



MINUTES
BOARD OF DIRECTORS OF
CMHA WWD
MAY 26TH, 2016

Present: Janet Kaufman, Board President
Craig Dieterle, Secretary-Treasurer
Donnamarie Dunk, Board Member
Molly Kriksic, Board Member
Dian Shannon, Board Member
Kate Reed, Director of Services
Heather Eddy, Director of HR & Organizational Development
Tom Everrett, Director of Corporate Services & Finance

Patrick Fradley-Davis, Board Vice-President
Lynda Davenport, Board Member
Peter Kastner, Board Member
Jacqueline Marshall, Board Member
Ben Soucie, Board Member

Absent: Avril Aves, Board Member (with prior notification), Helen Fishburn, Senior Director of Services (with prior notification), Meredith Gardiner, Director of Services (with prior notification), Don Roth, Director of Services (with prior notification), Dr. Dianne Pittman, Chief of Psychiatry (with prior notification)

Recorder: Minerva Sánchez Rudman

Guest: Tom Mennill, KPMG (for Resources Committee Report)

Welcome and Introductions	
Call to Order; Declarations of Conflict	None declared
Consent Agenda	It was MOVED BY: Peter Kastner THAT the consent agenda be approved. SECONDED BY: Donnamarie Dunk. CARRIED.
Resources Committee Report	<p>Tom Mennill, KPMG, provided the Board with an overview of the results of the audit. KPMG is prepared to sign a clean audit report. Motions are required related to the net and capital assets. Craig provided a brief overview of the financial statements and noted that the current ratio of assets to liabilities has remained above 1. Peter asked why the Sunlife marketable securities have not yet been sold. . Tom Everrett, reported that the sale of the shares has been delayed due to the process of transferring the shares to Waterhouse..</p> <p>It was MOVED BY: Craig Dieterle THAT the Board of Directors unrestrict the \$175,000 net assets. SECONDED BY: Ben Soucie CARRIED.</p> <p>It was MOVED BY: Craig Dieterle THAT the Board of Directors restrict the \$574,678 in capital assets. SECONDED BY: Ben Soucie CARRIED.</p> <p>It was MOVED BY: Craig Dieterle THAT the Audited Financial statements be accepted and presented to the membership at the Annual General Meeting. SECONDED BY: Ben Soucie CARRIED.</p> <p>Tom Everett provided a presentation on the financial management plan identified by the Senior Leadership Team.</p> <p>Root causes for last year’s surplus were identified and categorized into People; Information; Culture, and Policies Procedures and Processes.</p> <p>Strategies have been identified to address each category:</p> <ul style="list-style-type: none"> • People: Align job descriptions, hiring processes, training and performance development to financial and business competencies. • Information: Design and implement mechanisms, utilizing LEAN processes, to facilitate effective financial and service

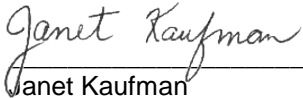
	<p>decision-making through an integrated understanding of all three data streams (HR, Finance and service data).</p> <ul style="list-style-type: none"> • Culture: Senior Leadership to commit to developing a high performing organization and leadership team as defined by a charter describing applicable elements, competencies and attributes (including financial). • Design a friendlier user-built variance reporting system that is continually improved. <p>Janet enquired as to the need for financial literacy for the Board of Directors. The Board agreed that further training could be incorporated into a board retreat.</p> <p>Peter enquired if the financial competencies will become part of the performance indicators for those who have budget responsibilities up to and including the Executive Director's direct reports. Fred confirmed that this is being incorporated into the strategies being implemented.</p> <p>Heather clarified that a target amount will be identified for vacancy management for financial management.</p> <p>Donnamarie requested that a financial indicator be incorporated into the balanced scorecard to provide an overall financial picture of the organization.</p> <p>It was MOVED BY: Craig Dieterle THAT the Resources Committee Report be received. SECONDED BY: Molly Kriksic CARRIED.</p>
<p>Governance Committee Report</p>	<p>Patrick informed the board that a link to a Board Evaluation will be distributed. Board Members are asked to complete the evaluation by June 6th.</p> <p>Patrick presented the proposed slate of officers President: Janet Kaufman Vice President: Molly Kriksic Secretary-Treasurer: Craig Dieterle Member at Large: Donnamarie Dunk</p> <p>It was MOVED BY: Patrick Fradley-Davis THAT the Governance Committee Report be received. SECONDED BY: Jacqueline Marshall CARRIED.</p> <p>It was MOVED BY: Patrick Fradley-Davis THAT the slate of officers be approved to be accepted and presented to the membership at the Annual General Meeting. SECONDED BY: Dian Shannon CARRIED.</p>
<p>PQRE Committee Report</p>	<p>Donnamarie highlighted the sentinel event report included in the committee report. She noted that a comprehensive client safety strategy is being implemented with the addition of a software solution to streamline reporting. The committee will monitor the implementation of this strategy.</p> <p>Donnamarie reviewed the Balanced Scorecard and noted that the service target for the crisis intervention functional centre was not met due to the delayed start of the program. .</p> <p>It was MOVED BY: Donnamarie Dunk THAT the Committee Report be received. SECONDED BY: Molly Kriksic CARRIED.</p> <p>It was MOVED BY: Donnamarie Dunk THAT the Balanced Scorecard be received. SECONDED BY: Patrick Fradley-Davis CARRIED.</p>
<p>Discussion</p>	

<p>Accreditation Follow Up Update</p>	<p>Fred provided an update to the Board outlining the progress made to date on the standards that were not met during the last accreditation survey.</p> <p>Work has not yet begun on addressing the following standards:</p> <ul style="list-style-type: none"> - BOD overseeing talent management plan - BOD works with CEO to establish, implement and evaluate communication plan for the organization - Collaborating with community partners regarding outbreaks - Working with partners in developing pandemic plan - Developing policy on sample medication - Developing policy to manage medication shortages <p>Progress has been made on the following standards:</p> <ul style="list-style-type: none"> - Establishing policies and processes and policies to meet diverse needs of organization (a policy is now in draft) - Developing an annual operating plan - Procedure for staff, service providers and volunteers to confidentially bring forward complaints, concerns and grievances - Service information provided to clients referred for services is in writing, easy to understand and available in languages spoken <p>There was discussion on access to language interpretation via our telephone interpretation services. Fred was requested to report back to the board on the demand for this service across the organization.</p>
<p>Newcomer/Youth on Board Initiative(s)</p>	<p>Janet provided an overview of the initiatives currently available through the Guelph Volunteer Centre. Janet asked if the Board of CMHA was interested in supporting this initiative.</p> <p>Patrick suggested that including of community members in committees can be a useful way to proceed.</p> <p>Patrick and Janet to gather further detail on initiatives and provide a report at a future meeting.</p>
<p>Board Goals</p>	<p>Patrick provided an update on the status of the approved board goals for 2015-2016.</p> <p>An electronic survey will be distributed to board members to provide feedback on the board's performance on the 2015-2016 board goals.</p>
<p>Board Retreat</p>	<p>September 10th is being considered for the board retreat. The format for the day will be a Saturday session from 8:30am-1pm.</p> <p>Board members to be polled to confirm availability.</p> <p>The board provided feedback and input into the content of the board retreat. Patrick to review information provided and to propose an outline for the retreat.</p>
<p>Summer Board Meeting</p>	<p>The board agreed that a summer board meeting is not needed. In the event that an issue arises that the Executive Committee will be given the authority to address any urgent business as needed.</p>
<p>ED Performance/ED Holdback</p>	<p>The ED performance will be reviewed at the June meeting following the AGM.</p>
<p>Adjournment</p>	<p>A debrief of the meeting concluded that:</p> <ol style="list-style-type: none"> 1. The reports were clear and provided the information needed to facilitate discussion and decisions. 2. The information provided was organized and easy to follow. 3. The chair encouraged participation by all directors. 4. Issues were discussed to the level required.

5. The meeting focused on strategic issues.

6. The meeting was productive.

It was **MOVED BY:** Ben Soucie **THAT** the meeting be adjourned
SECONDED BY: Craig Dieterle **CARRIED.**



Janet Kaufman
President



Craig Dieterle
Secretary-Treasurer