



MINUTES
BOARD OF DIRECTORS OF
CMHA WWD
MARCH 31ST, 2016

Present: Janet Kaufman, Board President
Donnamarie Dunk, Board Member
Molly Kriksic, Board Member
Dian Shannon, Board Member
Helen Fishburn, Acting Executive Director
Dr. Dianne Pittman, Chief of Psychiatry
Jennifer Gleeson, Director of Services
Heather Eddy, Director of HR & Organizational Development
Tom Everett, Director of Corporate Services & Finance

Craig Dieterle, Secretary-Treasurer
Lynda Davenport, Board Member
Jacqueline Marshall, Board Member
Ben Soucie, Board Member
Kate Reed, Director of Services

Absent: Peter Kastner, Board Member (with prior notification), Don Roth, Director of Services (with prior notification), Meredith Gardiner, Director of Services (with prior notification), Patrick Fradley-Davis, Board Vice-President (with prior notification), Avril Aves, Board Member (with prior notification)

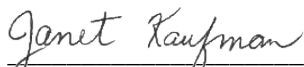
Recorder: Minerva Sánchez Rudman


Guest: Brooke Young, System Coordinator; Sue Reinhart, Manager, Finance

Welcome and Introductions	
Designing Better Presentation	<p>Brooke Young provided an overview of the Designing Better, initiative sponsored by CMHA WWD & Stonehenge Therapeutic Community.</p> <p>The project has focused on the needs of individuals accessing services by engaging them in the process of designing services. Twelve individuals were engaged in depth during this process and emphasized service gaps and individual needs.</p> <p>A document called “Dignity by Default” has been developed to establish service standards, guide the service experience of those accessing services and the process of service development.</p> <p>The steps towards the implementation of the recommendations will begin April 1st, 2016 and undertaken over the next fiscal year.</p>
Call to Order; Declarations of Conflict	None declared
Consent Agenda	It was MOVED BY: Ben Soucie THAT the consent agenda be approved. SECONDED BY: Lynda Davenport CARRIED.
Resources Committee Report	<p>Craig provided an overview of the financial statements provided. Craig brought to the attention of the board the deficit noted on the statement of operations which reflects the return to the WWLHIN. The statement indicates a surplus which will be fully determined following the end of the fourth quarter. Donnamarie enquired as to the discrepancy in having a surplus when service targets are being met. Helen clarified that current targets were identified 3 years ago when the MSAA agreement was drafted which is no longer representative of the current reality.</p> <p>It was MOVED BY: Craig Dieterle THAT the financial statements be received as presented. SECONDED BY: Jaqueline Marshall CARRIED.</p> <p>It was MOVED BY: Craig Dieterle THAT the governance policy Financial Statements & Returns be approved with the added change to remove statement “The audited annual financial statements will be</p>

	<p>provided to all members of the organization who attend the AGM". SECONDED BY: Ben Souice CARRIED.</p> <p>The policy Signing Authority was deferred to next month's meeting.</p> <p>It was MOVED BY: Craig Dieterle THAT the governance policy Signing Authority, Bank Cheques be approved as presented. SECONDED BY: Ben Souice CARRIED.</p> <p>Craig brought to the attention of the board that the Operating Budget previously distributed reflects the reduction in base funding from WWLHIN. In addition, the budget reflects the salary increase of 0.05% for unionized staff as outlined in the collective agreement. Craig highlighted that in the face of the reduction in funding no staff reductions were implemented. Tom shared that an area that may be affected in light of this reduction is the availability of funds to address capital needs.</p> <p>It was MOVED BY: Craig Dieterle THAT the Operating Budget be approved as presented. SECONDED BY: Ben Soucie CARRIED.</p>
PQRE Committee Report	<p>Donnamarie made the board aware that the Policy Safety Reporting identifies that the organization will post client safety information but this has not yet been implemented. The committee will review an action plan to identify this gap at next month's meeting.</p> <p>It was MOVED BY: Donnamarie Dunk THAT the Ethics Policy be approved. SECONDED BY: Lynda Davenport CARRIED.</p> <p>Donnamarie provided an overview of the scorecard items It was MOVED BY: Donnamarie Dunk THAT the Balanced Scorecard be accepted. SECONDED BY: Lynda Davenport CARRIED.</p> <p>It was MOVED BY: Donnamarie Dunk THAT the PQRE Committee Report be accepted. SECONDED BY: Dian Shannon CARRIED.</p>
Discussion	
Dufferin Transfer	<p>The WWLHIN has approved the divestment of Dufferin services to CMHA Peel. Although the transfer was approved for April 1st, both organizations will be undergoing a thoughtful planning for transfer of these services.</p> <p>The communication regarding this transfer will be addressed throughout the transition plan.</p>
Organizational Structure	<p>The organization will be undergoing a review of the organizational structure. An RFP will be issued to identify a consultant to assist with this review.</p> <p>In the meantime, an interim change has been identified and will be implemented April 4th, upon the return of Fred to the Executive Director role. Helen will assume the role of Senior Director of Service, Meredith Gardiner and Jane McKinnon Wilson will continue with their seconded roles.</p>
AGM	<p>Board Members expressed agreement in having the AGM format continue to be a business meeting.</p>
Ride Don't Hide	<p>Overlap has agreed to be a Gold sponsor for the event. The Hub will be offering an in-kind donation of tune ups and repairs at the event.</p> <p>14 riders have registered so far, the committee's goal is to have 100 registrations.</p> <p>Media sponsors have been secured and will be running advertising in the coming months.</p>

<p>Lead Agency Submission</p>	<p>Helen provided a presentation offering an overview of the Lead Agency Submission (Core Services Delivery Plan and Community Mental Health Plan). Community engagement was led by Overlap and Associates. A variety of methods were utilized to gather user (service provider, individuals and families) feedback.</p> <p>The 2016-2017 fiscal year will have a focus on completing an Accountability Agreement with MCYS and Service Contracts with service providers as well as the implementation of the priorities identified.</p> <p>Lynda requested that a report on the Lead Agency work be incorporated into the Board Agenda packages.</p> <p>It was MOVED BY: Janet Kaufman THAT the Lead Agency Submission be endorsed and authorize their submission to the Ministry of Children & Youth Services. SECONDED BY: Ben Soucie CARRIED.</p>
<p>Adjournment</p>	<p>Janet expressed the Board's thanks to Helen for her work as Acting Executive Director as well as acknowledged the work of the Senior Leadership team.</p> <p>Janet thanked Jennifer Gleeson for her contributions to the Senior Leadership team as she transitions out of her role.</p> <p>The board members voiced agreement to the following statements.</p> <ol style="list-style-type: none"> 1. The reports were clear and they gave us the information needed. 2. The information provided was organized and easy to follow. 3. The chair encouraged participation by all directors. 4. Issues were fully discussed as needed. 5. Our meeting focused on strategic issues. 6. The meeting was productive. <p>It was MOVED BY: Ben Soucie THAT the meeting be adjourned SECONDED BY: Molly Kriksic CARRIED.</p>


 Janet Kaufman
 President


 Craig Dieterle
 Secretary-Treasurer