



## CMHA/PEEL BRANCH Board Meeting Minutes

April 26th, 2011  
6:15 P.M.

7700 Hurontario

**Present:** Frank van Nie, Chair  
Janine Elias Joukema  
Juan Arangote  
Karen Murphy  
Jeanette Schepp  
Ranil Mendis  
Sandy Milakovic, CEO & Secretary  
Hanzla Tariq  
Keith Ward  
Bertha Jacov, Recorder

**Regrets:** Ron Dabor, Kevin Duffy

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### 1. Board Education:

N/A

### 2. Call to Order/Check-In

The Chair, Frank van Nie, called the formal part of the meeting to order at 6:25 p.m.

### 3. Approval of Agenda

**MOTION:** 1.4.26.11

**On the motion duly moved by Ranil Mendis and seconded by Jeanette Schepp.**

**IT WAS RESOLVED THAT: the Agenda be approved as presented.**

**Carried.**

### 4. Declaration re: Conflict of Interest

Integration discussion to be held at the end of the meeting as Keith Ward and Karen Murphy may have a conflict of interest.

**5. Approval of Minutes**  
(Mar 22nd, 2011 Board Meeting Minutes)

**MOTION: 2.4.26.11**

**On the motion duly moved by Janine Elias Jookema and seconded by Karen Murphy.**

**IT WAS RESOLVED THAT: the minutes of the Mar 22nd, 2011 Board meeting be approved.**

**Carried.**

**6. Board Means**

**6.1 Signing limits & cheque signing authority**

**MOTION: 3.4.26.11**

**On the motion duly moved by Jeanette Schepp and seconded by Keith Ward.**

**IT WAS RESOLVED THAT: the Board approved the signing limits to be amended in EL #2d #6 from \$5,000.00 to \$10,000.00 and approved EL #2d #8 to have not less than 3 program directors designated as signing officers for cheques \$10,000.00 or under.**

**Carried.**

**MOTION: 4.4.26.11**

**On the motion duly moved by Janine Elias Jookema and seconded by Juan Arangote.**

**IT WAS RESOLVED THAT: the Board approved the revised By-law No. 4 including article 4.04 1a with an increase to the amount \$10,000.00 or less.**

**Carried.**

## 6.2 GP#2c - Board Members' Code of Conduct

**MOTION: 5.4.26.11**

**On the motion duly moved by Karen Murphy and seconded by Hanzla Tariq.**

**IT WAS RESOLVED THAT: the Board approved the revised GP #2c Board members' Code of Conduct as presented.**

**Carried.**

## 6.3 CEO performance appraisal

Discussion held in camera at the end of the meeting.

## 6.4 COAST Report

A meeting was held last week with St. Elisabeth and Peel Regional Police. Categories were confirmed for data collecting. Their data systems person was at the meeting for the first time and felt that the required reports would be no problem. The problem stems from lack of familiarity with the system. They are going to make the appropriate software changes to be able to pull data regularly. A weekly detailed report will be sent to the Police in terms of the number of calls. Data is to be collected for this quarter. If appropriate reporting is not provided there is an option of withholding funding under the M-SAA.

## 6.5 Nominating Committee Report

Ten resumes were submitted. Hanzla and Karen contacted all candidates to discuss the positions. Four candidates were interviewed.

- Mark Howarth – previously sat on the Board and was Audit Chair. Feels healthier and would like to come back.
- Gilles Paquette – speaks French, good consumer perspective, approachable and easy going. Member of the Canadian Association of Society Executives. Experience with policy governance.
- Karine Morin – speaks French, French language advocate, volunteers for the Francophone Community. Sits on several Boards. Experience with Strategic Planning.
- Jack Kamrad – Chief Psychologist at Peel Region District School Board. 2 references contacted – great candidate. Committed to mental health.

Interviews showed that the current Board needs to focus training for new members on:

- Policy Governance
- Complaints

The 4 candidates have agreed to attend Governance Training if they are picked as prospective Board members.

Also discussed was the importance of orienting the new members to the Board agenda.

**MOTION: 6.4.26.11**

**On the motion duly moved by Hanzla Tariq and seconded by Karen Murphy.**

**IT WAS RESOLVED THAT: the Board approved Mark Howarth, Gilles Paquette, Karine Morin and Jack Kamrad as candidates to be brought to the AGM June 28<sup>th</sup> as the Board slate nominees - subject to successful reference completion for Gilles Paquette.**

#### **6.6 CMHA Ontario/Branch agreement**

**MOTION: 7.4.26.11**

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

**IT WAS RESOLVED THAT: the Board approved the signing of the CMHA Ontario/Branch accountability agreement by the Chair and CEO.**

**Carried.**

**MOTION: 8.4.26.11**

**On the motion duly moved by Juan Arangote and seconded by Jeanette Schepp.**

**IT WAS RESOLVED THAT: the Board approved adopting the Canadian Centre for Philanthropy's *Ethical Fundraising and Financial Accountability Code* as its policy. In doing so, members of the Board commit to being responsible custodians of donated funds, to exercise due care concerning the governance of fundraising and financial reporting, and to ensure to the best of their ability that the organization adheres to the provisions of the *Code*. It is hereby confirmed that each member of the Board as received a copy of the *Ethical Fundraising and Financial Accountability Code* and that a copy will be provided to each person who is subsequently elected to the governing Board.**

**Carried.**

It was agreed that following the Code noted in the above motion should be included in an EL Policy. It was agreed to add it to EL#2i with that policy being renamed to cover Fundraising in general.

## 6.7 Retreat follow-up

Discussion deferred to May's meeting.

## 6.8 Communication and Support (Community Door, Election Strategy, Mental Health Week, Bocskei inquest).

Provincial Election Strategy – there was a teleconference today (Apr 26<sup>th</sup>) with CMHA Ontario. Materials will be coming mid May. Once material is received to decide how best to meet with candidates in partnership with other organizations or on our own with candidates in our ridings to ensure mental health is on the agenda.

Mental Health Week – Karen will be handing out mental health tip HUG cards & Hershey chocolate kisses at Streetsville GO on May 4<sup>th</sup> at 6:00 am.

Bocskei inquest – This was the gentleman that died at the Niagara Detention Centre when they were not receptive to CMHA services coming into the Centre. There was no blame placed on CMHA Niagara but the Coroner's inquest recommended better communication between the institutions and mental health organizations within the community. We have ongoing communications with Ontario Correctional Institute, Maplehurst and Vanier. We are currently reviewing our policies and practices but don't believe this is an issue for us.

## 6.9 Skid School

**MOTION: 9.4.26.11**

**On the motion duly moved by Jeanette Schepp and seconded by Ranil Mendis.**

**IT WAS RESOLVED THAT: the Board approved \$8,475.00 for Outreach staff to attend Skid Control School.**

**Carried.**

## 6.10 Davidson Scholarships

Ron, Hanzla and Helen sat on the Committee. 26 applicants were reviewed this year. The total request was for \$72,000.00. The total awarded to 18 applicants was \$8,475.59.

**MOTION: 10.4.26.11**

**On the motion duly moved by Karen Murphy and seconded by Ranil Mendis.**

**IT WAS RESOLVED THAT: the Board approved \$8,475.59 for the Davidson Scholarship for 2011/2012 fiscal year.**

**Carried.**

## 6.11 Integration Assessment

Discussion held at the end of the meeting.

## 6.12 CEO Performance Agreement

A requirement under the M-SAA is to have a CEO performance agreement in place by the end of May.

The Ontario Federation of Mental Health & Addiction Programs has produced a template.

A Task group will meet to start putting information together, then to meet with the Board and then meet/discuss with the CEO. Once discussed with CEO to be brought back to the Board to be signed. Agreement to be signed by May 31<sup>st</sup>.

Task group members include: Karen, Frank and Jeanette.

## 7. Ownership Linkage

N/A

## 8. EL Policy – Monitoring & Policy Change

### 8.1 EL #2h Emergency Executive Succession

**MOTION:** 11.4.26.11

**On the motion duly moved by Keith Ward and seconded by Janine Elias Joukema.**

**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:** 12.4.26.11

**On the motion duly moved by Juan Arangote and seconded by Janine Elias Joukema.**

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

**Carried.**

### 8.3 EL #2d Financial Conditions & Activities

Discussion deferred to May's meeting.

## 9. Ends

### 9.1 Global & Second Level Ends Monitoring

To be revised and brought back to May's meeting for Board approval.

## 10. Consent Agenda

### 10.1 Region of Peel multi-year funding application

**MOTION:** 13.4.26.11

**On the motion duly moved by Karen Murphy and seconded by Ranil Mendis.**

**IT WAS RESOLVED THAT:** the Board approved the multi-year funding application and agreement of \$82,057.00 in both 2011 & 2012 for the operation of the Youth Net program.

**Carried.**

## 11. Board Self Evaluation

### 11.1 Form

11.2 GP #2e Secretary's Role – No changes.

11.3 GP #2i Annual Board Planning – the Board agreed to change GP #2j to remove the budget amount and approve the Board budget annually.

11.4 GP #2h Committee Structure – No changes.

11.5 GP #2d Chairpersons Role – No changes.

11.6 GP #2o Commitment to Collaboration & Education - No changes.

## 12. Next Meeting Agenda – Date: May 24th, 2011 – 7700 Hurontario

- Ends monitoring
- Cost of Governance
- Financial Conditions and Activities
- Retreat follow-up
- CEO Performance Appraisal
- Ownership Linkage
- AGM
- Performance Agreement
- Terms for Nominating Committee

## 13. Volunteer Forms

All Board members present handed in their forms.

**14. Meeting Process Review**

**MOTION: 14.4.26.11**

**On the motion duly moved by Ranil Mendis and Hanzla Tariq.**

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

**Carried.**

**MOTION: 15.4.26.11**

**On the motion duly moved by Ranil Mendis and Hanzla Tariq.**

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

**Carried.**

**15. Adjournment**

**MOTION: 16.4.26.11**

**On the motion duly moved by Juan Arangote.**

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

**Carried.**

The meeting was adjourned at 9:30 p.m.

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

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

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

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

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