



November 27, 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

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

Sarah Stewart chaired the meeting which was called to order at 4:45pm.

Amanda Coulas read the Vision and Mission Statement.

Item #	Topic	Action Item
1.0	Standing Agenda Items	
	1.1 Review and Adoption of Agenda Added Sale of Shelter Property Item 4.3 and moved the in-camera session to the end of meeting. <div style="text-align: right;">CT-017 – 2019/20</div> Moved by Christy Marinig, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the November 27, 2019 Board of Directors' Meeting as amended. <div style="text-align: right;">Motion Carried</div>	
	1.2 Review and Adoption of Minutes – September 25, 2019 <div style="text-align: right;">CT-014 – 2019/20</div> Moved by Amanda Coulas, seconded by Kelly Killins -- 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. <div style="text-align: right;">Motion Carried</div>	
	1.3 Review and Adoption of Minutes – October 23, 2019 The minutes of the October 23, 2019 Board Meeting included in the Board Package. As no decisions was made during the meeting, No motions passed,	



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	therefore, included as for your information.	
	1.4 Declaration of Conflict of Interest No conflict of interest was declared.	
2.0	Board Education / Success Story	
	2.1 Accreditation Jesse Lamothe, Manager of Quality Improvement and Strategic Planning provided an overview of the accreditation process. The slide deck was provided to the Board Members prior to the meeting. The yearly cost is approximately. \$5,000. It will include a lot of man hours, but what needs to be done are things that are needed when going through accreditation.	
	2.2 Success Story A success story is included in the Board package.	
3.0	In-Camera Session -	
	2.1 Move to In-Camera Session <p style="text-align: right;">CT-015 – 2019/20</p> Moved by Liz Reid, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 6:17pm. <p style="text-align: right;">Motion Carried</p>	
	2.2 Move Out of In-Camera Session <p style="text-align: right;">CT-016 – 2019/20</p> Moved by Christy, seconded by Kelly Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:44pm. <p style="text-align: right;">Motion Carried</p>	
	2.3 Rise and Report <p style="text-align: right;">Motion IC-09 – 2019/20</p> Moved by Christy Marinig, seconded by Amanda Coulas -- Be it resolved that the Executive Committee of the Canadian Mental Health Association-Cochrane Timiskaming Branch will initiate the 360 review in January for the Executive Director. <p style="text-align: right;">Motion Carried</p>	
4.0	Items for Decision	
	4.1 Approval of Financial Statements	



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	<p>The Financial Statements for the period ending September 30, 2019 are included in the Board package. Angie Peters-Carlson summarized the presentation made at the November Audit Committee.</p> <p>The LHINs allows changes to the budget three times / year. Angie reviewed the budget lines where changes to the budget was requested. In January will have another opportunity to make three more changes to the budget.</p> <p>Discussion ensued regarding staff sharing accommodations when going to conferences.</p> <p style="text-align: right;">CT-019 – 2019/20</p> <p>Moved by Norm Bolduc, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements and Variance Report for the period ending September 30, 2019 as presented.</p> <p style="text-align: right;">Motion Carried</p>	
4.2	Meeting Process / Staff Presentation	
	<p>Tyler Twarowski suggested moving the staff presentation to the beginning of the meeting prior to the approval of the Agenda and Minutes. The In-Camera sessions will also be moved as the last item on the agenda.</p> <p>Sarah Stewart mentioned that it would be nice to have clients attend the meeting with the staff.</p> <p>It was agreed to move the staff presentation before approval of agenda. No motion needed.</p>	Nicole to change the meeting agenda template to reflect the change.
4.3	Sale of Shelter (Tranquility House)	
	<p>MCSS has given CMHA approval to sell the property. Paul has not received an answer from MCSS in regards to the appeal he made in the spring regarding keeping the funds from the sale of the house. The Town of Matheson is interested in the property. Will contact a Real Estate Agent to get an idea on what to ask for the property.</p> <p style="text-align: right;">CT-020 – 2019/20</p> <p>Moved by Christy Marinig, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves to sell the property known as the "Tranquility House", located in Matheson as presented.</p> <p style="text-align: right;">Motion Carried</p>	



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5.0	Items for Discussion and Direction	
5.1	<p>Juno Enterprises Contract</p> <p>The Juno Enterprise Contract is included in the Board Package.</p> <p>Paul Jalbert advised that we have two options to pay the contractor. Fixed rate vs hourly rate. Paul advised that a fixed rate may cause some difficulties. One solution proposed is to move towards hiring the contractor as an employee.</p> <p>Angie Peters-Carlson summarized the discussions that Denise Brunet, IT / Property Manager had with Service Ontario regarding the contract with Juno Enterprise. Denise also contacted the Ministry of Labour which directed her to Service Ontario.</p> <p>The contract mentions “service provider” and “contractor”. Concerns were expressed regarding the two terms. It was agreed that the “service provider” would be changed to contractor throughout the document.</p> <p>Angie will make amendments to the contract to add the definition of contractor and change service provider to contractor.</p> <p>It was agreed that a motion was not needed for this item.</p>	
5.2	<p>Ontario Health Team (OHT) Update</p> <p>Paul Jalbert reached out to Megan Waque from the LHINs regarding contributing to two OHT. Paul is hoping to approach both OHT’s (Timmins & Timiskaming), out what we can contribute, what is possible, etc. At the beginning Paul will have the initial conversations with the OHT’s and then will share some of the work with Tyler. At this time, Paul is not sure what the time commitment will be to sign off on two OHT’s. Paul is looking for endorsement from the Board to approach both OTH’s. Paul could explore with both OHT’s the level of participation that would be needed.</p> <p>Paul suggested inviting Megan Waque from the LHINs to the December or January meeting to speak on the OHT.</p>	<p>Paul will reach out to the OHT’s in both Timmins and Timiskaming.</p> <p>Paul to invite Megan to December or January Board Meeting.</p>
6.0	Reports	
6.1	<p>Workplace Assessment Update</p> <p>Angie Peters-Carlson advised that there has not been any further development since the last Board update by Jean Montague.</p>	
6.2	<p>Human Resources Report</p> <p>The HR Report is included in the Board Report. Two of the positions have been filled and two other positions have been posted.</p>	



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6.3	<p>Progress on Strategic Plan</p> <p>Paul reviewed the items that remain outstanding in the Strategic Plan.</p> <p>The DORR project has been completed.</p> <p>Transition to Team Structure – We currently have a Recovery Model. The provincial move to Stepped Care approach, therefore, this initiative is being paused. Will evaluate this as part of the next Strategic Plan.</p> <p>Indigenous Committee – The committee will have its first meeting December 4th.</p> <p>Development of Quality Improvement Program – Working on the Operational Plan for next fiscal year. A risk Management Plan and Quality Improvement Plan will come together. Goal is to have a new Strategic Plan by June and a Quality Improvement plan by September 2020.</p> <p>Preparing for Accreditation Primer.</p> <p>Paul feels that it has been difficult to complete the work in this Strategic Plan as some of the objectives, aims and outcomes don't all always flow.</p>	
6.4	<p>Mental Health Services Report</p> <p>The Mental Health Report is included in the Board Package.</p> <p>The agency has both internal psychiatry and also available through OTN.</p> <p>Tyler explained some of the reasons for some of the waitlist numbers. Paul gave an overview of the changes that are being made to address some of the waitlist issues.</p>	<p>Nicole to add a total column to the waitlist.</p>
6.5	<p>French Language Service Report</p> <p>The French Language Service report is included in the Board Package.</p>	
6.6	<p>Executive Directors' Report</p> <p>The Executive Directors' report is included in the Board Package.</p> <p>Paul reviewed the Executive Directors' report.</p> <p>The Sustainable Public Sector for Future Generation Act. It limits compensation increases for a period of 3 years to 1% per year. We have a signed contract for 4 years. This would take effect at the expiration of contract we have with the union. This also limits compensation for non-union employees. Paul and Angie will be getting some clarification on the period of moderation for non-union staff. Will need to have a 3-year moderation period</p>	



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	<p>for non-unionized staff.</p> <p>Will have an Operational plan will be in place for the next fiscal year (2020-21). This will be a workplan for next year that will outline activities. Senior Management will review the projects submitted by the Managers and will triage/prioritize, put together a proposal which will be reviewed at a Management Meeting and will bring it to the December Board Meeting.</p> <p>The first draft of the budget was submitted to the LHINs November 22nd.</p>	
7.0	For Your Information	
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.	
7.3	Guarding Minds Survey	
	The Guarding Minds survey is included in the Board Package.	
8.0	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> <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? 	



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9.0	Next Board Meeting	
	December 18, 2019	
10.0	Adjournment	
	Kelly Killins moved to adjourn the meeting at 6:48pm.	

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