

**CMHA/PEEL BRANCH
Board Meeting Minutes**

**November 27th, 2012
6:15 P.M.**

7700 Hurontario

Present: Janine Elias Joukema – Vice Chair
Sandy Milakovic, CEO & Secretary
Mark Howarth
Gilles Paquette
Karine Morin
Keith Ward
Jack Kamrad
Neil Brydon
Karen Maraj, Recorder

Regrets: Frank Van Nie, Jeanette Schepp, Louroz Mercader, Ron Dabor, Kumee Rao

1. Call to Order/Check-In

The Vice-Chair, Janine Elias Joukema, called the meeting to order at 6:15 p.m.

Metrics at Work presentation – Employee Satisfaction Survey

The employee satisfaction survey results were presented by John Yardley, CEO, Metrics at Work. The survey response was extraordinary resulting in a higher engagement rate than the database average. The discussion was informative and overall the Board was pleased with the more specific Board findings.

2. Board Education:

N/A

3. Approval of Agenda

MOTION: 1.11.27.12

**On the motion duly moved by Karine Morin and seconded by
Neil Brydon.**

IT WAS RESOLVED THAT: the Agenda be approved.

Carried.

4. Declaration re: Conflict of Interest

None

5. Approval of Minutes

(October 23rd, 2012 Board Meeting Minutes)

MOTION: 2.11.27.12

On the motion duly moved by Keith Ward and seconded by Neil Brydon.

IT WAS RESOLVED THAT: the minutes of the October 23rd, 2012 Board meeting be approved as presented.

Carried.

(October 15th, 2012 Board Teleconference Meeting Minutes)

MOTION: 3.11.27.12

On the motion duly moved by Gilles Paquette and seconded by Karine Morin.

IT WAS RESOLVED THAT: the minutes of the October 15th, 2012 Board meeting be approved as presented.

Carried.

6. Action items

The action items were reviewed and updated accordingly.

7. Board Means

7.1 CAPS Report

The Board reviewed the CAPS report. The Board also requested that the CEO prepare and send an explanatory memo outlining the rationale for the approach regarding the CAPS be submitted with the report. This was considered a necessary action due to the restrictions of the CAPS database, which does not allow organizations to include commentary notes.

MOTION: 4.11.27.12

On the motion duly moved by Gilles Paquette and seconded by Karine Morin.

IT WAS RESOLVED THAT: the Board approve the CAPS as presented for submission to CW LHIN.

Carried.

7.2 Board Retreat

MOTION: 5.11.27.12

On the motion duly moved by Neil Brydon and seconded by Jack Kamrad.

IT WAS RESOLVED THAT: the Board approve the Retreat report as presented.

Carried.

7.3 Governance Committee

The Board reviewed the report submitted by the Governance Committee. A minor revision was made to one of the Value descriptions.

MOTION: 6.11.27.12

On the motion duly moved by Karine Morin and seconded by Gilles Paquette.

IT WAS RESOLVED THAT: the Board approve the descriptive statements for the organization values, as revised.

Carried.

7.4 Communication and Support – United Way

The United Way Report is due December 20th, 2012. However, the Executive Leadership Team is targeting December 14th, 2012 for completion and submission of the report, as technical support from United Way may be difficult to acquire after that time.

The Board agreed to a teleconference meeting to be held on Thursday December 13th, 2012 at 6:15 p.m. to approve the United Way report and funding allocation request. With the exception of Janine and Keith, all Board members present confirmed their availability for the Board Teleconference meeting.

7.5 CMHA's National Branding

It was suggested that CMHA/Peel adopt the CMHA's National tagline along with their branding to create alignment and consistency with CMHA National. This action also demonstrates support in building credibility and recognition across the country for CMHA as a national entity.

MOTION: 7.11.27.12

On the motion duly moved by Neil Brydon and seconded by Jack Kamrad.

IT WAS RESOLVED THAT: the Board adopt the CMHA National's brand for use by CMHA/Peel.

Carried.

7.6 Cessation of Employment

The Board reviewed the Cessation of Employment Guideline. The Board did not approve the presented guideline and asked that it be revised in order to address the following considerations:

- A Objective and transparent process and/or criteria for the 'retiring allowance'.
- Consistency in the application of the process.

The Cessation of Employment Guideline will be revised and presented to the Board for approval at the January 2013 Board meeting.

7.7 Audit Committee Report

MOTION: 8.11.27.12

On the motion duly moved by Mark Howarth and seconded by Karine Morin.

IT WAS RESOLVED THAT: the Board receive the CMHA/Peel Quarterly Summary Financial Statements for September 30th, 2012.

Carried.

MOTION: 9.11.27.12

On the motion duly moved by Mark Howarth and seconded by Jack Kamrad.

IT WAS RESOLVED THAT: the Board receive the Audit Committee report from the meeting that occurred November 19th, 2012.

Carried.

MOTION: 10.11.27.12

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

IT WAS RESOLVED THAT: the Board have the suggested policy changes by the Audit Chair for EL#2e go to the Governance Committee for suggested wording and have the Governance Committee bring back the policy to the Board for their approval.

Carried.

7.8 Wellness Plan

MOTION: 11.11.27.12

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

IT WAS RESOLVED THAT: the Board approve \$10,000 to be used this year (2012-2013) for the Wellness Plan and \$20,000 for next year (2013-2014), and further the Board approve the Wellness Plan as an ongoing benefit to be included annually in the budget.

Carried.

8. Ownership Linkage Update

It was agreed that the committee set a meeting date in the near future to initiate work on their targeted objectives.

9. EL Policy – Monitoring & Policy Change

9.1 EL #2b -Treatment of Staff

MOTION: 12.11.27.12

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

IT WAS RESOLVED THAT: the Board received a Monitoring Report for EL#2b Treatment of Staff, determined that the interpretations are reasonable and that the data proves compliance.

Carried.

9.2 EL#2c – Compensation and Benefits

MOTION: 13.11.27.12

On the motion duly moved by Neil Brydon and seconded by Karine Morin.

IT WAS RESOLVED THAT: the Board received a Monitoring Report for EL#2c Compensation and Benefits, determined that the interpretations are reasonable and that the data proves compliance.

Carried.

9.3 EL#2n – LHIN Reporting

MOTION: 14.11.27.12

On the motion duly moved by Jack Kamrad and seconded by Neil Brydon.

IT WAS RESOLVED THAT: the Board receive a Monitoring Report for EL#2n LHIN Reporting, determined that the interpretations are reasonable and that the data proves compliance.

Carried.

9.4 EL#2f – Asset Protection

MOTION: 15.11.27.12

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

IT WAS RESOLVED THAT: the Board receive a Monitoring Report for EL#2f Asset Protection, determined that the interpretations are reasonable and that the data proves compliance.

Carried.

10. Ends

10.1 Clients Survey

Due to the challenges of implementing the client survey last year, specifically the feedback and sentiment from the clients that they had just completed the survey, CMHA/Peel Management suggested forgoing the client survey this year and incorporating the outcome and supporting indices into the client focus groups which are being held as part of the agency's strategic plan. An extensive client survey will be executed next year either as developed by CAMH or using the agency's previous validated survey.

MOTION: 16.11.27.12

On the motion duly moved by Karine Morin and seconded by Jack Kamrad.

IT WAS RESOLVED THAT: the Board approve the cancellation of the client survey this year and incorporate relevant questions in focus groups within the Strategic Planning process.

Carried.

11. Consent Agenda

N/A

12. Board Self Evaluation

- 12.1 GP#2k In Camera Meetings – No changes
- 12.2 BSR #2b Accountability of the Chief Executive Officer – No changes
- 12.3 GP #2d Chairperson's Role – No changes
- 12.4 GP #2p Role of Past Chair – No changes
- 12.5 GP #2f Vice Chair's Role – No changes
- 12.6 GP #2j Cost of Governance – No changes

13. Next Meeting & Upcoming Agenda Items:

- Teleconference Board Meeting – Thursday December 13th, 2012
- January 13th Board meeting:
 - Revised Budget
 - Cessation of Employment guidelines
 - SRI, CDS and CAPS submission
 - FAME presentation
 - M-SAA

14. Volunteer Forms

All Board members present handed in their forms.

15. Meeting Process Review

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

16. Adjournment

MOTION: 17.11.27.12

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

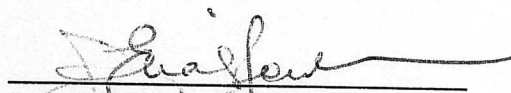
IT WAS RESOLVED THAT: the Board meeting be adjourned.

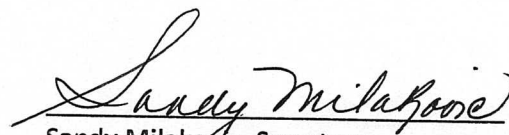
(Doesn't need a vote)

Keith noted that he would be stepping down from the Board following this meeting. The Board thanked Keith for his time and dedication and wished him well with his future endeavours.

The meeting was adjourned at 9:10 p.m.

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


Janine Elias-Joukema, Vice Chair


Sandy Milakovic, Secretary

Date: January 22, 2013

Date: January 24, 2012.