



April 28, 2021
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

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

Present Board Members Timmins:	Sarah Stewart – Chair, Norm Bolduc, Patrick Gervais, Jennifer Jaszan, Liz Reid
Present Board Members Kirkland Lake:	Kelly-Ann O'Mara
Present Board Members Temiskaming Shores:	Erin Cowan
Staff:	Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Nicole Henry, Recording Secretary
Regrets:	Amanda Coulas, Kelly Killins, Chantal Mailloux, Paul Crombeen, Angie Peters-Carlson,
Guest:	Jesse Lamothe

Sarah Stewart welcomed Patrick Gervais and Jennifer Jaszan and everyone introduced themselves.

Sarah Stewart chaired the meeting and the meeting was called to order at 4:50pm.

Paul Jalbert read the Vision & Mission Statements.

Item #	Topic
1.0	Standing Agenda Items
1.1	Review and Adoption of Agenda <p style="text-align: right;">CT-44 – 2020/21</p> Moved by Erin Cowan, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the April 28, 2021 Board of Directors' Meeting as presented. <p style="text-align: right;">Motion Carried</p>
1.2	Review and Adoption of Minutes <p style="text-align: right;">CT-45 – 2020/21</p> Moved by Erin Cowan, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the March 24, 2021 Board of Directors' Meeting as presented. <p style="text-align: right;">Motion Carried</p>
1.3	Declaration of Conflict of Interest No conflict of interest was declared.
1.4	Introduction of New Board Members
2.0	Items for Decision
2.1	Approval of Financial Statements Paul Jalbert reviewed the Variance Report and the Financial Statements ending February 28, 2021. As of February 28, 2021 the agency shows a surplus, however Paul mentioned that we expect to be in a deficit by year end. Paul explained how the forecasted deficit will be handled.



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Item #	Topic
	CT-46 – 2020/21
	<p>Moved by Liz Reid, seconded by Erin Cowan -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements and Variance Report for the period ending February 28, 2021 as presented.</p> <p style="text-align: right;">Motion Carried</p>
2.2	<p>CMHA Branch Charter Agreement</p> <p>Paul Jalbert explained that CMHA Ontario has been working on updating the agreement. Camille Quenneville presented the agreement at last month's Board Meeting. Two other branches have had the Branch agreement reviewed by their legal counsel which they have shared the results of the review with all the branches, which were in turn shared with the Board.</p> <p>It was noted that the LHIN name will be changing to Ontario Health North. Paul will bring this to the attention of CMHA Ontario.</p> <p style="text-align: right;">CT-35 – 2020/21</p> <p>Moved by Erin Cowan, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch endorses the Branch / Division Agreement as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.0	Reports
3.1	<p>Human Resources Report</p> <p>Paul Jalbert, reviewed the Human Resources Report which is included in the Board Meeting package. Paul also noted that the agency was successful in recruiting a Communications Coordinator from within the organization. Have also recruited for a Mental Health & Addictions Worker in Chapleau. We are also in the process of recruiting an HR Generalist as our HR Coordinator will be resigning this summer. The IT Manager has also announced her retirement for January 2022 which gives the agency time to plan to do some planning around IT services. We also have a few positions that remain to be filled.</p>
3.2	<p>Progress on Strategic Plan</p> <p>Jesse Lamothe advised that the Strategic Plan is being printed. The Strategic Plan has been shared with the staff. Will have an internal and external Strategic Plan launch.</p> <p>Paul Jalbert advised that the next steps will be to identify the outcomes we are looking for. Hopeful to have those recommendations for the June Board Meeting.</p> <p>Jesse provided an overview of the Board Reporting Quality Metrics (Balanced Score Card) which was forwarded to Board Members and will be saved on OneDrive with the current Board package.</p> <p>The Board will have an opportunity to suggest indicators which they would like to see in the Balanced Score Card. It will take a few months to get this ready and the Board will be able to request changes to the template/information being submitted.</p>



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	Jesse suggested that the Board review the presentation and submit any suggestions for indicators, categories, etc that they would like to see.
3.3	Mental Health Services Report Tyler Twarowski reviewed the Mental Health Services Report which is included in the Board Meeting Package.
3.4	French Language Service Report Paul Jalbert reviewed the French Language Services Report which is included in the Board Meeting Package.
3.5	Executive Director's Report Paul Jalbert reviewed the Executive Directors' Report which is included in the Board Meeting Package.
4.0	For Your Information
4.1	Board Attendance The Board Attendance Report is included in the Board Meeting Package.
4.2	Executive Committee Meeting Minutes The Executive Committee Meeting minutes are included in the Board Meeting Package.
4.3	Audit Committee Meeting Minutes The Executive Committee Meeting minutes are included in the Board Meeting Package.
4.4	Letter to Opioid Poisoning Prevention Task Force The letter to the Opioid Poisoning Prevention Task Force is included in the Board Meeting Package.
4.5	Good News Story The Good News story is included in the Board Meeting Package.
5.0	In-Camera Session -
5.1	Move to In-Camera Session <p style="text-align: right;">CT-47 – 2020/21</p> Moved by Erin Cowan, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 6:11pm. <p style="text-align: right;">Motion Carried</p>
	In-Camera Discussion
5.2	Move Out of In-Camera Session <p style="text-align: right;">CT-48 – 2020/21</p> Moved by Erin Cowan, seconded by Liz Reid --Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:13pm. <p style="text-align: right;">Motion Carried</p>



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5.3	Rise and Report No rise and report.
6.0	Next Board Meeting May 26, 2021
7.0	Adjournment Moved by Norm Bolduc to adjourn the meeting at 6:13pm.

DocuSigned by:

Sarah Stewart

Sarah Stewart

Board Chair / President

May 27, 2021

Date

DocuSigned by:

Liz Reid

Elizabeth Reid

Treasurer / Secretary

May 27, 2021

Date