



MINUTES
BOARD OF DIRECTORS OF
CMHA WWD
SEPTEMBER 23RD, 2015

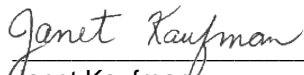
- Present:** Janet Kaufman, Board President
Craig Dieterle, Secretary-Treasurer
Avril Aves, Board Member
Peter Kastner, Board Member
Jacqueline Marshall, Board Member
Ben Soucie, Board Member
Fred Wagner, Executive Director
Jennifer Gleeson, Director of Services
Tom Everett, Director of Corporate Services & Finance
Heather Eddy, Director of HR & Organizational Development
- Patrick Fradley-Davis, Board Vice-President
Lynda Davenport, Board Member
Molly Kriksic, Board Member
Dian Shannon, Board Member (departed early)
Helen Fishburn, Director of Services
- Absent:** Dr. Raj Velamoor, Chief of Psychiatry (with prior notification), Donnamarie Dunk, Board Member (with prior notification), Don Roth, Director of Services (with prior notification)
- Recorder:** Minerva Sánchez Rudman

Welcome and Introductions	
Call to Order; Declarations of Conflict	None declared
Board Members Roles & Responsibilities	<p>Janet provided an overview of the expectations of the roles and responsibilities of board members:</p> <ul style="list-style-type: none"> • Board members are invited to forward any desired agenda items in advance of the meeting for review during the preparation of the agenda. • Members are asked to review the board package before the meeting and e-mail or call before the meeting if there are questions. • Board members are asked to signal if they wish to speak by raising their hands • Board members are asked to identify when a discussion strays into operational issues. <p>Regular feedback on board meeting effectiveness will be sought either at the conclusion of the meeting or via the annual survey. Options for obtaining feedback include appointing a meeting evaluator or asking the entire board for feedback on a list of questions.</p> <p>Governance committee agreed to identify a list of debrief questions to be asked after each meeting.</p>
Consent Agenda	<p>It was MOVED BY: Patrick Fradley-Davis THAT the consent agenda be approved. SECONDED BY: Lynda Davenport. CARRIED.</p> <p>Helen provided a brief verbal report of the status of Here 24/7.</p> <p>It was MOVED BY: Ben Soucie THAT the report be received. SECONDED BY: Jacque Marshall. CARRIED.</p>
Fund Development Committee Report	A revenue generation strategy was presented to the board for consideration. The strategy focuses CMHA WWD on Fund Development which involves identifying and cultivating donors who have the interest and capacity to make significant financial donations in areas of priority pre-determined by the Board.

	<p>The Committee's proposed work plan for implementing the strategy includes securing resources to establish the need infrastructure for fund development via an Ontario Trillium Foundation grant, developing a governance policy infrastructure and establishing fund development priorities.</p> <p>It was MOVED BY: Molly Kriksic THAT the Fund Development Workplan be approved as presented. SECONDED BY: Ben Soucie CARRIED.</p> <p>It was MOVED BY: Molly Kriksic THAT the budget for the Gala Conference be approved. SECONDED BY: Lynda Davenport CARRIED.</p> <p>Any board members interested in helping with the preparations for the Gala Conference should contact Minerva.</p>
<p>PQRE Committee Report</p>	<p>Jacque provided a brief overview of the Organizational Dashboard. Fred noted that MSAA targets are reviewed monthly and actuals are in line with the updated targets approved by the LHIN.</p> <p>It was MOVED BY: Jacque Marshall THAT the PQRE Committee Report and the Organizational Dashboard be received. SECONDED BY: Craig Dieterle CARRIED.</p>
<p>Governance Committee Report</p>	<p>Patrick provided an overview of the report and the proposed committee work plan.</p> <p>It was MOVED BY: Patrick Fradley-Davis THAT the Governance Committee Report be received. SECONDED BY: Molly Kriksic CARRIED.</p> <p>It was MOVED BY: Patrick Fradley-Davis THAT the Committee Workplan be approved. SECONDED BY: Peter Kastner CARRIED.</p> <p>Patrick provided an overview of the Youth on Board Initiative. A preference was expressed for having a youth participant who is a resident of Wellington, Waterloo and/or Dufferin. Lynda Davenport expressed interest in being the board mentor to the youth participant and will be the contact person for this initiative. Avril Aves and Janet Kaufman offered to provide support as required.</p> <p>It was MOVED BY: Molly Kriksic THAT the Youth on Board Initiative be adopted. SECONDED BY: Craig Dieterle CARRIED.</p>
<p>Resources Committee Report</p>	<p>Craig provided an overview of the financial statements for the first 5 months previously distributed. Craig identified the reasons for a \$1.4M in unspent dollars. In approximate terms, \$800,000 is related to the LHIN budget of which \$200,000 is funding which is protected (e.g nursing salary dollars, flex funds, specialized supports). The remaining \$600,000 is due to unspent salaries and operating expenses which are forecasted to be spent by the end of the year. The remaining \$600,000 from the 1.4M in unspent funds is due to unspent on 40+ non-LHIN budget areas.</p> <p>Craig noted that the source deductions were reviewed by the committee</p> <p>Craig informed the board that CMHA WWD has issued a delay claim to the builder.</p> <p>It was MOVED BY: Craig Dieterle THAT the Resources Committee Report be received. SECONDED BY: Jacque Marshall CARRIED.</p>

TD Canada Trust Corporate Resolution (Signing Authority)	It was MOVED BY: Lynda Davenport THAT the Corporate Resolution be approved as distributed. SECONDED BY: Peter Kastner CARRIED.
Discussion	
<ul style="list-style-type: none"> • WWLHIN Invitation for Health Service Provider Governor Presentations 	Janet informed the board of an invitation received from the WWLHIN for funded Health Service Providers to provide a governor presentation at a WWLHIN board meeting. Board members expressed support for this invitation.
<ul style="list-style-type: none"> • Accreditation Site visit overview 	Fred informed the board of the preparations currently underway in anticipation of the site visit. Board members are requested to attend the session on November 2 nd 8:45-9:45am and on November 5 th 9:30-10am. Attendance to be confirmed with Minerva as soon as possible. A request will be made to Accreditation Canada to enquire if the meeting could be re-scheduled to evening hours. A teleconference for board member preparation to be arranged prior to the site visit.
<ul style="list-style-type: none"> • Update on LHIN Annual Business Plan Objectives that are the responsibility of CMHA: <ul style="list-style-type: none"> ○ Welcoming Initiative ○ Intensive Adult Service Redesign 	<p>Fred provided an update on the cross sectoral Welcoming Committee that is leading efforts to establish a system that is complex capable and welcomes people with complex issues into services.</p> <p>Fred provided an update on the adult service redesign project which is focused on better coordinating and integrating supportive housing, support coordination and ACT services. Overlap & associates have been engaged to facilitate to the redesign process.</p>
<ul style="list-style-type: none"> • Update on Mental Health & Addictions ED Review 	Janet provided an update on the Guelph Wellington Mental Health and Addictions Review involving the GGH Emergency Department. The WWLHIN has organized 2 meetings with Board Chairs and EDs to provide updates on progress and emphasize the importance of Boards holding their EDs/CEOs accountable for required changes. Helen shared some of the positive results that have been achieved over the past 3 months due to improved collaboration between community partners.
<ul style="list-style-type: none"> • Dufferin Services Update 	An initial meeting with the Senior Leadership team from CMHA Peel is scheduled for next week to begin the review process for determining the lead for Dufferin mental health services.
<ul style="list-style-type: none"> • Board Committee Participation 	Molly noted that she is currently participating on 3 board committees and is not able to manage the time commitment. Molly will confer with the PQRE committee about stepping off the committee.
<ul style="list-style-type: none"> • Rural Wellington Health Alliance Update. 	The WWLHIN is holding a meeting with the Rural Wellington Health Alliance on October 8 th to discuss recommendations from KPMG's review of the governance structure of the three rural Wellington Hospitals. It is anticipated that KPMG will recommend that a single board be created to govern all three rural hospitals.
In Camera Items	It was MOVED BY: Jacquie Marshall THAT we move in camera SECONDED BY: Lynda Davenport. CARRIED.
<ul style="list-style-type: none"> • Approval of In camera minutes of June 25th, 2015 	
<ul style="list-style-type: none"> • Disability Coverage Update 	
<ul style="list-style-type: none"> • Plan for ED Medical Leave 	
	It was MOVED BY: Avril Aves THAT we move out of in camera SECONDED BY: Patrick Fradley-Davis. CARRIED.

Adjournment	<p>Board Members provided the following feedback on today's meeting:</p> <ul style="list-style-type: none">• The agenda focused on strategic directions.• PQRE committee members provided an informative report on short notice.• Discussions tonight supported the organization's mission, vision and values.• The agenda should list the organization's mission, vision and values as a header or footer on the agenda.• An ethical filter is in place in the form of the Declaration of Conflict.• Having board member expectations outlined at the beginning of the meeting was very helpful. <p>It was MOVED BY: Peter Kastner THAT the meeting be adjourned SECONDED BY: Lynda Davenport CARRIED.</p>
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Janet Kaufman
Vice President



Craig Dieterle
Secretary-Treasurer