



**June 26, 2019**  
**Board of Directors Meeting Minutes**  
**CMHA Cochrane Timiskaming Branch**

D = Discussion

I = Information Purposes Only

M: Motion

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

Sarah Stewart chaired the meeting. The meeting was called to order at 5:30pm

Item #	Topic	Action Item
1.0	<b>Standing Agenda Items</b>	
1.1	Review and Adoption of Agenda  Building contractor added was added to the agenda.  <b>CT-01 – 2019/20</b>  Moved by Amanda Coulas, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the June 26, 2019 Board of Directors’ Meeting as presented.  <b>Motion Carried</b>	
1.2	Review and Adoption of Minutes  The May 22, 2019 minutes need to be revised to add Denise Brunet, Jean Montague as guests and remove Sue Edwards.  <b>CT-02 – 2019/20</b>  Moved by Norm, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the May 22, 2019 Board of Directors’ Meeting as amended.  <b>Motion Carried</b>	
1.3	Declaration of Conflict of Interest  No conflict of interest was declared.	
2.0	<b>Decision Items</b>	



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2.1	<p>Appointment of Recording Secretary</p> <p style="text-align: right;"><b>CT-03 – 2019/20</b></p> <p>Moved by Elizabeth Reid, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch appoints Nicole Henry, Executive Assistant as Recording Secretary for Board Meeting and Board Committee Meetings.</p> <p style="text-align: right;"><b>Motion Carried</b></p>	
2.2	<p>Building Contractor</p> <p>Concerns were expressed that the contractor may be seen as an employee and not a contractor under the Employment Standards act.</p>	<p>Paul will review the employment standards act and bring back the information in September.</p>
3.0	<b>Reports</b>	
3.1	<p>Workplace Assessment Update</p> <p>The Now Committee Workplan is included in the Board Package. Jean has joined the Now Committee after Omer's departure. Have seen a shift in the workplace culture through the Guiding Minds Surveys.</p> <p>Jean will provide the Board with a copy of the most recent Guiding Minds survey and will compare to the previous surveys and provide the Board with an overview of the changes.</p>	
3.2	<p>Human Resources Report</p> <p>The Human Resources report is included in the Board Package. Jean Montague reviewed the Human Resources report. We have received one resignation from a Mental Health Worker. Jean will be holding a face to face exit interviews with the employees leaving the agency.</p>	
3.3	<p>Progress on Strategic Plan</p> <p>The Strategic Plan report is included in the Board Package.</p> <p>The completed items have been removed from the Report. Paul reviewed the Strategic Plan Report.</p> <p>Under the Indigenous section, a committee had been created, but the committee has not met yet. The Committee has been re-engaged. Sylvie Charlebois Lefebvre will be leading the committee.</p> <p>The Training Plan will be updated to include Cultural Mindfulness training.</p> <p>A number of items are not on track to be completed. There are some items in the strategic plan that may not be completed as the work has not been</p>	



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	<p>completed . Some pieces have substantial work to be complete that between now and conclusion of the Strategic Plan, the realignment of the resources would be disruptive, that would outway the benefit of completing the goal.</p> <p>Paul will present at the next Board Meeting and have a mitigation plan.</p> <p>The Strategic Performance and Quality Improvement Management will be able to lead the new strategic plan and Paul will be finishing the existing.</p>	
3.4	<p><b>Mental Health Services Report</b></p> <p>The Mental Health Services Report is included in the Board Package. Tyler reviewed the report.</p> <p>Tyler advised that Tracy Clark, Program Manager was presented an honor by the Golden Manor and was recognized for working in partnership even through the challenges. They acknowledged Tracy in a public gathering.</p>	
3.5	<p><b>French Language Service Report</b></p> <p>The Annual FLS Report is due to the NE LHIN by Friday. The annual report was reviewed last week. We have a letter from the LHIN that we have received our designation.</p> <p>Evangela McGaghan has taken over chairing the FLS Committee from Omer. Meetings will now be held in French.</p>	
3.6	<p><b>Board Chair's Report – Verbal</b></p> <p>No Board Chairs report was presented.</p>	
3.7	<p><b>Executive Director's Report</b></p> <p>The ED report is included in the Board Package.</p> <p>Paul attended the ED Network meeting and met other Executive Directors. The topic was around Ontario Health Teams. There is a consensus that CMHA's are in good position.</p> <p>Paul also met with the Management Team for a Quarterly meeting. In the Board Package is included the presentation that was presented to the Management Team at that meeting.</p> <p>Paul took on the role of Privacy Officer on an interim basis. A job description for the Privacy Officer has been created. The job will not be a stand-alone job, it will be embedded in the employees job.</p>	



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	<p>The individual who will take on the Privacy Officer response will need to become certified and develop capacity of two other individuals.</p> <p>The objective is to be compliant by August 2<sup>nd</sup>. Posters have been created, will be translated and posted in all waiting areas and will also be posted on the CMHA-CT Website.</p> <p>Tyler and Paul have been looking into next years' budget to ensure we are in a good position at year end, March 2020. Will be looking at hiring staff with the various programs that currently have pressures.</p>	
<b>3.0</b>	<b>In-Camera Session -</b>	
	<p><b>3.1 Move to In-Camera Session</b></p> <p style="text-align: right;"><b>CT-04 – 2019/20</b></p> <p>Moved by Kelly Killins, seconded by Christy Marinig - Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 6:35pm.</p> <p style="text-align: right;"><b>Motion Carried</b></p>	
	In-Camera Discussion	
	<p><b>3.2 Move Out of In-Camera Session</b></p> <p style="text-align: right;"><b>CT-05 – 2019/20</b></p> <p>Moved by Liz Reid and seconded by Kelly-Ann O'Mara -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:57pm.</p> <p style="text-align: right;"><b>Motion Carried</b></p>	
	<b>3.3 Rise and Report</b>	
<b>4.0</b>	<b>For Your Information</b>	
	<p>4.1 Board Attendance</p> <p>The Board Attendance report is included in the Board Package.</p>	
	<p>4.2 Audit Committee Meeting Minutes</p> <p>The Audit Committee Meeting minutes are included in the Board Package.</p>	
<b>5.0</b>	<b>Meeting Evaluation</b>	
	<p><b>Individual Self Reflection</b></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>	
	<ul style="list-style-type: none"> <li>➤ What do we want to keep doing at our meeting?</li> <li>➤ What do we want to stop doing at our meeting?</li> <li>➤ What do we want to start doing at our meeting?</li> </ul>	
5.0	<b>Next Board Meeting</b>	
	September 25, 2019	
6.0	<b>Adjournment</b>	
	<b>Norm Bolduc moved to adjourn at 6:59pm.</b>	

DocuSigned by:

Sarah Stewart

Board Chair / President

September 25, 2019

Date

DocuSigned by:

Elizabeth Reid

Treasurer / Secretary

September 25, 2019

Date