



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

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

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| Present Board Members Timmins: | Norm Bolduc, Amanda Coulas, Kelly Killins, Micheal Miller, |
| Present Board Members Kirkland Lake: | |
| Present Board Members Temiskaming Shores: | Sylvia Siemens-Chair, Paul Crombeen, |
| 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: | Richard Witty, Liz Reid, Christy Marinig, |
| Guest: | Justin Cooper, Georgina Macera, Mark Lionello, Tracy Potvin, Sarah Stewart |

Sylvia Siemens chaired the meeting and the meeting was called to order at 4:45pm

Kelly Killings read the Vision and Mission statements.

| Item # | Topic | Action Item |
|--------|--|-------------|
| 1.0 | Standing Agenda Items | |
| 1.1 | Review and Adoption of Agenda <i>Added item 4.0 – Presentation by Auditor on Audit Service Plan. The In-camera session will be moved after the reports.</i> CT-048-2017/18 Moved by Paul Crombeen, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the March 28, 2018 Board of Directors' Meeting as amended. Motion Carried | |
| 1.2 | Review and Adoption of Minutes CT-049 – 2017/18 Moved by Norm Bolduc, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the February 28, 2018 Board of Directors' Meeting as amended. Motion Carried | |
| 1.3 | Declaration of Conflict of Interest No declaration of conflict was declared. | |
| 2.0 | In-Camera Session - | |
| 2.1 | Move to In-Camera Session (1 item) | |



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| | CT-050 – 2017/18 Moved by Kelly Killins, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 6:45pm. <p style="text-align: right;">Motion Carried</p> | |
| | In-Camera Discussion | |
| | 2.2 Move Out of In-Camera Session <p style="text-align: right;">CT-051 – 2017/18</p> Moved by Paul Crombeen, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:59pm. <p style="text-align: right;">Motion Carried</p> | |
| | 2.3 Rise and Report | |
| 3.0 | Board Education / Success Story | |
| | 3.1 Living Space Mark Lionello, Program Manager, Georgina Macera, Residential Support Worker and Justin Cooper, Housing Outreach Worker provided the Board with an overview of Living Space. Living Space is located at 27 Cedar Street N in Timmins. Building is comprised of 3 floors. The basement I is a crash/warming shelter for overnight stays, and has laundry facilities, kitchenette and room to store personal items, clothing, etc. The Crash Shelter has been in operation since Jan 27 th , 2018. The main floor which is currently being renovated will be a store front service hub through which partner agencies will be able to provide services. Hoping to have that service hub ready by the summer of 2018. The 2nd floor will have 13 individual rooms, with access to a shared kitchen and bathrooms. The residents will be supported in finding support for services and eventually move them to permanent lodging. Looking at 3 – 6 months to live at the shelter. The biggest service gap is for people discharged from custody or the MHU. At the time of discharge they have nothing. Justin and Jason will have time to work with these clients to get their ODSP, set-up their medical appointments, | |



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| | <p>obtain medication, etc.</p> <p>We already have success stories. Someone who stayed at the crash shelter has been able to find housing with the help of Justin. Others have been linked up with much needed services.</p> <p>Have been averaging 15 individuals a night and have had as many as 23 stay the night.</p> | Nicole to forward information to the Board for donations. |
| | <p>3.2 Senior Mental Health Good News story</p> <p>The Seniors Mental Health Good News Story is included in the Board Package.</p> | |
| 4.0 | Items for Decision | |
| | <p>Audit Service Plan</p> <p>Tracy Potvin from MNP, advised that there have been no changes in the standards since they have joined MNP, but have adopted a new internal template.</p> <p>The Auditors responsibility are to audit the financial statements, management takes responsibility for the Financial Statements and the Board approves the Financial Statements.</p> <p>Tracy will meet with the Board and/or Audit Committee to review the Statements before the Annual General Meeting.</p> <p>The Auditors look at internal control to mitigate risk. It is the Boards' responsibility to approve the statements.</p> <p>If the Auditors were to find an issue from a staff member, then Tracy would approach the Manager of Finance. If the issue is with the Executive Director, then the Auditor would approach the Board. Tracy explained how the testing of control is performed. The audit team looks at risk mitigation. As the agency is funded by various Ministries, the expenses are reviewed to ensure they meet the respective funding requirements.</p> <p>Tracy advised that the year-end field work is scheduled for the end of May. Tracy will be at the Annual General Meeting to present the statements. Statements will be circulated to Manager of Finance and Executive Director prior to the AGM.</p> | |
| | <p>4.1 Approval of Financial Statements</p> <p>The financial statements are included in the Board Package.</p> | |



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| | <p>The Audit Committee reviewed the Financial Statements and recommends approval of the statements.</p> <p style="text-align: right;">CT-052 – 2017/18</p> <p>Moved by Paul Crombeen, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements for the period ending February 28, 2018 as presented.</p> <p style="text-align: right;">Motion Carried</p> | |
| 4.2 | <p>Approval of membership list</p> <p>The membership list is included in the Board Package.</p> <p style="text-align: right;">CT-053 – 2017/18</p> <p>Moved by Paul Crombeen, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch ratifies the membership list as presented.</p> <p style="text-align: right;">Motion Carried</p> | |
| 4.3 | <p>Review of proposed budget for fiscal 2018/2019</p> <p>The Budget was reviewed by the Audit Committee. Pay Equity payments continue to put pressure on the budget. The 1.5% wage increase negotiated at the last round of bargaining has also increased pressure on the budget. As a result the agency is projecting a deficit however, hope to be able to manage it using the same deficit management approach used for this fiscal year, i.e. reduction in professional fees, containment of controllable expenses, managing vacancies where possible.</p> <p style="text-align: right;">CT-054 – 2017/18</p> <p>Moved by Amanda Coulas, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Budget for fiscal year 2018/2019 as presented.</p> <p style="text-align: right;">Motion Carried</p> | |
| 4.4 | <p>Review and Approval of Role, Rights and Responsibilities of Directors Policy – Document # 47</p> <p>The Role, Rights and Responsibilities of Directors Policy, Document # 47 is included in the Board Package.</p> | |



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| | <p>Inconsistencies with the language has been noted. ie. Use of use of Chair & President. Need to make change as necessary to be consistent.</p> <p style="text-align: right;">CT-055 – 2017/18</p> <p>Moved by Norm Bolduc, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Document # 47 - Role, Rights and Responsibilities of Directors Policy as amended.</p> <p style="text-align: right;">Motion Carried</p> | |
| 4.5 | <p>Review and Approval of Succession Planning Policy – Document # 52</p> <p>The Succession Planning Policy, Document # 51 is included in the Board Package.</p> <p>Inconsistencies with the language has been noted. ie. Use of Chair and/or President. Need to make change as necessary to be consistent.</p> <p style="text-align: right;">CT-056 – 2017/18</p> <p>Moved by Kelly Killins, seconded by Paul -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Document # 52 - Succession Planning Policy as amended.</p> <p style="text-align: right;">Motion Carried</p> | |
| 4.6 | <p>Filling vacancy on the Executive</p> <p>With Catherine Simunovic leaving the Board, a position on the Executive needed to be filled. Christy Marinig was approached to be on the Executive and accepted.</p> <p>The Executive Committee is as follows:</p> <p>Sylvia Siemens – Chair Rick Witty -- 1st vice Sarah Stewart -- 2nd Vice Liz Reid – Treasurer Christy Marinig – Member at Large Clark MacFarlane -- Secretary.</p> <p style="text-align: right;">CT-057 – 2017/18</p> | |



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| | <p>Moved by Paul, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Executive Committee as presented.</p> <p style="text-align: right;">Motion Carried</p> | |
| 5.0 | Items for Discussion and Direction | |
| | <p>5.1 Workplace Assessment Workplan and Next Steps</p> <p>The Executive Committee did not have quorum for the March Meeting. Clark met with Sylvia Siemens and Sarah Stewart to discuss the Workplace Assessment Workplan and next steps. The Board reviewed and discussed the recommendations and provided the Executive Director with the following direction:</p> <ul style="list-style-type: none">• Look at the most important factors to address immediately and then move to the next ones. The report outlines the points that need to be addressed by priority.• Look at affordable ways to improve the Performance Appraisal process, Conflict Resolution, and Coaching to address bad behaviours.• Initiate the Guarded Minds Survey and have report ready for the April Board meeting.• Establish a Wellness Committee• Establish a monthly Board report on progress on the program of the workplace assessment. This will be added as a standing item on the Board Agenda so that it provides continuity.• Establish role clarity• The work to be initiated before July 1st for the factors identified as urgent. Want to see processes in place. Staff be involved.• Convene a meeting with the Terms of Reference Committee one last time to review what the Board has provided• Add the workplace assessment update to the agenda for the Executive Director Check-ins.• Develop a communication plan. | |
| | <p>5.2 Publication of Board minutes on website</p> <p>At the last Board Meeting the Board agreed to publish Board meeting minutes. The signed minutes from each meeting will be posted on the agency website. Once the agenda is approved, the agenda will also be posted to the website.</p> | |



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| 5.3 | <p>Filling Board vacancy</p> <p>The Board was informed that there are now two vacancies on the Board. One in Timmins and one in Kirkland Lake. While advertisements will go out on social media, Board Members were asked to bring forward names of individuals who could contribute to the Board to Sylvia Siemens.</p> | |
| 6.0 | Reports | |
| 6.1 | <p>Progress on Strategic Plan</p> <p>The Strategic Plan update is included in the Board Package.</p> | |
| 6.2 | <p>Mental Health Services Report</p> <p>The Mental Health Services Report is included in the Board Report.</p> <p>Clark would like to meet with Tyler and Omer to consider how to reformat the Mental Health Services Report, and the development of a report for Human Resources and Performance</p> | <p>Clark, Omer & Tyler to meet to review Board reports.</p> |
| 6.3 | <p>Violence Against Women (VAW) Report</p> <p>The VAW Report is included in the Board Package.</p> | |
| 6.4 | <p>French Language Service Report</p> <p>The FLS Report is included in the Board Package. "OZI is an online portal to input all information relating to FLS plans.</p> | |
| 6.5 | <p>Communications Report</p> <p>Andreanne has reminded everyone to register for Ride Don't Hide. Sylvia will be creating a team for Ride Don't Hide and is hoping that every Board Member commits to raising a minimum of \$100 each. Board commitment to help with the deficit by raising funds.</p> | |
| 6.6 | <p>Board Chair's Report – Verbal</p> <p>Sylvia advised that she is learning the chairs role</p> <p>An Executive Committee Meeting was scheduled for March but did not have quorum. Clark, Sylvia and Sarah met to review and discuss the Workplace Assessment and next steps.</p> <p>Sylvia received a letter regarding the workplace assessment from a staff/union member and Sylvia assured him that the</p> | |



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| | board was following up on it, and that staff would be receiving an update shortly. | |
| 6.7 | <p>Executive Director's Report – Verbal</p> <p>Clark has been appointed to the Timmins Police Services Board. Monthly meetings, and the appointment is for a 2 year term. The mandate of the Board is to govern Timmins Police Services. Clark feels it is a good opportunity to have.</p> <p>RAAM Clinics (Rapid Assessment Addiction Medicine) Clark reported a lot of activity around the RAAM Clinics in both Cochrane and Timiskaming. Clinics rolled out provincially by the Ministry of Health and Long-Term Care. RAAM Clinics are part of the OPIOID strategy to address the current crisis of Opioid and alcohol.</p> <p>Timiskaming CMHA would be a satellite site. For the Cochrane District, the Hub site is in Timmins. The Hub is hoping to be running April 1st. In Timiskaming it won't be till May.</p> <p>Living Space Update Partnership endeavor with 11 other agencies. There are pressures on renovations for the building. 1st floor is operational. The 2nd floor for Transitional housing is almost ready and the main floor remains in need of renovations.</p> | |
| 7.0 | For Your Information | |
| 7.1 | <p>Board Attendance</p> <p>The Board Attendance report is included in the meeting package.</p> | |
| 7.2 | <p>Audit Committee Meeting Minutes</p> <p>The minutes of the previous Audit Committee Meeting are included in the meeting package.</p> | |
| 7.3 | <p>Funding Announcement by Province for Mental Health & Addictions</p> <p>Clark had forwarded an e-mail regarding the above on Wednesday, March 21, 2018</p> | |
| 8.0 | Meeting Evaluation | |
| | Individual Self Reflection | |



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| | 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? Did I arrive on time for the meeting? Was my participation constructive? Did I offer alternative perspective? Did I question assumptions? Did I suggest creative ideas? Did I listen well to others? If I had a different opinion than the majority, did I raise it? Do I stay informed about issues relevant to our vision, mission and strategic direction and bring information to the attention of the board? Did I work on/make progress toward the goal I set for myself at the 2015 Board Retreat? | |
| | <ul style="list-style-type: none">➤ What do we want to keep doing at our meeting?➤ What do we want to stop doing at our meeting?➤ What do we want to start doing at our meeting? | |
| 9.0 | Next Board Meeting | |
| | April 25, 2018 | |
| 10.0 | Adjournment | |
| | Kelly Killins moved to adjourn the meeting at 7:05pm. | |

Sylvia Siemens
Board Chair / President

April 25, 2018
Date

Clark MacFarlane
Secretary

April 25, 2018
Date