



**CMHA/PEEL BRANCH  
Board Meeting Minutes**

**Feb 22nd, 2011  
6:15 P.M.**

**2 County Court Blvd.**

**Present:** Frank van Nie, Chair  
Janine Elias Joukema  
Ron Dabor  
Kevin Duffy  
Hanzla Tariq  
Juan Arangote  
Jeanette Schepp  
Keith Ward  
Sandy Milakovic, CEO & Secretary  
Bertha Jacov, Recorder

**Regrets:** Karen Murphy, Ranil Mendis

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**1. Board Education:**

Jellian Redway and Tina Hilwi shared their personal stories with the Board.

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

The Chair, Frank van Nie, called the formal part of the meeting to order at 7:40 p.m.

**3. Approval of Agenda**

**MOTION: 1.2.22.11**

**On the motion duly moved by Hanzla Tariq and seconded by  
Jeanette Schepp.**

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

**Carried.**

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

None

**5. Approval of Minutes**  
(Jan 25th, 2011 Board Meeting Minutes)

**MOTION: 2.2.22.11**

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

**IT WAS RESOLVED THAT: the minutes of the Jan 25th, 2011 Board meeting be approved as presented.**

**Carried.**

**9. Ends**

**9.1 CAPS**

Board went through CAPS documents and addressed questions.

**MOTION: 3.2.22.11**

**On the motion duly moved by Janine Elias Joukema and seconded by Hanzla Tariq.**

**IT WAS RESOLVED THAT: the Board approved the CAPS with the amendment on Pg #2 in the Narrative - French Language Services - investment in French training for 7 staff instead of 1.**

**Carried.**

**6. Board Means**

**6.1 Mini-Retreat**

The Board discussed mini-retreat topics.

Development of a Balanced Scorecard/Dashboard was established as priority to be discussed at the mini-retreat.

Pre-reading materials are needed prior to retreat to establish a common understanding.

Date of mini-retreat confirmed for April 2<sup>nd</sup>. Location – 7700 Community Door boardroom.

**6.2 Nominating Committee Report**

Hanzla addressed questions.

There will be 5 Board member vacancies at the end of this term.

### 6.3 Accreditation Task Group Report

The lawyer's write-up was not clear on how to handle vacancies. The Board went through the proposed changes and amendments to the by-law issues.

The Board was reminded that the indemnification piece was included due to the fact the by-laws were being revised and that CMHA Ontario Division presentation had recommended it was in the best interest of branches to do so. If we didn't include indemnification now we would need a second bylaw revision.

#### 6.3.1 Terms of Office

Modifications will be taken back to the lawyer and returned for Board approval in March.

#### 6.3.2 Mission, Vision, Values – Page 1

**MOTION: 4.2.22.11**

**On the motion duly moved by Kevin Duffy and seconded by Juan Arangote.**

**IT WAS RESOLVED THAT: the Board approved the Mission, Vision, Values – Page 1 with the removal of “Serving our Community since 1962”.**

**Carried.**

### 6.4 GP #2c Code of Conduct

Deferred until March.

### 6.5 Indemnification for Board Members

The Consent to Act as a Director and Indemnification Agreement will become a part of the orientation package and a copy will be filed in each Board member's volunteer folder.

### 6.6 Davidson Scholarships

Hanzla and Ron volunteered to participate on the Davidson Scholarship Committee.

### 6.7 AGM

This year's theme is “Mental Health for All”.

Board approved last year's venue – Candles Banquet & Convention Centre.

Instead of one guest speaker it was decided to have a cross section of people (clients, board member, family members etc...) for a panel presentation.

## 6.8 Caledon Lease

**MOTION: 5.2.22.11**

**On the motion duly moved by Janine Elias Joukema and seconded by Hanzla Tariq.**

**IT WAS RESOLVED THAT: the Board approved the lease for 2011/2012 for the ATR office at Caledon Community Services for \$659.93 inclusive of HST monthly (\$7,919.96 annually).**

**Carried.**

## 6.9 Relocation Costs

**MOTION: 6.2.22.11**

**On the motion duly moved by Ron Dabor and seconded by Kevin Duffy.**

**IT WAS RESOLVED THAT: the Board approved, from the Relocation Budget, up to \$20,000.00 for upper millwork for the clubhouse kitchen, upper and lower millwork for the Eden Place servery and the lower millwork for the Board room servery / business centre.**

**Carried.**

**MOTION: 7.2.22.11**

**On the motion duly moved by Jeanette Schepp and seconded by Hanzla Tariq.**

**IT WAS RESOLVED THAT: the Board approved up to \$8,900.00 for development, design and layout of the organizational prospectus, 14 program brochures, and annual report and up to \$7,500.00 for printing of the brochures and pocket folder. The costs will be contributed to by all programs.**

**Carried.**

## 6.10 CEO Vacation

**MOTION: 8.2.22.11**

**On the motion duly moved by Keith Ward and seconded by Ron Dabor.**

**IT WAS RESOLVED THAT: the Board approved the CEO's 17 days vacation carry over if required.**

**Carried.**

## 7. Ownership Linkage

### 7.1 Ownership Linkage Report

No comments or questions. Now asking for endorsement for the direction and that the task group will now focus on developing a plan for engagement which will be brought to the Board. Endorsement was received.

## 8. EL Policy – Monitoring & Policy Change

### 8.1 EL #2a Treatment of Clients

For data – in the absence of industry benchmarks, Sandy is to set her own benchmarks in her interpretations.

**MOTION: 9.2.22.11**

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

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

**Carried.**

## 8.2 EL #2g Communication & Support to Board

**MOTION:** 10.2.22.11

On the motion duly moved by Jeanette Schepp and seconded by Hanzla Tariq.

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

**Carried.**

## 8.3 EL #2k Partnership Agreements

**MOTION:** 11.2.22.11

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

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

**Carried.**

## 8.4 EL #2m Community Development

**MOTION:** 12.2.22.11

On the motion duly moved by Keith Ward and seconded by Hanzla Tariq.

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

**Carried.**

**MOTION: 13.2.22.11**

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

**IT WAS RESOLVED THAT: the Board approved a revision in the policy EL #2m Community Development to include “may not fail to identify needs and gaps prior to planning for delivery of new services”.**

**Carried.**

### **8.5 EL #2n LHIN Reporting**

**MOTION: 14.2.22.11**

**On the motion duly moved by Hanzla Tariq and seconded by Ron Dabor.**

**IT WAS RESOLVED THAT: the Board received the monitoring report for EL # 2n, LHIN Reporting and determined the interpretations are reasonable and that the data proves compliance.**

**Carried.**

### **8.6 Review of new Executive Limitations Policy Review Process**

Board members agreed to use the same process and form for the next set of EL Policy monitoring reports.

## **10. Consent Agenda**

N/A

## **11. Board Self Evaluation**

### **11.1 BSR #2d Monitoring Executive Performance**

Board members felt they were in compliance and that no changes to the policy were needed.

### **11.2 GP #2m Complaints Policy**

Board members felt they were in compliance and that no changes to the policy were needed.

### **11.3 BSR #2a Unity of Control**

Board members felt they were in compliance and that no changes to the policy were needed.

## 11.4 Review of Board Self- Evaluation Form

To be addressed at the March meeting.

### 12. Next Meeting Agenda – Date: March 22<sup>nd</sup>, 2011 – 7700 Hurontario

- MSAA
- Code of Conduct
- Self-Evaluation Form
- By-laws
- Presentation from Youth

### 13. Volunteer Forms

All Board members present handed in their forms.

### 14. Meeting Process Review

N/A

### 15. Adjournment

**MOTION: 15.1.25.11**

**On the motion duly moved by Ron Dabor.**

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

**Carried.**

**The meeting was adjourned at 9:00 p.m.**

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

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

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

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

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