



February 28, 2018
Board of Directors Meeting Minutes
 CMHA Cochrane Timiskaming Branch

Revised

D = Discussion

I = Information Purposes Only

M: Motion

Meeting Time: 4:45pm - 7:00 pm

Locations to connect via video conference: 330 Second Avenue, McMillan Boardroom
 20 May Street South, Temiskaming Shores
 5 Kirkland Street West, Kirkland Lake

Present Board Members Timmins:	Catherine Simunovic - Chair, Norm Bolduc, Kelly Killins, Christy Marinig, Liz Reid, Sarah Stewart
Present Board Members Kirkland Lake:	
Present Board Members Temiskaming Shores:	Paul Crombeen, Sylvia Siemens
Staff:	Clark MacFarlane, Executive Director, Omer Ducharme, Director of HR and Organizational Performance, Tyler Twarowski, Director of Services, Usman Yusaf, Manager of Finance, Nicole Henry, Recording Secretary
Regrets:	Amanda Coulas, Richard Witty, Micheal Miller, Janice Ranger
Guest:	

Meeting was chaired by Catherine Simunovic and called to order at 4:50pm.

Catherine Simunovic read the Vision and Mission statements.

Item #	Topic	Action Item
1.0	Standing Agenda Items	
1.1	Review and Adoption of Agenda The date on the Agenda and the date on the motion to approve the Agenda was amended. <i>CT-042-2017/18</i> Moved by Kelly Killins, seconded by Christy Marinig -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the February 28, 2018 Board of Directors' Meeting as amended. Motion Carried	
1.2	Review and Adoption of Minutes <i>CT-043-2017/18</i> Moved by Christy Marinig, seconded by Kelly Killins - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the January 24, 2018 Board of Directors' Meeting as presented. Motion Carried	
1.3	Declaration of Conflict of Interest	
2.0	In-Camera Session -	



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2.1	Move to In-Camera Session <p style="text-align: right;"><i>CT-044-2017/18</i></p> Moved by Liz Reid, Sarah Stewart -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 5:01pm. <p style="text-align: right;">Motion Carried</p>	
	In-Camera Discussion (2 items)	
2.2	Move Out of In-Camera Session <p style="text-align: right;"><i>CT-045-2017/18</i></p> Moved by Norm Bolduc, seconded by Christy Marinig -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 5:25pm. <p style="text-align: right;">Motion Carried</p>	
2.3	Rise and Report Catherine Simunovic advised that there was no report from the in-camera session.	
3.0	Board Education / Success Story There was no Board Education and success story.	
4.0	Items for Decision	
4.1	Approval of Financial Statements and Variance Report ending January 31, 2018 The Financial Statements and Variance Report for the period ending January 31, 2018 are included in the Board Package. The Financial Statements were reviewed by the Audit Committee and the committee had asked Usman Yusaf to provide foot notes on the statements where funds must be returned to the funders, which would give a more accurate representation of the deficit and/or surplus. The funding for the Timmins Nurse Practitioner (NP) is funded through the Ministry of Health and Long-Term Care (MoHLTC) and unused funds must be returned to the Ministry. These funds cannot be used for any other purpose other than salary for the NP. The Financial statements will include a footnote that these funds must be returned to the MoHLTC if unused. The Timiskaming NP is funded through the LHIN. Clark MacFarlane suggested discussing at the next Board Meeting if the Board wants to see the variance report.	



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	<p style="text-align: right;">CT-046-2017/18</p> <p>Moved by Sylvia Siemens, seconded by Kelly Killins - Be it resolved that the Canadian Mental Health Association Cochrane-Timiskaming Branch approves the Financial Statements and variance report for the period ending January 31st, 2018 as presented.</p> <p style="text-align: right;">Motion Carried</p>	Add Variance Report review on the next Board Meeting Agenda.
4.2	<p>Approval of payment to Benard and Associates for balance owed for Workplace Assessment</p> <p>The Briefing Note on the Benard and Associates is included in the Board Package. The invoice is \$8000. more than the quote we had received. Catherine reviewed the variance, which is also included in the Board Package.</p> <p style="text-align: right;">CT-047-2017/18</p> <p>Moved by Kelly Killins, seconded by Christy Marinig -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the payment to Benard and Associates in the amount of \$28,710.36 as the balance owing for the Workplace Assessment work.</p> <p style="text-align: right;">Motion Carried</p>	
5.0	Items for Discussion and Direction	
5.1	<p>Workplace Assessment – Report on Staff Engagement Sessions</p> <p>The staff engagement regarding the Workplace Assessment report started with an all site meeting via OTN, where Catherine set the tone for the staff engagement session held on Wednesday, February 21st in Timmins (2 sessions in Timmins), Thursday, February 22nd in Kirkland Lake and Temiskaming Shores. Nicole Henry took notes at all four sessions. All four sessions were well attended.</p> <p>For staff who were unable to attend the face to face sessions, a survey was created to give them the opportunity to submit their comments to the three questions used in the face to face meetings. Respondents also had to include their name to be able to complete the survey. Seven staff members took the opportunity to respond.</p> <p>The raw notes were saved to Dropbox along with the results from the survey as an addendum. Unfortunately, Senior Management did not have time to review and analyze the notes.</p>	



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	<p>The process will be for Senior Management to do an analysis of the notes to determine themes. The analysis results will be submitted to the Board. The Board will then define what the next steps are, and Clark will be tasked to develop a work plan.</p> <p>The mandate of the Terms of Reference committee will not be extended. Not sure what the specifics will be.</p> <p>The Board will need to define communication mechanism to report back to the staff. The Board made a commitment to remain transparent and need to report back to the staff.</p> <p>Karen Lucker, the Workplace Assessment assessor recommended using the free “Guarding Minds @ Work” survey and as a baseline measure of the organization’s performance and using it in the future again which will assist the Board in evaluating the changes and get a sense of where the organization is at.</p> <p>The Board will need to give directions to Clark. The timeline is tight. The workplan should be developed immediately. It was agreed that Clark will do an analysis of the notes and will break it down by themes for the Executive Committee to review at the March Executive Meeting. Executive Committee Members to read the raw notes prior to the March Meeting.</p> <p>The goal should be to provide Clark with directions at the March Board Meeting.</p> <p>Sylvia Siemens requested that all other Board Members review the raw notes found on Dropbox along with the addendum and provide Sylvia with comments prior to the Executive Committee Meeting on March 21st.</p>	
5.2	<p>A Guide to Financial Statements of Not-For Profit Organizations</p> <p>Sylvia Siemens found the Guide to Financial Statement for Not-For-Profit organizations. The document included in the Board Package is an excerpt from the full guide. The document relates to the Financial Statements that the Board reviews on a monthly basis.</p> <p>Sylvia recommended that Board Members review the document as it explains what Board members should look for when reviewing the Financial Statements and questions to ask. Board Members should be asking questions when reviewing the Financial Statements.</p>	
5.3	<p>Policy Review – Conflict of Interest re. staff running for</p>	



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	<p style="text-align: center;">municipal office</p> <p>The Briefing Note on the Conflict of Interest for staff running for municipal/provincial office is included in the Board Package.</p> <p>Clark MacFarlane advised that a staff member from the Timmins office is interested in running for municipal office. The policy states that the staff running for municipal office should resign. It was felt that for Municipal Council, employee should not be expected to resign. CMHA is not the recipient of city funding except for the one-time funding recently received for Living Space. CMHA also shares maintenance cost for the common space in the Timmins Building.</p> <p>Will need to ensure that there is no campaigning during work hours with staff and clients. It was also suggested that campaign buttons should not be worn during working hours.</p> <p>Christy Marinig advised that the City of Timmins has a similar policy that she could share if needed. It was agreed that the policy should also state that if the incumbent has to attend municipal/provincial events during regular working hours, time off will need to be requested and approved by the Manager.</p> <p>It was agreed that staff do not need to resign for municipal council or unpaid positions and that there will be no campaigning while working. If the incumbent wishes to campaign during regular hours, he/she will need to request time off.</p>	<p>Clark to amend the policy as discussed.</p>
5.4	<p>Recommendation from Executive Committee re Advocacy Campaign</p> <p>The Executive Committee met and discussed the Advocacy Campaign. As per Joe Kim's presentation at the January Board Meeting, a tool kit has been developed to assist the branches when meeting with their local MPP. Sylvia Siemens and Clark MacFarlane will schedule a meeting with Gilles Bisson and John Vanthof.</p> <p>Clark emphasized that this is a really good opportunity for CMHA-CT. Ontario Division will be providing us with e-mails of those who signed the campaign. Board Members are encouraged to sign the petition and to forward to their colleagues and friends the link through social media.</p>	<p>Nicole to send out the link to Board Members.</p>
5.5	<p>Open Board Meetings</p>	



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	<p>A while back the Board had discussed opening Board Meetings up for the union to be observers at Board Meetings. The Board had decided against it.</p> <p>During the workplace assessment engagement, there was been a strong desire from the staff to have a better understanding of the Board and engagement with the Board. The staff presented strong arguments in having transparency. If staff/union were to attend Board Meetings, Clark advised that if the Board wants to have a discussion, the Board could move to an in-camera discussion if needed.</p> <p>If we move to open meetings and public minutes, the minutes would reflect the items on the agenda, the decision and motions passed.</p> <p>Clark advised that the Oxford Branch posts their Board Meeting Minutes on the LHINs portal. If we were to open the Board Meetings there may not be that much attendance but would expect to see higher than normal attendance closer to negotiations. Board Members were reminded that they should not be having discussions with staff regarding day-to-day operations.</p> <p>Clark advised that trust was a common theme during the workplace assessment staff engagement.</p> <p>Suggestion was to post minutes of meetings to start with. From there if there was still interest in attending Board Meetings, the Board could consider opening the Board Meetings. Clark reminded the Board that CMHA-CT is funded by public dollars. The request has come from staff, more particularly from the union, but to consider the audience more broadly as the public, or communities the CMHA serves.</p> <p>Minutes could be condensed to include decisions and motions and not discussions. Posting the minutes is also due diligence as a public organization. It was suggested to post both the Agenda ahead of time and minutes could be posted once approved.</p> <p>The CMHA-CT newsletter will go out on Friday and Clark will have Andr�anne include a blurb that Board Agendas and Minutes will be posted.</p>	
6.0	Reports	
	6.1 Progress on Strategic Plan	
	There was no update to the Strategic Plan to report.	



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6.2	<p data-bbox="168 426 621 457">Mental Health Services Report</p> <p data-bbox="168 499 971 531">The Mental Health Services Report is included in the Board Package.</p> <p data-bbox="168 573 992 716">Tyler Twarowski reviewed the highlights of the report, such as the indigenous training. Also received funding for housing in Kirkland Lake which is allocated for first and last months rent, food vouchers and/or paying bills to reduce homelessness.</p> <p data-bbox="168 720 956 783">The agency is also seeing some reduction in referrals in the Seniors Mental Health programs.</p>	
6.3	<p data-bbox="168 793 729 825">Violence Against Women (VAW) Report</p> <p data-bbox="168 867 857 898">The VAW program report is included in the Board Package.</p> <p data-bbox="168 903 1008 1008">Clark advised that the Ministry has allocated more funds in order to keep a full time Manager. Penney Andrews will remain as the full time Acting VAW Manager.</p> <p data-bbox="168 1050 842 1081">It was noted that there was a lot of acronyms in the report.</p>	<p data-bbox="1042 1014 1442 1077">Nicole to ensure the acronyms are spelled out in the report.</p>
6.4	<p data-bbox="168 1087 651 1119">French Language Service Report</p> <p data-bbox="168 1161 1003 1266">The French Language Service Report is included in the Board Package. Not a lot to report this month. Omer is looking forward to using the new web portal as it will be very helpful and create efficiencies.</p>	
6.5	<p data-bbox="168 1270 548 1302">Communications Report</p> <p data-bbox="168 1344 886 1375">The Communications report is included in the Board Package.</p>	
6.6	<p data-bbox="168 1381 805 1413">Executive Committee Verbal Report & Minutes</p> <p data-bbox="168 1455 967 1518">The minutes of the August 14, 2017 Executive Committee meeting is included in the Board Package.</p>	
6.7	<p data-bbox="168 1528 613 1560">Board Chair's Report – Verbal</p> <p data-bbox="168 1602 1000 1707">Catherine Simunovic advised that she has continued to work along side of Clark, signing cheques and has been busy with meetings regarding the Workplace Assessment.</p> <p data-bbox="168 1749 886 1812">There was genuine commitment from the Terms of Reference Committee to work together to move the organization along.</p>	
6.8	<p data-bbox="168 1822 686 1854">Executive Director's Report – Verbal</p> <p data-bbox="168 1896 1011 2001">The engagement for the Workplace Assessment went very well. Some conversations were challenging. The fact that we held the meetings with staff sent a message, and it was appreciated.</p>	



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	<p>There was a cycle at the meetings. The sessions started off a little pointed and negative, then moved into the positive and the last question was important in terms of having everyone take ownership and responsibility as an organization. Did walk away feeling we were turning a corner.</p> <p>RAAM Clinics are rolling out quickly, which is part of the OPIOID Strategy. Sub regions given money for hub and satellite clinics.</p> <p>For the Cochrane Sub Region there is an active task force, which CMHA is a part of. The LHIN is heavily involved and moving ahead, good training and a lot of money is being allocated to this.</p> <p>The hub clinic for Cochrane will be based at Living Space looking at alternate sites until Living Space is ready.</p> <p>In Timiskaming the Hub was to be at the North Bay Regional Health Centre. The LHIN has pulled the money from North Bay Regional Health Centre. No replacement lead has been identified. Trying to convene a meeting with the partners for the satellite clinics.</p> <p>Ride Don't Hide is moving forward this year. The Ride is seeing overall better numbers nationally at this point. Locally the numbers are about the same as in the past.</p> <p>Ontario quickly became the top fundraisers for Ride Don't Hide. Ontario felt they were not getting a fair share of the funds raised. There are still issues in the contract. York Branch raises over \$400,000 so they may be breaking away from the national ride.</p> <p>Labour relations are improving. The workplace assessment has helped with Labour Relations.</p> <p>Living Space is both a partnership and the physical space. The basement is the warming centre, main floor will be the service hub where the coordinator Kim Nadeau will be working, with partner agencies, such as South Cochrane, Misiway, Ontario Disability Support Program (ODSP) which can all come in, by booking time.</p> <p>The Top floor has 13 rooms with a bed, small fridge, with washers, dryers, and showers.</p> <p>The renovations on the top floor should be completed by Friday, March</p>	



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	<p>2nd and staff will be ready to start accepting referrals to house people. Our housing workers will then work with clients to find permanent housing. We are receiving funding from the LHIN and Cochrane District Social Service Administration Board (CDSAAB) to help find residents permanent housing.</p> <p>The biggest challenge is coming up with an organizational structure. we need to build the structure and define the partnership. There are different options on the table. Will look at a more traditional partnership through Memorandum of Understandings and various committees.</p> <p>CDSSAB would like to see Living Space incorporated.</p> <p>CDSSAB is looking at all of the Community Homelessness Prevention Initiative (CHPI) money being flowed through an incorporated Living Space. The incorporated Living Space would have a regional mandate. Need to clarify what the incorporation would look like.</p> <p>Presently, CMHA is receiving CHPI money at the shelter to assist women in finding housing. The Living Space coordinator position was also funded through CHPI money.</p> <p>The Board will be notified if we are looking at incorporation. If we receive the CHPI money, CMHA would not be a corporate member of the Board. In terms of public support, we have had a great response from the public. Have had up to 22 people staying overnight at Living Space during the cold spell. It has been challenging with some clients.</p> <p>Clark also had the opportunity to give the new LHIN CEO a tour of Living Space.</p>	
7.0	For Your Information	
	<p>7.1 Board Attendance</p> <p>The Board Attendance is included in the Board Package.</p>	
8.0	Meeting Evaluation	
	<p>Individual Self Reflection</p> <p>Was I well prepared for the meeting? Did I review the package prior to the meeting? Did I ask questions on items I was unsure of?</p> <p>Did I arrive on time for the meeting?</p>	



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	<p>Was my participation constructive? Did I offer alternative perspective? Did I question assumptions? Did I suggest creative ideas?</p> <p>Did I listen well to others?</p> <p>If I had a different opinion than the majority, did I raise it?</p> <p>Do I stay informed about issues relevant to our vision, mission and strategic direction and bring information to the attention of the board?</p> <p>Did I work on/make progress toward the goal I set for myself at the 2015 Board Retreat?</p>	
	<p>➤ What do we want to keep doing at our meeting?</p> <ul style="list-style-type: none"> ➤ Make sure food arrives on time for meeting. ➤ Staff participation ➤ Like the Board Reports (Tyler, etc.) ➤ Staff presentation and success stories ➤ Education piece <p>➤ What do we want to stop doing at our meeting?</p> <ul style="list-style-type: none"> ➤ FLS Report, Tyler's report could be done verbally at the Board Meeting, could have just key highlights for those reports or pressure points. <p>➤ What do we want to start doing at our meeting?</p> <ul style="list-style-type: none"> ➤ Would like to see more reports on Living Space, Northern Star / Intrepid place. Clark suggested he could report on Living Space in his ED Report. ➤ Tyler will nudge the staff in Northern Star / Intrepid Place for success stories. ➤ Board Members will need to be more vocal when moving motions and seconding, as Sylvia will be chairing from Temiskaming Shores. Sylvia is sorry to see Catherine leave and will do her best to fill Catherine's big shoes. ➤ Would like to get the package at least 5 days prior to meeting instead of just a couple of days ➤ Update/progress on Living Space ➤ Good steps in sharing minutes 	<p>A suggestion was to have a video for the updates of clients success stories. Clark to speak with Managers and Andréanne.</p>



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	➤ Newsletter could be sent to Board Members as well.	
9.0	Next Board Meeting – March 28, 2018 Rick Witty may be coming back to the Board as early as May.	
10.0	Adjournment Norm Bolduc moved to adjourn the meeting at 6:50pm.	

Elysieth Reid for →
Sylvia Siemens
Chair / President

Clark MacFarlane
Clark MacFarlane
Secretary

March 28, 2018
Date

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