



Canadian Mental
Health Association
Waterloo Wellington

Association canadienne
pour la santé mentale
Waterloo Wellington

MINUTES
BOARD OF DIRECTORS OF
CMHA WW
APRIL 26, 2018

Present: Janet Kaufman, President
Lynda Davenport, Board Member
Jacqueline Marshall, Board Member
Dian Shannon, Board Member (*via telephone*)
Krista Walford, Secretary-Treasurer
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

Mary Kriksic, Vice-President
Katharina Markowiak, Board Member
David Pell, Board Member

Absent: Patrick Fradley-Davis, Board Member (with prior notification); Peter Kastner, Board Member (with prior notification); Donnamarie Dunk, Board Member (with prior notification), Craig Dieterle, Board Member (with prior notification), Alison DeMuy, Director of Strategy & Innovation (with prior notification)

Recorder: Minerva Sánchez Rudman, Senior Executive Assistant

Welcome and Introductions	
Call to Order	
Declarations of Conflict	None declared
Approval of Consent Agenda	It was MOVED BY: Lynda Davenport THAT the consent agenda be approved. SECONDED BY: Mary Kriksic. CARRIED.
PQRE Committee Report	<p>Dian provided a verbal report.</p> <p>The committee is recommending a new Incident Report Summary generated by new software (RL6) for Board approval. The Board asked for clarification on the reported increase of deaths by suicide, and suicide attempts. Helen clarified that it is likely due to the adoption by the IMPACT team of RL6 and a greater number of first contact clients being included. Linda requested that, if possible, the report separate the incidents into those of individuals already engaged in service and those engaged at initial contact.</p> <p>The reliability of the reporting is expected to develop in the year following implementation.</p> <p>It was MOVED BY: Jacqueline Marshall THAT the Board accept the report of the PQRE committee report. SECONDED BY: Mary Kriksic. CARRIED.</p> <p>It was MOVED BY: Lynda Davenport THAT the Board accept Incident Report Summary. SECONDED BY: Krista Walford. CARRIED.</p>
Resources Committee Report	<p>Krista provided a verbal report.</p> <p>The Finance Team is preparing for the yearly audit and consequently financial statements will be not available until May. A preliminary review of year end statements show that CMHA will incur a deficit in line with previous projections.</p>

	<p>An Investment Policy was reviewed and will be presented to the board for approval at next month's meeting.</p> <p>An RFP has been issued related to the consolidation of office space in Guelph.</p> <p>It was MOVED BY: Krista Walford THAT the Board accept the Resources Committee Report. SECONDED BY: Katharina Markowiak. CARRIED.</p>
<u>Strategic/Generative Discussion</u>	
Strategic Plan	<p>Fred presented a draft version of the strategic plan visual.</p> <p>Discussion:</p> <ul style="list-style-type: none"> - The Strategic Plan is ambitious and contains a number of stretch goals. - Metrics require further development to accurately assess achievements. - Though a risk framework currently exists, reporting is not in place. <p>It was MOVED BY: Lynda Davenport THAT the Board approve the 2018-2021 Strategic Plan. SECONDED BY: Krista Walford. CARRIED.</p>
Operating Plan	<p>The Operating Plan was presented for approval. Three risks are identified within the budget: vacancy management, increased service volumes, and fundraising.</p> <p>A target of \$500,000 has been identified for revenue diversification by 2021.</p> <p>Additional applications were made to the WWLHIN and MCYS to access infrastructure funding and grants to address needed site repairs.</p> <p>Tim clarified that all budget assumptions were made prior to the announcement of the provincial budget of additional investment in Mental Health & Addiction.</p> <p>It was MOVED BY: Mary Kriksic THAT the Board approve the 2018/2019 Operating Plan SECONDED BY: Jacqueline Marshall CARRIED.</p>
Accreditation Overview	<p>Helen provided a verbal report.</p> <p>CMHA WW last underwent accreditation in 2015. The organization has already begun preparations for the November 2019 survey.</p> <p>The Board will be asked to complete a governance survey in May which will inform the Board workplan that will need to be achieved prior to the site visit.</p>
Declaration of Compliance	<p>Declaration of Compliance is a yearly MSAA requirement. Verification that the organization is in compliance with the MSAA requirements was provided via a written attestation by Fred.</p> <p>It was MOVED BY: Katarina Markowiak THAT we move in camera SECONDED BY: Lynda Davenport CARRIED.</p>
ED Performance Review Process	<p>Although performance reviews were conducted over the past couple of years, a more robust and thorough process will be conducted in May.</p> <p>Heather provided an overview of the LEADS framework being</p>

	<p>implemented for leadership staff at CMHA and Fred's PA. A 360° feedback survey will be distributed via email tomorrow with a request to respond by May 7, 2018.</p> <p>The survey will be distributed to board members, and external/community partners. A self assessment will also be completed by Fred.</p> <p>Janet and Mary will review the feedback provided and will conduct the ED performance review in May. Results of the performance review will be shared at the May Board Meeting.</p>
In Camera	It was MOVED BY: Lynda Davenport THAT we move in camera SECONDED BY: Jacqueline Marshall CARRIED.
Minutes of March 22, 2018	It was MOVED BY: David Pell THAT the in camera minutes of March 22, 2018 SECONDED BY: Jacqueline Marshall CARRIED.
Adjournment	It was MOVED BY: David Pell THAT the meeting be adjourned SECONDED BY: Jacqueline Marshall CARRIED.

Janet Kaufman

Janet Kaufman
President

Krista Walford

Krista Walford
Secretary-Treasurer