



October 23, 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

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| Present Board Members Timmins: | Sarah Stewart – Chair, Liz Reid |
| Present Board Members Kirkland Lake: | |
| Present Board Members Temiskaming Shores: | Erin Cowan, Paul Crombeen |
| Staff: | Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Angie Peters-Carlson, Director of Corporate Services Nicole Henry, Recording Secretary |
| Regrets: | Amanda Coulas, Christy Marinig, Kelly-Ann O'Mara Norm Bolduc, Kelly Killins, |
| Guest: | Jean Montague |

Sarah Stewart chaired the meeting. Meeting called to order at 4:52pm.

| Item # | Topic | Action Item |
|--------|---|---|
| 1.0 | Standing Agenda Items | |
| 1.1 | Review and Adoption of Agenda Remind Paul to add 3.3 – Invitation from Camille <i>CT-13-2019/20</i> Moved by Liz Reid, seconded by Erin Cowan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the October 23, 2019 Board of Directors' Meeting as amended. Motion Carried | |
| 1.2 | Review and Adoption of Minutes <i>CT-14-2019/20</i> Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the September 25, 2019 Board of Directors' Meeting as presented. Motion Deferred | Deferred to next meeting, due to no quorum. |
| 1.3 | Declaration of Conflict of Interest No conflict of interest was declared. Paul Jalbert introduced Angie Peters-Carlson, Director of Corporate Services. | |
| 2.0 | In-Camera Session - | |
| 2.1 | Move to In-Camera Session <i>CT-15-2019/20</i> Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at Motion Deferred | In Camera session deferred to next meeting. |



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| | In-Camera Discussion | |
| 2.2 | Move Out of In-Camera Session | |
| | CT-16-2019/20 | |
| | Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion | In Camera session deferred to next meeting. |
| | Motion Deferred | |
| 2.3 | Rise and Report | |
| 3.0 | Items for Discussion and Direction | |
| 3.1 | Ontario Health Team (OHT) Update | |
| | Paul will have a recommendation at the November Board Meeting with a description of the criteria that was used to select the OHT, the weighing system that was used and the scoring to make a recommendation if we should approach either Timmins or Timiskaming to sign on to an OHT. | |
| 3.2 | Juno Enterprises Contract | |
| | Discussion deferred to next meeting. | Deferred to next meeting |
| 3.3 | Invitation from CMHA Ontario | |
| | CMHA Ontario is scheduling meetings across the province to discuss Ontario Health Teams. A meeting has been scheduled for the Northern Branches on November 18 th in Sudbury. CMHA Board Members and CMHA Senior Management are invited to participate. | Nicole to send out invitation from Camille to the Board |
| | Paul Jalbert would like to see Board Members attend the meeting in Sudbury. Paul will be travelling to Sudbury for the meeting. Interested Board Members can travel with Paul. | |
| 3.4 | TDH | |
| | A crisis mobile team was established in Timmins. At the time the agency was dealing with the implementation of Living Space, workplace assessment was taking place, Omer was transitioning to acting ED and dealing with the Pay Equity and RAAM, therefore it was decided to not put in an expression of interest. | |
| 3.5 | Meeting Process | |
| | Tyler suggested that the staff presentation be made prior to the adoption of agenda and minutes. | Due to no quorum, this item is deferred to next meeting. |
| | Sarah Stewart asked if the staff presentation could be done with a client. | |
| 4.0 | Reports | |
| 4.1 | Workplace Assessment Update | |
| | Jean Montague, HR Coordinator advised that the first Guarding Minds survey indicated two areas of significant concern, 10 areas of minimal concern and one area of strength. These areas are all related to the 13 workplace standards identified in the Mental Health Commission of Canada standards. | Send the Board a copy of the last Guarding Minds Survey. |
| | The last survey, indicated five strengths, eight minimal concerns and no significant concern. | |



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| | <p>The agency is now on the right path, but work still remains.</p> <p>The NOW committee made some suggestions and supported the recommendations.</p> <p>One of the suggestion was that all job descriptions be updated and reflect the work that is done. The completion date for the job description project is December 31, 2019. Had a staff picnic which was very successful and well attended by staff.</p> <p>The next Guarding Minds Survey will be sent out early December.</p> <p>Want to incorporate the Mental Health Commission of Canada guidelines into everything we do. Psychological Health and Safety has to be part of everyone's job. Jean will be attending the Psychological Health & Safety training in Toronto to obtain tools and guide to implement the standards. Job Descriptions will include Psychological Health & Safety.</p> <p>Will be moving to Professional Development Plan vs Performance Appraisal going forward for staff and supporting the leadership team through the Leads Framework.</p> | |
| 4.2 | <p>Human Resources Report</p> <p>The Human Resources Report is included in the Board Report.</p> <p>Jean Montague, reviewed the Human Resources Report. Jean advised that exit interviews are done when individuals leave to find out why they may be leaving. Will also be looking at movement within the organization. Starting to track the cost for job posting, will look at the cost to onboard new individuals, their orientation period, cost to post and recruit.</p> | |
| 4.3 | <p>Progress on Strategic Plan</p> <p>No update.</p> | |
| 4.4 | <p>Mental Health Services Report</p> <p>The Mental Health Services Report is included in the Board Package.</p> <p>Tyler explained the Primary Care pressure regarding a client and will develop a process and expectations for the clients that are hard to serve. Tracy and Tyler will be sharing the learnings and challenges to this approach with the Management Team.</p> <p>Tyler explained some of the issues the Kirkland Lake office is experiencing and the cause of the increase in waitlist.</p> <p>The definition for the acronym EPION is Early Psychosis Intervention Ontario Network.</p> | |
| 4.5 | <p>French Language Service Report (FLS)</p> <p>The French Language Service Report is included in the Board Package. The next FLS Committee meeting is scheduled for December.</p> | |
| 4.6 | <p>Board Chair's Report</p> <p>No report</p> | |
| 4.7 | <p>Executive Director's Report</p> | |



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| | <p>Paul reviewed the Executive Director's Report that is included in the Board Package.</p> <p>National Conference was held in September. Staff and Board Members attended. The highlight for Paul was using technology to serve clients.</p> <p>At the last Board Retreat, touched on the next Strategic Plan. Jesse Lamothe and Paul are working towards finalizing community engagement piece and staff engagement piece.</p> <p>New Director of Corporate Services has been hired.</p> <p>Launching an operation plan process. Will be looking at which projects the agency will undertake in the next fiscal year. Looking at one project per manager, one project for HR, one for IT and one for Finance. Also gathering information on all the reports that need to be completed and those will be included in the operational plan to ensure we keep track of our day to day operation.</p> <p>By December 31st, 2019 all job descriptions will have been updated.</p> <p>Will be moving towards accreditation. Will be creating an Accreditation Steering Committee. Jesse Lamothe will be the chair, Angie Peters-Carlson, Jean for Human Resources, a program manager and two front line staff. Accreditation is policy driven, therefore, all of the agency policies will be reviewed starting January 1st, 2020 with a completion date of June 30, 2020. Paul has reached out to CMHA Sudbury-Manitoulin to get a copy of their policies.</p> <p>Paul is also working with Jesse Lamothe to develop an Organizational Score Card based on Health Quality Ontario standards.</p> <p>Currently have two vacancies in Administration, the HR Manager and the Communications Manager. Senior Management will be looking at the two vacancies to ensure this is what we want to do. Considering expanding the role of the Communications Manager to include client engagement and fundraising. When planning on changes to services, we need to involve clients. We have an HR Coordinator and also have HR Support on an as needed basis for fee for service.</p> | |
| 5.0 | For Your Information | |
| | <p>5.1 Board Attendance</p> <p>The Board Attendance Report is included in the Board Report.</p> | |
| 6.0 | Meeting Evaluation | |
| | <p>Individual Self Reflection</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> <p>Was my participation constructive? Did I offer alternative perspective? Did I question assumptions? Did I suggest creative ideas?</p> | |



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| | <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"> ➤ 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? | |
| 7.0 | Next Board Meeting | |
| | December 18, 2019 | |
| 8.0 | Adjournment | |
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DocuSigned by:

Sarah Stewart
 Sarah Stewart
 Board Chair / President

December 18, 2019

Date

DocuSigned by:

Liz Reid
 Elizabeth Reid
 Treasurer / Secretary

December 18, 2019

Date