



**MINUTES**  
**BOARD OF DIRECTORS OF**  
**CMHA WW**  
**OCTOBER 27<sup>TH</sup>, 2016**

**Present:** Janet Kaufman, Board President Molly Kriksic, Board Vice-President  
 Craig Dieterle, Board Member Lynda Davenport, Board Member  
 Rebecca Dufour, Board Member (via phone, joined at 6:50)  
 Donnamarie Dunk, Board Member (via phone) Patrick Fradley-Davis, Board Member  
 Krista Hall, Board Member Peter Kastner, Board Member  
 Jacqueline Marshall, Board Member Dian Shannon, Board Member,  
 Fred Wagner, Executive Director Meredith Gardiner, Acting Director of Services  
 Tom Everett, Director of Corporate Services & Finance  
 Heather Eddy, Director of Human Resources & Organizational Performance

**Absent:** Don Roth, Director of Services (with prior notification), Kate Reed, Service Director (with prior notification), Dianne Pittman (with prior notification), Helen Fishburn, Senior Director of Services (with prior notification)

**Recorder:** Minerva Sánchez Rudman, Senior Executive Assistant

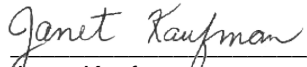
**Guests:** Ross Kirkconnell, Executive Director Guelph FHT, Alison DeMuy, Consultant

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| <b>Welcome and Introductions</b>                  |  |
| <b>Call to Order</b>                              |  |
| <b>Primary Care Integration</b>                   | <p>Ross Kirkconnell and Fred provided an overview of a proposed service integration between the Guelph Family Health Team and CMHA WW's Guelph based services.</p> <p>The proposed service integration would align with best practice research which has conclusively shown that better health outcomes are achieved when primary care and mental health services are integrated.</p> <p>The service model would be based on the foundational concepts of a tiered and stepped care approach to mental health service delivery in which care is stepped up or down based on the changing needs of the patient/client.</p> <p>The Board reminded that similar work needs to occur in all sub-regions of the WWLHIN and the Guelph Community Health Centre should be engaged in this model.</p> <p>It was <b>MOVED BY:</b> Lynda Davenport <b>THAT</b> the Board of Directors of CMHA WW endorse the further exploration of service integration with the Guelph Family Health Team and the Guelph Community Health Centre.. <b>SECONDED BY:</b> Patrick Fradley-Davis. <b>CARRIED.</b></p> |
| <b>Fund Development Workplan Update</b><br>6:50pm | <p>Alison provided an update on the highlights of a conference she and Fred attended regarding social impact investment. There are currently 9.2 billion dollars invested in social funds with an expectation of a 123% growth rate. Alison will be forming a small team to develop some ideas for potential consideration from social impact investors.</p> <p>Alison provided an update on the Fund Development Committee's work on the development of an income diversification strategy that includes fund raising, fund development and social impact investing. .</p> <p>There was agreement with Patrick's recommendation that the focus needs to be on income diversification strategies that further the mission of the organization rather than simply seeking new sources of funding.</p>   |

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|                                   | The income diversification strategy will be presented to the Board for consideration in the new year.  |
| <i>Guests departed</i>            |  |
| <b>Declarations of Conflict</b>   | None declared  |
| <b>Approval of Consent Agenda</b> | <p>It was <b>MOVED BY:</b> Linda Davenport <b>THAT</b> the consent agenda be approved. <b>SECONDED BY:</b> Krista Hall. <b>CARRIED.</b></p> <p>Janet commented on how beneficial the reports from the Service Directors are for keeping the Board informed of what is happening within the organization.</p>   |
| Resources Committee Report        | <p>Craig provided a verbal report of the recent Resources Committee meeting. The Committee is recommending that the Board approve the Community Annual Planning Submission (CAPS) which must be submitted to the WWLHIN in mid-November. Once the WWLHIN has approved, this budget will be incorporated into the 17/18 Multi-sectoral Accountability Agreement which must be approved by the Board prior to April 1, 2017.</p> <p>The overall revenue has decreased by \$600,000 due to the Dufferin divestment. Additionally, due to projected increases in expenses an additional \$650,000 in cost savings had to be found in the areas of IT, repairs and maintenance, other organizational expenses and salaries by not filling 1.7 FTE staff and 2 FTE management vacancies. No changes in service targets have been made as a result of these reductions.</p> <p>Craig noted that although the budget is being recommended for approval as presented, there may be some changes to the MCYS portion of the budget prior to March 31. Any such changes will be brought to the board for approval.</p> <p>It was <b>MOVED BY:</b> Peter Kastner <b>THAT</b> the board approve the Community Annual Planning Submission for the WWLHIN. <b>SECONDED BY:</b> Jacqueline Marshall. <b>CARRIED.</b></p> <p>Craig reviewed the financial statements for the first 6 months ending in September. There is currently a surplus of \$900,000 projected to be \$269,000 by the end of the year.</p> <p>Factors contributing to the surplus relate largely to staff turnover. Peter expressed concern that, despite the WWLHIN reducing the base budget by \$500,000 last year, a surplus was once again being reported. Discussion ensued regarding the impact of seasonality and the importance of year end projections when evaluating current surplus. Janet requested that board members review the format of the financial statements in preparation for more discussion at next month's meeting regarding the evaluation of in-year surpluses.</p> <p>It was <b>MOVED BY:</b> Craig Dieterle <b>THAT</b> the financial statements for the first six months be approved as presented. <b>SECONDED BY:</b> Lynda Davenport. <b>CARRIED.</b></p> <p>Craig added that the review of corporation's insurance was deferred to the committee's next month meeting and will be brought to the board for approval at that time.</p> |
| Governance Committee Report       | Patrick provided a governance committee update. Rebecca described a new meeting evaluation process that the committee is recommending for adoption. Two designated observers would be  |

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|   | <p>identified prior to each meeting. Forty-eight hours following a board meeting the two designated observers will provide written feedback which will be filed by Minerva, all other board members are welcome to submit feedback should they wish within the same time frame. The governance committee will post quarterly results and comments and responses to the comments by the Board President.</p> <p><b>It was MOVED BY: Patrick Fradley-Davis THAT the Governance Committee Report be received. SECONDED BY: Jacqueline Marshall. CARRIED.</b></p>  |
| PQRE Committee Report                                 | <p>Donnamarie expanded on her written report. The committee has reviewed this quarter's organizational dashboard, indicators as well as the quarterly incident and sentinel event reports. No concerns are noted at this time. The committee will continue its work in updating the organizational dashboard and developing comprehensive indicators.</p> <p>It was <b>MOVED BY: Donnamarie THAT the PQRE Committee Report be received. SECONDED BY: Jacqueline Marshall. CARRIED.</b></p> <p>It was <b>MOVED BY: Donnamarie Dunk THAT the Organizational Dashboard be received. SECONDED BY: Krista Hall. CARRIED.</b></p> <p>It was <b>MOVED BY: Donnamarie Dunk THAT the Quarterly Incident and Sentinel Event reports be received. SECONDED BY: Dian Shannon. CARRIED.</b></p> |
| <b>Strategic/Generative Discussion</b>                |  |
| Joint Board Development in Mental Health & Addictions | <p>Bill Davidson, CEO of the Langs Community Health Centre in Cambridge, has asked if there is interest from the boards of CCAC, GRH, CMH and CMHA WW for a meeting to learn more about mental health &amp; addictions. The Board agreed that such a meeting would be valuable and would send representatives.</p> <p>Dian expressed interest in attending.</p>  |
| Organizational Redesign                               | <p>Fred provided an update on the status of the organizational redesign project. The stakeholder engagement phase has been completed and Optimus will be completing a written report within the next two weeks. The next phase will involve designing organizational prototypes based on the themes and issues identified during the engagement.</p>   |
| CMHA Ontario Letter Request                           | <p>Janet reviewed a request from CMHA Ontario that branches send a letter to local Liberal MPs to advocate for inclusion of protected mental health funding in the new Health Accord. This raised questions about the approval process for such advocacy requests. The Governance Committee was tasked to explore the need for and possible content of a policy on advocacy.</p> <p>It was <b>MOVED BY: Craig Dieterle THAT the letter from be sent to local MPPs. SECONDED BY: Donnamarie Dunk. CARRIED.</b></p>  |
| <b>In Camera</b>                                      | <p>It was <b>MOVED BY: Molly Kriksic THAT we move in camera. SECONDED BY: Craig Dieterle. CARRIED.</b></p>   |
| Legal Mediation                                       |  |
|   | <p>It was <b>MOVED BY: Craig Dieterle THAT we move out of camera. SECONDED BY: Jacqueline Marshall. CARRIED.</b></p>   |
| <b>Adjournment</b>                                    | <p>A debrief of the meeting concluded that:</p> <ol style="list-style-type: none"> <li>1. The reports were clear and provided the information needed to facilitate discussion and decisions.</li> <li>2. The information provided was organized and easy to follow.</li> <li>3. The chair encouraged participation by all directors.</li> <li>4. Issues were discussed to the level required.</li> <li>5. The meeting focused on strategic issues.</li> <li>6. The meeting was productive.</li> </ol>  |

It was **MOVED BY:** Molly Kriksic **THAT** the meeting be adjourned  
**SECONDED BY:** Lynda Davenport **CARRIED.**

  
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Janet Kaufman  
President

  
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Craig Dieterle  
Secretary-Treasurer