



Canadian Mental  
Health Association  
Waterloo Wellington

Association canadienne  
pour la santé mentale  
Waterloo Wellington

**MINUTES**  
**BOARD OF DIRECTORS OF**  
**CMHA WW**  
**FEBRUARY 22<sup>ND</sup>, 2018**

**Present:** Janet Kaufman, President  
Krista Walford, Secretary-Treasurer  
Craig Dieterle, Board Member  
Jacqueline Marshall, Board Member  
Lyndsey Thomson, Professionals on Board  
Fred Wagner, Executive Director  
Helen Fishburn, Senior Director of Services & System Transformation  
Heather Eddy, Senior Director People, Culture & Quality  
Tim Lewis, Senior Director Finance & Organizational Performance  
Alison DeMuy, Director of Strategy & Innovation

Mary Kriksic, Vice-President  
Lynda Davenport, Board Member  
Katharina Markowiak, Board Member  
Dian Shannon, Board Member (*via telephone*)

**Absent:** Patrick Fradley-Davis, Board Member (with prior notification); David Pell, Board Member (with prior notification); Peter Kastner, Board Member (with prior notification); Donnamarie Dunk, Board Member (with prior notification)

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

<b>Welcome and Introductions</b>	
<b>Call to Order</b>	
<b>Declarations of Conflict</b>	None declared
<b>Approval of Consent Agenda</b>	It was <b>MOVED BY:</b> Katharina Markowiak <b>THAT</b> the consent agenda be approved and the agenda be modified to allow the strategic priorities discussion to take place following approval of the consent agenda. <b>SECONDED BY:</b> Linda Davenport. <b>CARRIED.</b>
<b>Strategic Priorities with Goals and Objectives</b>	<p>Fred provided an overview of helpful questions boards can ask to ensure that best possible strategic plan.</p> <p>Alison updated the board on progress to date including feedback from staff and the WWLHIN.</p> <p>Metrics will be added to the Plan to facilitate the monitoring and evaluation of progress on achieving the objectives.</p> <p>Board members expressed their support for the strategic priorities, goals and objectives.</p> <p>It was <b>MOVED BY:</b> Mary Kriksic <b>THAT</b> the Board accept the Strategic Directions, Goals &amp; Primary Objectives as presented with final approval for the Strategic Plan to be requested in March. <b>SECONDED BY:</b> Jacqueline Marshall. <b>CARRIED.</b></p>
<b>PQRE Committee Report</b>	<p>Helen provided a verbal report to the board. The committee reviewed statistics on service targets, program and service data as well as incident reporting for 2017 Q3.</p> <p>It was <b>MOVED BY:</b> Lynda Davenport <b>THAT</b> the Board accept the PQRE Committee Report. <b>SECONDED BY:</b> Craig Dieterle.</p>

	<b>CARRIED.</b>
<b>Governance Committee Report</b>	<p>The committee is currently reviewing the Board recruitment needs based on the results of the skills matrix.</p> <p>Board members were encouraged to contact Mary with suggestions where advertising for current board vacancies would be beneficial.</p> <p>It was <b>MOVED BY:</b> Mary Kriksic <b>THAT</b> the Board accept the Governance Committee Report. <b>SECONDED BY:</b> Craig Dieterle. <b>CARRIED.</b></p>
<b>Resources Committee Report</b>	<p>Krista provided the following highlights from the Resources Committee meeting:</p> <ul style="list-style-type: none"> <li>• The committee reviewed governance policies relevant to its mandate. No changes are recommended.</li> <li>• Organizational Insurance was reviewed and deemed satisfactory. Updated property values have been provided to the insurer.</li> </ul> <p>Tim provided an overview of the financial statements highlighting the following:</p> <ul style="list-style-type: none"> <li>• Revenue was up \$297,000 over the last month, most of this in WWLHIN and MCYS funding</li> <li>• Received 10/12ths of the funding in January, with 1/12<sup>th</sup> to be received in each of the next two months. This skews our revenue reporting.</li> <li>• Compensation expenses started to rise, driven by hiring in newly funded programs. Spending on program expenses held steady. Historically a large spike is typical in these expenses in the last two months of the year.</li> <li>• A \$57,000 deficit is currently being forecasted for the organization in total. With at \$60,000 deficit in WWLHIN Funded programs. The substantial change from last month's forecast is due to approval from WWLHIN to spend \$160,000 this year on our eMPI (enterprise Master Person Index) project. Spending was also allocated to LOCUS Tool and FACTT Redesign.</li> <li>• WWLHIN has requested that we add volumes in our Targeted Walk In Service, Dialectical Behavioural Therapy Program and Skills for Safer Living Program. These increases in volumes are expected to cost \$500,000 in total for the 2018/19 fiscal year.</li> </ul> <p>Krista informed that she will be taking a short parental leave. Craig will be covering her duties as chair of the committee for the month of March and she will return in April.</p> <p>It was <b>MOVED BY:</b> Krista Walford <b>THAT</b> the Resources Committee report be accepted. <b>SECONDED BY:</b> Katarina Markowiak. <b>CARRIED.</b></p>
<b><u>Strategic/Generative Discussion</u></b>	
<b>WWLHIN Mandate Letter &amp; Annual Business Plan</b>	<p>Fred provided an overview of the legislation that defines the relationship between the LHINs and health service providers, associated reporting responsibilities, and how those culminate in the WWLHIN's Annual Business Plan, and ultimately in the Multi-Sectoral Accountability Agreement between the WWLHIN and CMHA WW.</p> <p>Key elements of the WWLHIN's Annual Business plan were highlighted. There is strong alignment between the</p>

	WWLHIN's ABP and CMHA WW's proposed strategic goals and priorities.
<b>In Camera</b>	It was <b>MOVED BY:</b> Lynda Davenport <b>THAT</b> we move in camera <b>SECONDED BY:</b> Krista Walford <b>CARRIED.</b>
Minutes of January 25 <sup>th</sup> , 2018	
Staffing Update	
	It was <b>MOVED BY:</b> Katharina Markowiak <b>THAT</b> we move out of camera. <b>SECONDED BY:</b> Lynda Davenport. <b>CARRIED.</b>
<b>Adjournment</b>	It was <b>MOVED BY:</b> Lynda Davenport <b>THAT</b> the meeting be adjourned <b>SECONDED BY:</b> Jacqueline Marshall <b>CARRIED.</b>

*Janet Kaufman*  
 Janet Kaufman  
 President

*Krista Walford*  
 Krista Walford  
 Secretary-Treasurer