



**CMHA/PEEL BRANCH  
Board Meeting Minutes**

**April 24th, 2012  
6:15 P.M.**

**7700 Hurontario**

**Present:** Frank van Nie, Chair  
Sandy Milakovic, CEO & Secretary  
Janine Elias Jookema  
Jack Kamrad  
Karine Morin  
Keith Ward  
Mark Howarth  
Jeanette Schepp  
Bertha Jacov, Recorder

**Regrets:** Ron Dabor, Hanzla Tariq, Gilles Paquette

**Guest:** Christine Devoy

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**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: 1.4.24.12**

**On the motion duly moved by Karine Morin and seconded by Keith Ward.**

**IT WAS RESOLVED THAT: the Agenda be approved with the following changes.**

**Removal of:**

**6.13 Endorsement of CMHA National Strategic Plan**

**Carried.**

**4. Declaration re: Conflict of Interest**

None

**5. Approval of Minutes**  
(Mar 27<sup>th</sup>, 2012, 2012 Board Meeting Minutes)

**MOTION: 2.4.24.12**

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

**IT WAS RESOLVED THAT: the minutes of the Mar 27th, 2012 Board meeting were approved as amended.**

**With the addition of the note "As required by the Ontario Corporations Act" under motion 3.3.27.12**

**Carried.**

**6. Board Means**

**6.1 Action Items Review**

Action items were reviewed, clarified and updated.

**6.2 Nominating Committee**

The Board was advised that due to Hanzla's studies he can no longer fulfill his duties on the Nominating Committee.

Board members were asked to volunteer to assist the committee with Sandy and Ron. The Committee will review the resumes submitted, identify who will follow-up with the prospective board members that meet the criteria. Based on these phone conversations interviews for 45 mins. to be booked.

There will be 3 evenings of work. New board members and slate will need to be presented at the May Board meeting for the AGM.

Jack Kamrad agreed to assist the Nominating Committee. He will attend the initial meeting with Ron and Sandy to review resumes on Tuesday, May 1<sup>st</sup> at 6:00 pm.

Mark also expressed interest and will confirm availability.

**6.3 Davidson Scholarship Update**

The Board received the report.

The Committee reviewed the 16 applications that were received, which included a mix of applicants (youth and adult continuing education) with great references from their workers.

All \$7,395.40 available was awarded to 14 applicants.

2 applicants were not awarded funds due to the fact that 1 applicant was not a client of CMHA/Peel and the other applicant was a client in his 4<sup>th</sup> year of studies, had a job and had the funds to pay for his course.

#### 6.4 2012/2013 Budget

**MOTION: 3.4.24.12**

**On the motion duly moved by Janine Elias Joukema by and seconded by Karine Morin.**

**IT WAS RESOLVED THAT: the Board approve the 2012/2013 Budget as presented.**

**Carried.**

#### 6.5 CMHA ON Division meetings – June 15<sup>th</sup> & 16<sup>th</sup>

This is one of 3 annual meetings, which includes the AGM and there will also be a reception for Lorne Zon who is retiring.

Frank and Sandy will be attending the meetings on June 15<sup>th</sup> and 16<sup>th</sup>.

Anyone else who is interested should confirm with Bertha.

#### 6.6 AGM

Board members were reminded to submit their membership forms as soon as possible in order to stand for election or continue as Board members.

Approval of Audited Financials will take place at the June 12<sup>th</sup> Board meeting

This year's AGM will be held at the Holiday Inn, Brampton (Queen and Dixie at Bramalea City Centre) on June 26<sup>th</sup>, 2012.

Alec Morrison, who was suggested to us by Janine, will share his story and provide entertainment.

CMHA/Peel used to give out Caring Community Awards. The process has changed over the years. Initially, there was a Committee who reviewed applications and made a decision; there was confusion with CMHA Ontario as they also had an award. The Board decided at that time that we would send nominations to CMHA Ontario and whoever didn't get an award from CMHA Ontario would receive a Caring Community Award from CMHA/Peel. Last year CMHA Ontario decided not to give out any awards as they were reviewing their process and this year they will only be giving out a Media Award.

Sandy suggested to the Board a couple of individuals she feels could be honoured with the "Caring Community Awards" at our AGM.

1. Constable Fiona Thivierge who devoted much of her own time and was instrumental in police awareness training in mental health.
2. DTZ Barnicke who donated approx. \$22,000.00 to CMHA/Peel last year following our move.

A suggestion by a Board member was to consider Winston Meyer, Community Door Board Chair as a recipient.

Examples of past Community Award recipients:

- o Mother of a client who started the Schizophrenia Society in Brampton.
- o A local builder who was instrumental in starting work in supportive housing in the community.

The Board agreed with the 3 above suggestions.

Since this is our 50<sup>th</sup> year we may want to recognize someone at our final event who has contributed to mental health over many years.

It was suggested to have at one of our 50<sup>th</sup> Anniversary events an advocate for CMHA/Peel, someone who is visibly invested in the organization not only from a social cause perspective but also from a fundraising perspective.

## **6.7 Staff Survey Report**

The Board received the report.

The Senior Management Team decided to go with Metrics@work.

They will provide benchmarks for the industry in order that we can compare our results to other non-profit organizations as well as provide a personal presentation to the Board and CEO.

Survey to be completed in September.

## **6.8 Whistler Blower Report**

The Board received the report.

The Board decided that starting the whistleblower service internally at this point is all that is needed and we will not expand the service to partners, suppliers and vendors.

## 6.9 Integration Task Group

The Integration Task Group had a positive meeting with PAARC, who were on our secondary list. They are funded by Mississauga Halton LHIN. Discussed potentially doing some board work together. One thought was if we are doing Ownership Linkage and Community Engagement it might make sense to get some agencies together and do some work around what the community expects of us as organizations. Also discussed working with them on implementing the Excellent Care for All Act. As part of the Rebound program we also discussed reporting requirements as we now have to use the reporting system that is used by addiction agencies. PAARC has expertise with reporting that we can build on and get training for our staff. They would also like to have a full Board-to-Board meeting.

Sandy, Janine and Frank met with CW LHIN's CEO last week. She was extremely interested and complimentary in what we are doing.

When a new CW LHIN CEO is appointed we will schedule a meeting and update them on what we are doing and get a sense of where he/she stands with respect to integration.

The most recent Board-to-Board sessions did not address integration. For future Board-to-Board sessions, HSP's going forward will be split up geographically.

Frank received a call from the Chair from CMHA/Halton. Janine and Frank will be meeting with her next week to discuss integration to ensure we are on the same page.

## 6.10 Communication & Support

The CEO is looking for board support with respect to the work that is being done on behalf of Metamorphosis as per the submitted report.

**MOTION: 4.4.24.12**

**On the motion duly moved by Janine Elias Joukema by and seconded by Jeanette Schepp.**

**IT WAS RESOLVED THAT: the Board approve the CEO continue to work on the Metamorphosis collaborative initiative as committed to in our MSAA.**

**Carried.**

## 6.11 CEO Performance Appraisal

Held in camera.

## 6.12 Succession Planning

Held in camera.

## 7. Ownership Linkage Update

### 7.1 Report

The Ownership Linkage Committee met earlier this month and drafted a proposed policy which will go to the Governance Committee for review.

## 8. EL Policy – Monitoring & Policy Change

### 8.1 EL #2h Emergency Executive Succession

**MOTION: 5.4.24.12**

**On the motion duly moved by Janine Elias Joukema and seconded by Mark Howarth.**

**IT WAS RESOLVED THAT: the Board received the monitoring report for EL # 2h, Emergency Executive Succession and determined the interpretations are reasonable and that the data proves compliance.**

**Carried.**

### 8.2 EL #2e Financial Planning & Budgeting

**MOTION: 6.4.24.12**

**On the motion duly moved by Keith Ward and seconded by Mark Howarth.**

**IT WAS RESOLVED THAT: the Board received the monitoring report for EL # 2e, Financial Planning & Budgeting and determined the interpretations are reasonable and that the data proves compliance.**

**Carried.**

## 9. Ends

### 9.1 Global & Second Level Ends Monitoring

**MOTION: 7.4.24.12**

**On the motion duly moved by Janine Elias Joukema and seconded by Karine Morin.**

**IT WAS RESOLVED THAT: the Board received the monitoring report for the Global & Second Level Ends and determined the interpretations are reasonable and the data serves as evidence that we are moving towards achieving our Ends.**

**Carried.**

## 10. Consent Agenda

N/A

## 11. Board Self Evaluation

- GP #2e Secretary's Role – No changes
- GP #2i Annual Board Planning – No changes
- GP #2h Committee Structure – To be brought back to the May meeting.
- GP #2d Chairpersons Role – No changes
- GP #2o Commitment to Collaboration & Education – No changes

## 12. Next Meeting & Upcoming Agenda Items:

May 22nd, 2012 ~ 7700 Hurontario, Community Door Boardroom

- **Endorsement of CMHA National Strategic Plan**
- **GP #2h Committee Structure**
- **Nominating Committee**
- **AGM**
- **United Way Report Approval**

## 13. Volunteer Forms

All Board members present handed in their forms.

## 14. Meeting Process Review

**MOTION: 8.4.24.12**

**On the motion duly moved by Jack Kamrad and Keith Ward.**

**IT WAS RESOLVED THAT: the Board move in camera.**

**Carried.**

**MOTION: 9.4.24.12**

**On the motion duly moved by Jack Kamrad and Keith Ward.**

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

**Carried.**

**15. Adjournment**

**MOTION: 10.4.24.12**

**On the motion duly moved by Jack Kamrad and Keith Ward.**

**IT WAS RESOLVED THAT: the Board meeting be adjourned.**

**Carried.**

The meeting was adjourned at 9:15 p.m.

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

\_\_\_\_\_  
Frank van Nie, Chair

\_\_\_\_\_  
Sandy Milakovic, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Action Item List

NUMBER MM.YY.NN	ITEM	WHO	DUE DATE	STATUS
02.11.9	To create a monitoring report model to use going forward.	Governance Committee		
09.11.8	Meet with Sandy and Helen to review the Davidson Scholarship process.	Mark		Complete
09.11.15	Meet re: Board Education schedule for 2011/12.	Sandy & Ron		Complete
10.11.19	Initiate inaugural meeting of Ownership Linkage Committee	Jeanette and Janine		Complete
12.11.1	Audit Committee Role to be reviewed. Mark to contact Catherine Raso for input. Audit Committee to prepare a report for discussion by/with the Governance Committee. (including By-law section 4.01 to be amended to include "shall be comprised of at least 3 members".)	Audit Committee/ Governance Committee		In Progress
12.11.2	Look at the policy for dealing with year-end surpluses and the requirements of the M-SAA.	Governance Committee		In Progress
12.11.3	Look at EL #2e Financial Planning & Budgeting and EL #2d Financial Condition and Activities.	Governance Committee		In Progress
12.11.7	To investigate the implementation of more formal, statistically valid employee satisfaction surveys, and report on the final decision made by the CEO	Sandy		Complete
12.11.9	Review GP #2d Chairperson's Role.	Governance Committee		In Progress
05.12.1	Establish Terms of Reference - Needs to be done for Governance Committee, Ownership Linkage Committee and Audit Committee.	Governance Committee	Mar 2012	In Progress
02.12.2	Action Items master list to be created.	Bertha		Complete
02.12.5	Forward audit cost 2011/2012 motion to the accreditors.	Sandy		Complete
02.12.6	To revise the interpretation for #1 for EL #2g Communication & Support.	Sandy		
02.12.7	To look at #2 for EL #2g Communication & Support.	Governance Committee		Complete
02.12.8	In future reporting for EL #2K Partnerships to provide more interpretation in the data.	Sandy		
02.12.9	To review anti-discrimination policy.	Governance Committee		Complete
02.12.10	To review the Termination Policy.	Governance Committee		Complete
	To advise the Board with the cost of a third party whistle blower service	Sandy		Complete
03.12.1	Provide contact information to Hanzla from The Ministry of Health.	Keith		Complete
03.12.2	Board recruitment ad to be placed in the Institute of Corporate Directors (ICD).	Bertha		Complete

03.12.3	Review French Language Services and decide if it should be a standing Board agenda item.	Governance Committee		
04.12.1	Motions to be provided to the Board quarterly to be added to the Board Calendar.	Bertha		
04.12.2	To advise Sandy if able to sit on the Nominating Committee.	Mark		
04.12.3	Potential Board members resumes to be forwarded to Jack.	Bertha		
04.12.4	Board members to advise if they are interested in attending the CMHA ON Division meeting – June 15 <sup>th</sup> & 16 <sup>th</sup> .  Register Board members who will be attending.	Bertha  Bertha		
04.12.5	Memberships forms to be submitted prior to the AGM.	Board		
04.12.6	If there are any ideas re: 50 <sup>th</sup> Anniversary events to forward to Sandy.	Board		
04.12.7	If anyone is interested in attending the Metamorphosis session on May 10 <sup>th</sup> to advise as soon as possible.	Bertha		
04.12.8	EL #2e, Financial Planning & Budgeting should indicate there is no capital budget in CMHA/Peel in the interpretation and therefore no data to provide.	Sandy		
04.12.9	Ownership Linkage Committee proposed policy draft to be reviewed.	Governance Committee		