



**September 25, 2019**  
**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 to connect via video conference:** 330 Second Avenue, McMillan Boardroom  
 20 May Street South, Temiskaming Shores  
 5 Kirkland Street West, Kirkland Lake

<b>Present Board Members Timmins:</b>	Sarah Stewart – Chair, Amanda Coulas, Kelly Killins, Christy Marinig
<b>Present Board Members Kirkland Lake:</b>	Kelly-Ann O'Mara
<b>Present Board Members Temiskaming Shores:</b>	Paul Crombeen
<b>Regrets:</b>	Erin Cowan, Liz Reid, Norm Bolduc
<b>Guest:</b>	Huguette Hanna and Carlyn McNamara

**Note:** Paul Jalbert, Sarah Stewart and Amanda Coulas took the meeting from the CMHA Ontario office.

Sarah Stewart chaired the meeting from the CMHA Ontario Office. Meeting was called to order at 4:47pm.

Tyler Twarowski read the Vision and Mission statements.

Item #	Topic	Action Item
1.0	<b>Standing Agenda Items</b>	
1.1	Review and Adoption of Agenda  The Agenda is included in the Board Package.  Remind Paul to add Invitation from Camille  <b>CT-06 – 2019/20</b>  Moved by Christy Marinig, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the September 25, 2019 Board of Directors' Meeting as presented.  <b>Motion Carried</b>	
1.2	Review and Adoption of Minutes  The June 26 <sup>th</sup> meeting minutes are included in the Board Package.  <b>CT-07 – 2019/20</b>  Moved by Christy Marinig, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the June 26, 2019 Board of Directors' Meeting as presented.  <b>Motion Carried</b>	
1.3	Declaration of Conflict of Interest	



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	No conflict of interest was declared.	
<b>2.0</b>	<b>Board Education / Success Story</b>	
	Early Intervention Psychosis – (EIP)	
	Carlin McNamara from Kirkland Lake and Huguette Hannam EIP workers presented on the Early Intervention Psychosis and shared success stories.	
<b>3.0</b>	<b>In-Camera Session -</b>	
	<b>3.1 Move to In-Camera Session</b>	
	<b>CT-08 – 2019/20</b>	
	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 6:01pm.	
	<b>Motion Carried</b>	
	In-Camera Discussion	
	<b>3.2 Move Out of In-Camera Session</b>	
	<b>CT-09 – 2019/20</b>	
	Moved by Kelly Killins, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:13pm.	
	<b>Motion Carried</b>	
	<b>3.3 Rise and Report</b>	
	Sarah Stewart will respond to Jason Sereda to advise him to re-apply after his 5-year waiting period is over as per the CMHA-CT by-laws.	Sarah to send letter to Jason Sereda.
<b>4.0</b>	<b>Items for Decision</b>	
	<b>4.1 Approval of Financial Statements &amp; Variance Report</b>	
	The Financial Statements and Variance Report is included in the Board Package.	
	There are some errors in the budget due to having to submit the budget to the LHINs in the same format as previous years, as per their request. Hopefully by the end of October the budget will be entered into the accounting software	
	The last payment for Pay Equity will be paid out by the end of October.	
	<b>CT-10-2019/20</b>	
	Moved by Kelly Killins, seconded by Christy Marinig -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the	



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	<p>Financial Statements and Variance Report for the period ending August 31, 2019 as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>	
4.2	<p>Approval of Policies (2)</p> <p>4.2.1 Management Reports and Review-Document #308</p> <p>The Management Reports and Review policy - Document #308 is included in the Board Package. The</p> <p>Paul recommended that the review of Board policies be deferred until all of our policies have been reviewed and revised for accreditation</p> <p style="text-align: right;"><b>CT-11-2019/20</b></p> <p>Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Management Reports and Review policy – Document #308 as presented.</p> <p style="text-align: right;"><b>Motion Deferred</b></p>	
	<p>4.2.2 Strategic Planning Policy – Document #303</p> <p style="text-align: right;"><b>CT-12-2019/20</b></p> <p>Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Strategic Planning policy – Document #303 as presented.</p> <p style="text-align: right;"><b>Motion Deferred</b></p>	
<b>5.0</b>	<b>Items for Discussion and Direction</b>	
5.1	<p>Signing of Documents</p> <p>5.1.1 -- Oath of Allegiance</p> <p>5.1.2 – Undertaking of Confidentiality</p> <p>5.1.3 – Code of Conduct and Conflict of Interest Guidelines</p> <p>The documents were distributed to the Board Members for signing.</p>	
5.2	<p>Navigating Government Relations Conference – October 23<sup>rd</sup></p> <p>NEOFACS have a conference on Government Relations. Paul would like Board Members to attend the conference if possible.</p>	
5.3	<p>Leads Leadership Framework</p> <p>The agency does not have a formal leads leadership framework in the organization. Paul is recommending that we moved towards Leads Leadership Framework. It would address two of the biggest gaps, succession planning and performance appraisal plan. The Leads Leadership Framework has a good</p>	



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	Performance Development Plan (PDP). Paul recommends registering for Leads Leadership Framework.	
5.4	Canadian College of Health Leaders  The Membership for the Canadian College of Health Leaders is a non-profit association dedicated to ensuring the country's health system benefits from capable, competent and effective leadership. The membership includes three available spots which would be for the Senior Management Team. The individuals would take the leads program and would be expected to reach certification. Some of the training is done online.	
5.5	Ontario Hospital Association - OHA  Paul Jalbert is recommending subscription to the OHA. The subscription is a requirement of HOOP. The OHA also have a good Board Evaluation tool that we would have access to.	
<b>6.0</b>	<b>Reports</b>	
6.1	Workplace Assessment Update – Verbal  As the HR Coordinator is away, the Workplace Assessment Update is not available.	
6.2	Human Resources Report  The Human Resources Report is included in the Board Package.	
6.3	Progress on Strategic Plan  The Strategic Plan document has been updated. Paul reviewed the Strategic Plan document and gave an update.  Tyler advised that the agency will be looking at prioritizing Addictions, implementing a service delivery model. Some of this work has already been carried out.  Provided Trauma training to most of the staff. Have reached out to community partners. The Indigenous Cultural Committee has been re-started.  Jesse Lamothe, Manager of Organizational Performance and Quality Improvement is working on developing an Organizational Quality Improvement Plan. The agency needs to develop standards that can be measured. Some programs have standards but not all.  The agency is registered with Accreditation Canada. Jesse Lamothe is making a list of Accreditors and will be reviewing each one to determine the best accreditation body for the agency's immediate and future needs.	
6.4	Mental Health Services Report (June, July & August)	



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<p>The Mental Health Services Report is included in the Board Package.</p> <p>Changes have been informed by reaching out to the agency's clients and two clients that are on the EQIP committee.</p> <p>Need to hire more people on contract to address current pressures. Goal is to examine services and how can we</p>	
<p>6.5 French Language Service Report</p> <p>The French Language report is included in the Board Package.</p> <p>Paul Jalbert advised that the agency will be looking at some training in terms of French Language Services. There is online services available through the « Réseau du mieux-être francophone du Nord de l'Ontario » that can be accessed. The agency's French Language Services Report has been submitted to the NE LHIN and MCSS. The agency has received good feedback. Need to make changes to our FLS policy.</p>	
<p>6.5 Board Chair's Report – Verbal</p> <p>Sarah attended CMHA conference. Will have some feedback at the next meeting</p>	
<p>6.7 Executive Director's Report</p> <p>The ED's report is included in the Board Package.</p> <p>Paul advised that the agency will be hiring additional staff as needed. The LHIIN has provided more funding to hire Housing Workers.</p> <p>Looking at hiring a Senior's Mental Health Worker in Kirkland Lake.          Looking at an additional Mental Health Worker in Timiskaming ACTT and a Step Care Nurse.</p> <p>Paul is on target with the timelines set out in the workplan that he had submitted in June.</p> <p>An internal Privacy Officer and a backup have been identified. Both will be trained.</p> <p>At a previous Board Meeting, concerns had been expressed regarding the hiring of a contract maintenance worker. Paul advised that the contract is with Juno Enterprise who provides infrastructure support. Received and reviewed the booklet: Employee or Self-Employed which was reviewed with the contractor. The checklist confirmed self-employment of independent contractor.</p> <p>Will look at changing the rate from an hourly rate to a lump sum which June Enterprise has agreed to.</p>	<p>Will include contract in board package.</p>



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7.0	<b>For Your Information</b>	
	7.1 Board Attendance	
	The Board Attendance Report is included in the Board Package.	
	7.2 Audit Committee Meeting Minutes	
	The Audit committee Meeting Minutes are included in the Board Package.	
8.0	<b>Meeting Evaluation</b>	
	<b>Individual Self Reflection</b>	
	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?	
	<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>	
9.0	<b>Next Board Meeting</b>	
	October 23, 2019	
10.0	<b>Adjournment</b>	
	Christy Marinig moved to adjourn the meeting at 6:30pm.	

DocuSigned by:

Sarah Stewart E9...

Board Chair / President

DocuSigned by:

Elizabeth Reid 1A...

Treasurer / Secretary

October 23, 2019

Date

October 23, 2019

Date