



CMHA/PEEL BRANCH Board Meeting Minutes

February 26th, 2013
6:15 P.M.

7700 Hurontario

Present: Frank van Nie, Chair
Sandy Milakovic, CEO & Secretary
Janine Elias Joukema
Jeanette Schepp
Gilles Paquette
Ron Dabor
Mark Howarth
Jack Kamrad
Neil Brydon
Louroz Mercader
Kumee Rao
Bertha, Recorder

1. Call to Order/Check-In

The Chair, Frank van Nie, called the meeting to order at 6:20 p.m.

2. Board Education:

N/A

3. Approval of Agenda

MOTION: 1.02.26.13

On the motion duly moved by Janine Elias Joukema and seconded by Gilles Paquette.

IT WAS RESOLVED THAT: the Agenda be approved as amended.

**7.1 Cessation of Employment Guidelines to be discussed after
7.5 CEO Succession Planning (in camera)**

7.4 Addition of "Board Development" to Nominating Committee

**7.6 Walkathon Sponsorship – to address Board representation on the
"Changes in Altitudes, Changes in Attitudes" Committee**

7.10 Audit Committee Report.

Carried.

4. Declaration re: Conflict of Interest

None

5. Approval of Minutes

(January 22nd, 2013 Board Meeting Minutes)

(February 12th, 2013 Board Teleconference Meeting Minutes)

MOTION: 2.02.26.13

On the motion duly moved by Jeannette Schepp and seconded by Kumeo Rao.

IT WAS RESOLVED THAT: the minutes of the January 22nd, 2013 Board meeting be approved with the addition of Chair beside Frank van Nie's name and removal of Vice-Chair from Janine Elias Joukema's name.

Carried.

MOTION: 3.02.26.13

On the motion duly moved by Gilles Paquette and seconded by Janine Elias Joukema.

IT WAS RESOLVED THAT: the minutes of the February 12th, 2013 Board Teleconference meeting be approved.

Carried.

6. Action items

The action items were reviewed and updated accordingly.

02.12.6 – will be addressed at tonight's meeting

02.12.8 – will be addressed at tonight's meeting.

10.12.5(2) – Complete

11.12.6 – In progress

7. Board Means

7.1 Cessation of Employment Guidelines

Sandy provided clarification around the eligibility for the retirement allowance, as the Board requested to see a more detailed criteria for considering a retirement allowance at the November Board meeting.

The Gradual Retirement Plan is to be revised to state that the reduction of hours also includes reduction in pay.

The Board does not support the retirement allowance, as it is not a common practice anymore in non-profit organizations.

The Board asked that the entire Cessation of Employment policy be brought back to the Board as required in policy EL #2b.

7.2 Revised Budget

The auditor recommended that all budget revisions be brought to the Board.

Prior to the meeting Sandy advised Frank that a revised budget would not be submitted at the Feb Board meeting since total funding changes were only 0.9% due to a few programs being added, such as Transitional Aged Youth.

Sandy and Helen suggested that any increases or decreases of 5% or more should be brought to the Board. This could be added into the financial planning and budgeting conditions.

It was recommended this be reviewed further and that the policy could include a percentage impact on any one program rather than or in addition to the budget as a whole.

Note: Louroz joined the meeting at 6:43 pm.

MOTION: 4.02.26.13

On the motion duly moved by Mark Howarth and seconded by Jeanette Schepp.

IT WAS RESOLVED THAT: the Board approve the Executive Leadership Team request not to submit a revised budget at this time as there are less than 6 weeks left in the fiscal year and the budget increase is only 0.9%.

Carried.

7.3 Communication & Support

- a) **The United Way campaign** was a success and exceeded its goal by over \$100,000. We are now waiting to see if our funding applications were approved.
- b) **EL #2a (5)** - Sandy adjusted the Communication and Support monitoring report to reflect EL #2a.
- c) **HealthLinks (Patient Care Networks)** is a new initiative that is rolling out across the province with significant potential impact for our services. However, there are no new resources. The Advisory Committee which Sandy sits on is in the process of submitting business plans to the province.
- d) **CMHA/Waterloo, Wellington, Dufferin (WWD)** - CMHA/Grand River announced it is merging with Trellis as of April 1st and will become CMHA/Waterloo Wellington Dufferin. They are not funded by the CW/LHIN but Trellis provides significant services in Dufferin.

CW/LHIN is the LHIN that funds CMHA/Peel. We have had discussions about expanding services into Dufferin. Our LHIN said they will flow funding for Dufferin to a CW/LHIN agency. This is complicated by the fact that typically there is one CMHA in a LHIN.

In the next couple of weeks Sandy will be discussing the potential implications with the CEO at CMHA/WWD, and Camille Quenneville, the new CEO at CMHA Ontario.

There is some concern as neither CW/LHIN nor CMHA/Peel were part of the decision.

CMHA/Waterloo, Wellington, Dufferin will be the largest CMHA branch in Ontario. Their budget will be \$30 million dollars.

- e) **Community Door** – rent and TMI (Taxes, Maintenance and Insurance) costs are higher than planned. Since this was an empty space there was no history of use costs when we first moved in. As a result, heating, air conditioning, utilities etc... are substantially more than what we initially thought. There were no benchmark costs which we could work from; projected costs were based on estimates. We don't anticipate similar increases moving forward. We believe for our clients and given the number of people coming into Partnership Place and Eden Place that it was well worth the move. The additional costs can be covered next year from Saint Elizabeth's surplus. We have accrued some funds to address the increase this year and will be negotiating the amount we pay with Community Door.

It is the agency's position that rent should not be considered administration when offering services to people to come into a location. Sandy raised this concern at the ED Network on Friday and a group will be established across the province to research this issue and provide recommendations.

7.4 Nominating and Board Development Committee

Jack is the new Chair of the Nominating and Board Development Committee.

The Committee members are:

- Jack Kamrad
- Gilles Paquette
- Neil Brydon
- Sandy Milakovic

Each board member received a Board Composition Matrix electronically. Jack handed out hard copies to Board members that have not submitted a completed matrix.

The process is to receive all completed matrixes, collate all the data, identify gaps and send out ads prior to the March Board meeting.

The Nominating Committee have a teleconference scheduled for March 14th at 6:00 pm.

Frank advised the Board that he will be leaving after next year as he will have completed his full 9 years. He would like someone else to take over as Chair next year.

Janine announced that she will not be returning to the Board next year.

There will be at least 4 vacancies to fill.

Board Education

Gilles, Jack and Sandy met and went through the list established a couple of years ago and discussed moving forward and getting suggestions from the Board. They also discussed possibly having CMHA/Peel staff present some of our internal services to the Board ...ex: Youth Services, Justice etc...

In the past there was a "speed dating" type of event at one of the Board retreats. Board members sat with different programs for 10 minutes and then moved on to the next program for an overview. It was suggested to consider holding this again in the future to educate Board members.

In addition Board members will be made aware of upcoming staff orientations which previously were found helpful by Board members who attended.

Education suggestions for future meetings:

- ACT team to present at the March Board meeting.
- COAST team to present at the May Board meeting.

7.5 CEO Succession Planning (in camera)

<p>MOTION: 5.02.26.13</p> <p>On the motion duly moved by Louroz Mercader and seconded by Kumeo Rao.</p> <p>IT WAS RESOLVED THAT: the Board move in Camera with no staff present.</p> <p>Carried.</p>
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<p>MOTION: 6.02.26.13</p> <p>On the motion duly moved by Louroz Mercader and seconded by Jeanette Schepp.</p> <p>IT WAS RESOLVED THAT: the Board move out of in Camera.</p> <p>Carried.</p>

While in camera the Board approved a motion to engage Kevin Robertson to provide legal support to the Board for the CEO's retirement at a rate of \$375/per hour plus HST.

7.6 Walkathon Sponsorship

The Board was advised that we are looking for sponsorships for the 2nd Annual "Walk for Life, Walk for Hope" Walkathon on April 27th at Erindale Park and asked members to forward any company or individual contacts they may have that may be interested in sponsoring. Flyers were handed out to Board members.

Last year we had limited sponsorship and raised over \$10,000. That money was used for the Community Awareness Fair – "Changes in Altitudes, Changes in Attitudes" which gave CMHA/Peel great exposure.

The Board was also advised that we are starting to plan our 3rd Annual "Changes in Altitudes, Changes in Attitudes" event on Sept 8th and Board members were asked to consider sitting on the committee.

7.7 Approval of Photocopier purchase

MOTION: 7.02.26.13

On the motion duly moved by Janine Elias Joukema and seconded by Gilles Paquette.

IT WAS RESOLVED THAT: the Board approve the purchase of a photocopier at no more than \$20,000.00.

Carried.

7.8 Malton CHC MOU

MOTION: 8.02.26.13

On the motion duly moved by Louroz Mercader and seconded by Gilles Paquette.

IT WAS RESOLVED THAT: the Board approve the MOU for Malton CHC at \$8,500.00 annually.

Carried.

7.9 Tenancy Renewal Caledon Community Services

MOTION: 9.02.26.13

On the motion duly moved by Gilles Paquette and seconded by Jack Kamrad.

IT WAS RESOLVED THAT: the Board approve the tenant renewal at Caledon Community Services (CCS) at \$942.95 monthly.

Carried.

7.10 Audit Committee Report

MOTION: 10.02.26.13

On the motion duly moved by Mark Howarth and seconded by Neil Brydon.

IT WAS RESOLVED THAT: the Board approve receiving CMHA/Peel accumulated quarterly summary financial statements for December 31st, 2012. And further, to receive the Audit Committee report from the meeting that occurred February 7th, 2013.

Carried.

8. Ownership Linkage

8.1 Work Group Update

The Ownership Linkage Committee held a teleconference last week. Letters along with the survey were sent out to corporate contacts. Surveys are due back on March 8th.

9. EL Policy – Monitoring & Policy Change

9.1 EL #2a Treatment of Clients

MOTION: 11.02.26.13

On the motion duly moved by Janine Elias Joukema and seconded by Gilles Paquette.

IT WAS RESOLVED THAT: the Board received a monitoring report for EL#2a Treatment of Clients, determined that the interpretations are reasonable and that the data proves compliance.

Carried.

9.2 EL #2g Communication & Support to the Board

MOTION: 12.02.26.13

On the motion duly moved by Gilles Paquette and seconded by Kumeer Rao.

IT WAS RESOLVED THAT: the Board received a monitoring report for EL#2g Communication & Support to the Board, determined that the interpretations are reasonable and that the data proves compliance.

Carried.

9.3 EL #2k Partnerships

The Board asked that the EL#2k Partnerships monitoring report be revised and brought back to the March Board meeting.

9.4 EL #2m Community Development

MOTION: 13.02.26.13

On the motion duly moved by Ron Dabor and seconded by Gilles Paquette.

IT WAS RESOLVED THAT: the Board received a monitoring report for EL#2m Community Development, determined that the interpretations are reasonable and that the data proves compliance.

Carried.

9.5 EL #2n LHIN Reporting

MOTION: 14.02.26.13

On the motion duly moved by Louroz Mercader and seconded by Jeanette Schepp.

IT WAS RESOLVED THAT: the Board received a monitoring report for EL#2n Local Health Integration Network (LHIN), determined that the interpretations are reasonable and that the data proves compliance.

Carried.

**10. Ends
N/A**

11. Consent Agenda

N/A

12. Board Self Evaluation

- BSR #2a Unity of Control – No changes
- BSR #2d Monitoring Executive Performance – No changes
- GP #2j Cost of Governance – No changes
- GP #2m Governance Complaints – No changes

13. Next Meeting /Upcoming Agenda Items:

- Education – ACT team
- EL #2k Partnerships
- Termination Policy
- CEO Succession Planning
- CEO Performance reminder
- Nominating and Board Development Committee
- AGM Planning

14. Volunteer Forms

All Board members present handed in their forms.

15. Meeting Process Review

The Meeting Process Review form was provided should members feel the need to provide comments and feedback on the meeting.

16. Adjournment

MOTION: 15.02.26.13

On the motion duly moved by Louroz Mercader.

IT WAS RESOLVED THAT: the Board meeting be adjourned.

The meeting was adjourned at 9:25 p.m.

Signatures below indicate the final, approved copy of the minutes:


Frank Van Nie, Chair


Sandy Milakovic, Secretary

Date: March 26, 2013

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