sandra Hamilton, Zoom: Jason Ward, Heather Temple, Jim Shipley, Caroline Monsell	
<b>Staff Participants:</b> In Person: Mark Graham, Ellen Watkins, Karen Wolff	
<b>Regrets:</b> Mary Reader, Matt Wilkins	
<b>Guest(s):</b> Shelby Hewkin, Senior Finance and Operational Analyst	
<b>Chair:</b> John Lyons, President	<b>Recorder:</b> Karen Wolff, Executive Administrative Assistant
<b>Co-Chair:</b>	
Item / Topic	Discussion / Decision / Action / Motion
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>John welcomed everyone to tonight's board meeting.</li> </ul>
<b>1. Call to Order</b>	<ul style="list-style-type: none"> <li>Call to order at 5:02pm. Quorum met.</li> </ul>
<b>2. Land Acknowledgement</b>	<ul style="list-style-type: none"> <li>Jason Ward presented the Land Acknowledgement adding his personal reflection.</li> </ul>
<b>3. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>4. Approval of June 21, 2023 Agenda</b>	<p><b>Motion:</b> To approve the <b>June 21, 2023</b> agenda.</p> <p><b>Moved:</b> Heather Temple</p> <p><b>Seconded:</b> Sandra Hamilton</p> <p><b>Carried</b></p>
<b>5. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>Caroline Monsell (2), Heather Temple (7), Jason Ward (3), Jessica Drover (4), Jim Shipley (4), John Lyons (9), Mary Reader (A), Matthew Wilkins (A), Sandra Hamilton (3), Stephanie MacLaren (3)</li> </ul>
<b>Quality Improvement – Program Presentation</b>	
<b>6a). Audited Financial Statements 2022-23</b>	<ul style="list-style-type: none"> <li>Deferred to August 16, 2023</li> </ul>
<b>6b). Quality Assurance Measures (QAM) Financial Audit Presentation</b>	<ul style="list-style-type: none"> <li>Shelby Hewkin, Senior Finance and Operational Analyst, presented a Quality Improvement (Q.I.) PowerPoint presentation on the Quality Assurance Measures (QAM) financial audit to the board of directors identifying/highlighting:</li> <li>That QAM is governed by Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008.</li> <li>That the Dual Diagnosis program is funded by the Ministry of Children, Community and Social Services (MCCSS), which falls under the QAM.</li> </ul>



	<ul style="list-style-type: none"> <li>• An annual calendar year audit of the trustee process is required to meet QAM standards.</li> <li>• That the goal of the Trustee program is to provide financial planning support and facilitate fiscal responsibility with our clients.</li> <li>• That the outcome of the Trustee program is to support clients in managing their finances and plan for their future.</li> <li>• The outcome of the audit attests that we are safeguarding the assets of vulnerable clients and that the transactions are complete and accurate. In addition, we attest that the auditor verified expenses, income, names on bills and approvals were complete.</li> <li>• Identified the Trustee process beginning with a referral to the Trustee program, enlisting a program agreement, collaborating customized budget preparation, and facilitate and document financial transactions. There is ongoing coaching and mentoring throughout the process.</li> <li>• Identified the steps of the Trustee audit: <ul style="list-style-type: none"> <li>- There are 31 clients in total.</li> <li>- All income, expenses, BMO transactions and cash transactions are verified with Quicken and physical documentation.</li> <li>- Any 'findings' (corrections) discovered are made during the audit review process.</li> <li>- Noted improvements from the last audit: saving electronic copies of BMO EFT transactions increased efficiency / provided grocery card cheque requests / hosted one, 4<sup>th</sup> year Trent student to complete the audit during staffing constraints at year end, which proved to be beneficial.</li> <li>- Last year it took 14.3 days to complete the audit, and 10.6 days this year. Goal was to reduce time by 2 days in 2023 audit – improvement of 3.7 days.</li> </ul> </li> <li>• Recommendations and Mitigating Controls: <ul style="list-style-type: none"> <li>- Audit EFT items quarterly</li> <li>- Across all programs, create consistency with filing directive.</li> <li>- File more documents electronically – ODSP, GST, Trillium, GAINS, OAS, Rent</li> <li>- Stop bundling of multiple funds request – create individual transactions in Quicken.</li> <li>- Increase communication between finance and trustee to stay on top of billing for call-a-cab.</li> </ul> </li> <li>• This presentation meets Accreditation Standards.</li> <li>• A Question and Answer period followed.</li> </ul>
<b>7. Board Discussion Q.I. Program Presentation</b>	<ul style="list-style-type: none"> <li>• John noted that the trustee program is fulfilling work and very satisfying for the client.</li> <li>• Jim acknowledged the great efficiencies in the trustee program.</li> <li>• Board member expressed it was a 'feel good' presentation.</li> <li>• Shelby's board QAM presentation was well received by board members.</li> </ul>



	<ul style="list-style-type: none"> <li>Ellen pointed out that all clients are voluntary and that you do not have to be a client to be in the program.</li> <li>Random audits will be added next year p/Ellen.</li> <li>Trent University is offering an internship program with CMHA, which is being reviewed.</li> </ul>
<b>8. Consent Agenda Acceptance</b> <b>a) Board minutes from May 17, 2023</b>  <b>b) CEO Report – June 2023</b>	<b>Motion: To accept the following Consent Agenda items as presented:</b> <b>a) May 17, 2023 board meeting minutes</b> <b>b) CEO Report</b> <b>Moved: Stephanie MacLaren</b> <b>Seconded: Jason Ward</b> <b>Carried</b>
<b>9. Items Extracted from the Consent Agenda</b>	<ul style="list-style-type: none"> <li>Mark advised that there has been no response to date on the Ministry Zoning Order (MZO) to expedite the rezoning process at 24 Paddock Wood.</li> <li>No funding letter, for Paddock Wood, has been received to date from the Ministry of Health p/Mark.</li> <li>Paddock Wood has been toured for retrofit and priced at \$300k-\$400k.</li> <li>Renovation plans were reviewed. The lower level will have (6) beds.</li> <li>Ellen met with the Safe Beds/Crisis team regarding the eventual move from Paddock Wood to 219 Park Place and dynamic ideas were exchanged. The Crisis team are engaged and hopeful for the new transition.</li> <li>Have applied for a United Way funding request for lifts/beds.</li> </ul>
<b>10. Monthly Financial Report</b> <b>a) Statement of Revenue &amp; Expense - Ministry Funded</b> <b>b) Statement of Revenue &amp; Expense - Other Funded</b> <b>c) Statement of Revenue &amp; Expense - Fundraising/Fund Development for month ending May 31, 2023</b> <b>d) Financial Report - (Narrative) for month ending May 31, 2023</b>	<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> <li>d) Financial Report – (Narrative) April 1, 2023 to May 31, 2023</li> <li>Audit preparation and the transitioning from previous auditor's format to the new format with Grant Thorton is still in progress with a significant amount of work p/Ellen.</li> <li>There are cost over runs on the audit p/Ellen.</li> <li>Ellen is recommending that there are no more than 5-year tenders for the organization's financial auditors.</li> <li>Dr. Hudson, psychiatrist, has given CMHA notice. Will need to replace him.</li> <li>Projecting a balanced budget, ministry aware of extended audit into August.</li> </ul>



	<ul style="list-style-type: none"> <li>May use fund raised reserves to overcome deficit while waiting on the 5% budget increase from the Ministry of Health that was announced in March 2023. 2% increase not included in monthly revenue deposit.</li> <li>Total Operating Budget for 2023/24 - \$17,668,334</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for month ending <b>May 31, 2023.</b></b>  <b>Moved: Jessica Drover</b>  <b>Seconded: Stephanie McLaren</b>  <b>Carried</b></p>
<b>11. Urgent Matter</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Business Arising</b>	
<b>12. a) None</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>New Business</b>	
<b>13. a) Mark Graham – Retirement Announcement</b>	<ul style="list-style-type: none"> <li>Mark Graham, CEO of CMHA HKPR for the past 31 years (July 13<sup>th</sup>, 2023), presented his 'letter of retirement' to the CMHA HKPR Board of Directors.</li> <li>Mark's retirement will be effective January 31, 2024.</li> <li>In 1992 Mark started his career with a staff complement of 28 and an operating budget of \$1.2 million. CMHA HKPR now as 188 employees and an operating budget of just over \$17.6 million.</li> <li>Through Mark's leadership and dedicated employees, CMHA HKPR offers over 20 programs and services across the four counties.</li> <li>As board president, John Lyons, explained "although it is hard to sum up a 31-year career, one word comes to mind and that is prodigious."</li> <li>John Lyons and all the board members wish nothing but the best for Mark and his family.</li> <li>Mark shared his sentiments over the past 31 years with board members.</li> </ul>
<b>Correspondence</b>	
<b>14. a) None</b>	<ul style="list-style-type: none"> <li>None</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: Sandra Hamilton</b>  <b>Seconded: Heather Temple</b>  <b>Carried</b></p>



	<b>Rise and Report: To accept the HR Report as presented.</b> <b>Moved: Stephanie MacLaren</b> <b>Seconded: Caroline Monsell</b> <b>Carried</b>  <b>Motion: To rise from IN Camera</b> <b>Moved: Stephanie MacLaren</b> <b>Seconded: Caroline Monsell</b> <b>Carried</b>
<b>Anything Else:</b>	
<b>16. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• No board meeting in July. Reconvene August 16, 2023.</li></ul>
<b>17. Adjournment</b>	<b>Motion: To adjourn the meeting at 7:07pm.</b> <b>Moved: Heather Temple</b> <b>Seconded: Jason Ward</b> <b>Carried</b>