



**September 23, 2020**  
**Board of Directors Meeting Minutes**  
**CMHA Cochrane Timiskaming Branch**

D = Discussion

I = Information Purposes Only

M: Motion

**Meeting Time:** 4:45pm - 7:00 pm**Locations:** Via MS Teams

<b>Present Board Members Timmins:</b>	Sarah Stewart – Chair, Norm Bolduc, Kelly Killins, Liz Reid,
<b>Present Board Members Kirkland Lake:</b>	Kelly-Ann O'Mara
<b>Present Board Members Temiskaming Shores:</b>	Erin Cowan
<b>Staff:</b>	Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Sue Edwards, Payroll Assistant / Co-Acting Finance Manager Wayne Walker, Financial Assistant / Co-Acting Finance Manager Nicole Henry, Recording Secretary
<b>Regrets:</b>	Paul Crombeen, Amanda Coulas
<b>Guest:</b>	

Sarah Stewart chaired the meeting and called the meeting to order at 4:46pm.

Sarah introduced Chantal Mailloux, new Board Member and everyone introduced themselves.

Tyler Twarowski read the Vision and Mission Statement.

Item #	Topic
<b>1.0</b>	<b>Standing Agenda Items</b>
1.1	Review and Adoption of Agenda  <p style="text-align: right;"><b>CT-06 – 2020-21</b></p> Moved by Erin Cowan seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the September 23, 2020 Board of Directors' Meeting as presented.  <p style="text-align: right;"><b>Motion Carried</b></p>
1.2	Review and Adoption of Minutes  <p style="text-align: right;"><b>CT-07 – 2020-21</b></p> Moved by Norm Bolduc, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the June 24, 2020 Board of Directors' Meeting as presented.  <p style="text-align: right;"><b>Motion Carried</b></p>
1.3	Declaration of Conflict of Interest  No conflict of interest was declared.
<b>2.0</b>	<b>Items for Decision</b>
2.1	Approval of Financial Statements / Variance Report



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	<p>The Financial Statements and Variance Report is included in the Board package.</p> <p>Angie Peters-Carlson reviewed the Variance Report and Financial Statements.</p> <p>The budget is not reflective of the actual cost, as we have been unsuccessful in making those changes with the LHINS changes due to Covid.</p> <p style="text-align: right;"><b>CT-08 – 2020-21</b></p> <p>Moved by Erin Cowan, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements and Variance Report for the period ending July 31, 2020 as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2.2	<p>Approval of French Language Service Policy</p> <p>The FLS Committee has reviewed the policy and amended the policy as per the "Reseau du mieux-être francophone du Nord de l'Ontario." Once the policy is approved, CMHA-CT will receive its final designation.</p> <p style="text-align: right;"><b>CT-09 – 2020-21</b></p> <p>Moved by Norm Bolduc, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the French Language Services Policy as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
<b>3.0</b>	<b>Reports</b>
3.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the Board Package.</p> <p>Angie Peters-Carlson reviewed the Human Resources Report. Angie reviewed the funding requests that have been applied for.</p> <p>Absences are being reviewed on a regular basis and Human Resources is keeping in touch with those who are on sick leave.</p>
3.2	<p>Progress on Strategic Plan</p> <p>The highlights of the strategic directions will be reviewed at the Board Retreat on Saturday.</p> <p>Engagement sessions have been done with staff, clients and community partners.</p>
3.3	<p>Mental Health Services Report (June, July &amp; August)</p> <p>The Mental Health Services Report for the months of June, July and August are included in the Board Package.</p>



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	<p>Tyler Twarowski reviewed the highlights of each reports briefly. Tyler explained the Mobile Crisis Team that is being created in Timiskaming.</p> <p>The good news story/newspaper clippings on homelessness are included in the Board Package.</p>
3.4	<p><b>Executive Director's Report</b></p> <p>The Executive Directors' report is included in the Board Package.</p> <p>Paul Jalbert reviewed the re-opening plan, even though CMHA-CT continued to provide virtual services throughout the pandemic. Some services were offered face to face, such as injection clinics, housing.</p> <p>Quarterly staff check-ins was held with the Timmins Staff and on Friday, will be meeting with the staff in Kirkland Lake and New Liskeard. Paul advised that CMHA-CT will be implementing extended hours where our doors will be opened from 8:30am until 6:30pm. Details still need to be worked out before extended hours are implemented. Extended hours will be for Access/Crisis.</p> <p>Paul Jalbert reviewed the Executive Directors' report.</p>
4.0	<p><b>For Your Information</b></p>
4.1	<p><b>Board Attendance</b></p> <p>The Board Attendance is included in the Board Package.</p>
4.2	<p><b>Executive Committee Meeting Minutes</b></p> <p>The Executive Committee Minutes are included in the Board Package.</p>
4.3	<p><b>Audit Committee Meeting Minutes</b></p> <p>The Audit Committee Minutes are included in the Board Package.</p>
5.0	<p><b>In-Camera Session -</b></p>
5.1	<p><b>Move to In-Camera Session</b></p> <p style="text-align: right;"><b>CT-10 – 2020-21</b></p> <p>Moved by Kelly-Ann O'Mara and seconded by Liz Reid -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 6:02pm.</p> <p style="text-align: right;"><b>Motion Carried</b></p> <p>In-Camera Discussion</p>
5.2	<p><b>Move Out of In-Camera Session</b></p> <p style="text-align: right;"><b>CT-11 – 2020-21</b></p> <p>Moved by Kelly Killins, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 6:14pm.</p> <p style="text-align: right;"><b>Motion Carried</b></p>



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5.3	Rise and Report
	No rise and Report
6.0	<b>Next Board Meeting</b>
	October 21, 2020
7.0	<b>Adjournment</b>
	Norm Bolduc moved to adjourn the meeting at 6:15pm.

DocuSigned by:

Paul Crombeen  
1st Vice President

October 28, 2020

Date

DocuSigned by:

Elizabeth Reid  
Treasurer / Secretary

October 28, 2020

Date



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**Motions**

CT-06 – 2020/21	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the September 23, 2020 Board of Directors' Meeting as presented.	
CT-07 – 2020/21	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the June 24, 2020 Board of Directors' Meeting as presented.	
CT-08 – 2020/21	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements and Variance Report for the period ending July 31, 2020 as presented.	
CT-09 – 2020/21	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the French Language Services Policy as presented.	
CT-10 – 2020-21	Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at	
CT-11 – 2020-21	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at	