



CMHA/PEEL BRANCH Board Meeting Minutes

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

7700 Hurontario

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

Regrets: Jack Kamrad, Louroz Mercader

1. Board Education:

ACT Team (Assertive Community Treatment Team) presentation

Glenn Malone, a Community Support Worker from the ACT Team presented the Assertive Community Treatment Team program to the Board.

2. Call to Order/Check-In

The Chair, Frank van Nie, called the meeting to order at 6:51 p.m.

3. Approval of Agenda

MOTION: 1.3.26.13

On the motion duly moved by Kumee Rao and seconded by Janine Elias Jookema.

IT WAS RESOLVED THAT: the Agenda be approved as revised with the addition of:

7.9 Operating Costs of Community Door

7.10 Special Project Fund

Carried.

4. Declaration re: Conflict of Interest

None

5. Approval of Minutes

(February 26th, 2013 Board Meeting Minutes)

MOTION: 2.3.26.13

On the motion duly moved by Jeanette Schepp and seconded by Kumees Rao.

IT WAS RESOLVED THAT: the minutes of the February 26th, 2013 Board meeting be approved.

Carried.

6. Action items

The action items were reviewed and updated accordingly.

Action items for the Governance Committee have not been addressed as the Committee has not met.

Board members were reminded to let Sandy know if they are interested in sitting on the "Changes in Altitudes, Changes in Attitudes" Committee.

7. Board Means

7.1 Cessation of Employment Guidelines

MOTION: 3.3.26.13

On the motion duly moved by Jeanette Schepp and seconded by Ron Dabor.

IT WAS RESOLVED THAT: the Board receive and approve the CMHA/Peel Guidelines for Cessation of Employment as revised with the removal of the words "signed off" on the document.

Carried.

7.2 AGM Planning

Keeping in line with CMHA National's Mental Health Week theme, CMHA/Peel's AGM this year will focus on youth mental health.

We are in the process of securing a Brampton venue.

We are looking for a key note speaker with a youth perspective as well as some type of youth entertainment.

The Partnership Place Band will be playing for guests as they arrive.

More information will be provided to the Board at April's meeting. Board members were asked to forward any potential speakers or entertainers they may be aware of.

7.3 Nominating and Board Development Committee

Interviews for potential Board members will take place on April 18th and 25th. Currently, only one resume has been received. Resume submission deadline is April 10th.

The Board Recruitment Ad has been distributed as follows:

- Diverse community newspapers
- Schools boards
- United Way
- Volunteer MBC
- Punjabi radio station
- Local mainstream media

7.4 CEO Succession Planning (in camera)

MOTION: 4.3.26.13

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

IT WAS RESOLVED THAT: the Board move in Camera with no staff present.

Carried.

MOTION: 5.3.26.13

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

IT WAS RESOLVED THAT: the Board move out of in Camera.

Carried.

7.5 CEO Performance Reminder

The Board discussed the CEO performance evaluation in Camera.

7.6 Multi-Sector Service Accountability Agreement (M-SAA)

MOTION: 6.3.26.13

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

IT WAS RESOLVED THAT: the Board approve the amendments of the 2011/2014 Multi-Sector Service Accountability Agreement (M-SAA) for fiscal 2013/2014.

Carried.

7.7 April Retreat

The Board retreat will take place on Saturday, April 20th, 2013 at 9:00 am in the Community Door Boardroom. A hot breakfast will be served at 8:30 am.

Janine and Frank will facilitate the meeting. The meeting will consist of revising the Mission statement and the Ends Policy to include Addictions, as per discussions by the Board. In addition, the Board will discuss suggestions from the staff implementation session regarding the Mission and Values.

7.8 Communication & Support

Synergy West/Quality Network – The CEO believes it is important that CMHA/Peel participates in the Synergy West/Quality Network as we will need to meet the requirements of the “Excellent Care for All Act” in the near future and we want to support other organizations in developing their quality framework. The Network is looking for Board members as well as Senior Management to sit on the committee. Meeting attendance commitment has yet to be determined.

One of our strategic goals is developing our Quality Assurance plan. The Board will be required to have a Quality Committee in the next few years. Participation on the Network will support us in addressing quality initiatives.

It was decided that Senior Management will attend Network meetings and a Board member will be chosen to sit on the committee in September. Sandy will communicate this decision to the Network.

Action Item 11.12.6 – ELT decided that the Metrics at Work Survey would be done every second year and alternate years a more simplified Treatment of Staff survey will be completed.

Action Item: 10.12.5.(1) – As the Audit Committee currently compares cumulative and previous years cumulative figures it didn't make sense to develop completely different

statements for the Board. The Board will continue to receive the financial statements as they have, with no changes.

7.9 Operating Costs of Community Door

A written status update of the operating costs of the Community Door was provided to the Board. As previously mentioned at the March Board meeting a portion of the costs have been received for our retroactive operating costs for 2011/2012. The LHIN has confirmed that the TMI adjustment can be paid out of the St. Elisabeth surplus.

Since there were no prior benchmark costs for this location, costs were considerably underestimated. Our total rental costs have increased by 15%, although base rent was only one percent.

The tax increase is being appealed by the landlord. If the appeal is successful we will receive some money back.

We are currently reviewing all operating costs for 2012/2013. Since we cannot continue absorbing this type of increase we have requested a meeting with the Community Door Chair and Treasurer.

Further information will be provided to the Board at the April meeting.

7.10 Special Project Fund

MOTION: 7.3.26.13

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

IT WAS RESOLVED THAT: the Board approve the designation of unspent donation revenue of \$10,060.00 to the Special Project Fund.

Carried.

8. Ownership Linkage N/A

9. EL Policy – Monitoring & Policy Change

9.1 EL #2k Partnerships

MOTION: 8.3.26.13

On the motion duly moved by Neil Brydon and seconded by Jeanette Schepp.

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

Carried.

10. Ends

10.1 Strategic Plan

Staff feedback from the Implementation session was to shorten the mission statement and to include additions. Staff also suggested replacing advocacy with social justice and compassion in the Values statement. Note that staff did not have the final Value descriptive statements when the process was started. The Board will be reviewing the Mission statement and staff comments at its retreat on April 20th.

The Board agreed that the Strategic Plan as outlined supports the organization's Ends but that it did not need to approve the Strategic Plan since it is an operational document.

11. Consent Agenda

N/A

12. Board Self Evaluation

N/A

13. Next Meeting/Upcoming Agenda Items:

- o CEO Succession Planning
- o CEO Performance Appraisal
- o EL #2e Financial Planning & Budgeting
- o EL #2h Emergency Executive Succession
- o Retreat Follow-up – Approving the Mission Statement & Ends
- o AGM Update

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: 9.3.26.1

On the motion duly moved by Janine Elias Joukema and by Ron Dabor.

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: _____

Date: _____