



December 18, 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, Norm Bolduc, 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 Angie Peters-Carlson, Director of Corporate Services Nicole Henry, Recording Secretary |
| Regrets: | Amanda Coulas, Kelly Killins, Christy Marinig, Paul Crombeen |
| Guest: | Maxine Chaylt, Lynne Marwick and Jesse Lamothe |

The meeting is chaired by Sarah Stewart and was called to order at 4:50pm.

Norm Bolduc read the Vision and Mission Statements.

| Item # | Topic | Action Item |
|--------|--|-----------------------|
| 1.0 | Board Education / Success Story | |
| 1.1 | Developmental Disabilities Services Maxine Chaylt from the Timmins Office and Lynne Marwick from the New Liskeard office presented on the Developmental Disabilities Services program. The Developmental Disabilities Services program brochure is included in the Board Package. | |
| 1.2 | Referral Trends / Volume The Q2 MIS Board Report was distributed to the Board Members prior to the meeting and is saved in OneDrive. Jesse Lamothe, Strategic Performance & Quality Improvement Manager presented the Q2 MIS Board Report. It was requested that the funding and FTE be added to the report. The waitlist can also be added to the report. The waitlist report will be modified in the future to have more meaningful data. | |
| 2.0 | Standing Agenda Items | |
| | 2.1 Review and Adoption of Agenda | |
| | | CT-021-2019/20 |



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| | <p>Moved by Norm Bolduc, seconded by Erin Cowan - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the December 18, 2019 Board of Directors' Meeting as presented.</p> <p style="text-align: right;">Motion Carried</p> | |
| 2.2 | <p>Review and Adoption of Minutes</p> <p style="text-align: right;">CT-022-2019/20</p> <p>Moved by Kelly-Ann O'Mara, seconded by Erin Cowan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the November 27, 2019 Board of Directors' Meeting as presented.</p> <p style="text-align: right;">Motion Carried</p> | |
| 2.3 | <p>Declaration of Conflict of Interest</p> <p>No conflict of interest was declared</p> | |
| 3.0 | Items for Decision | |
| 3.1 | <p>Approval of Financial Statements</p> <p>Angie Peters-Carlson reviewed the Financial Statement and the Variance Report for the period ending October 31, 2019.</p> <p>Overall the agency has a surplus of \$387,000. The surplus is mostly from Mental Health Services in Fund 2 in the amount of \$360,000. The majority of the surplus is in salaries and wages. The Senior Management team has been working with the Managers to develop some strategies.</p> <p>We have added two Residential Support Workers in Housing, posted for a Communication Specialist, hiring a Step Care Nurse in Temiskaming Shores and hiring temporary Mental Health Workers in ACTT and Case Management to help deal with the waitlist.</p> <p>Last week, the LHIN approved our request for an additional .4 FTE to bring the Senior Mental Health Worker / Behavioral Support Worker to a full complement. The agency has not been able to recruit for this position, as it was a part time position, so hoping this will allow us to recruit as it is now a full FTE. Will also receive funding for travel for this program. The funding letter will be received in January. Will be able to use the funds to help with recruitment cost and start-up cost. As the funding letter will only be received in January we will not have someone in place, therefore, the LHIN will allow the agency to use to funds for recruitment and start-up cost.</p> | |



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| | <p>Still waiting to hear from the LHIN regarding the re-allocation of funding from the Communication Managers vacancy to the IT line. The next submission of re-allocation of funds will be at the end of January.</p> <p style="text-align: right;">CT-023-2019/20</p> <p>Moved by Paul Crombeen, 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 October 31, 2019 as presented.</p> <p style="text-align: right;">Motion Carried</p> | Recording 54 30:30 |
| 3.2 | <p style="text-align: center;">Approval of Operational Plan for 2020-21</p> <p>Jesse Lamothe reviewed the Operation Plan and briefly explained the process that took place to develop the Operational Plan. Four distinct themes were identified, which are Planning, Accreditation, Direct Service Delivery, Documentation and Standardization.</p> <p>The Board agreed to the agency moving forward with the Operation Plan as presented and that the motion is not required.</p> <p style="text-align: right;">CT-024-2019/20</p> <p>Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Operational Plan for 2020-21 as presented.</p> <p style="text-align: right;">Motion Rescinded</p> | |
| 4.0 | <p>Reports</p> | |
| 4.1 | <p style="text-align: center;">Workplace Assessment Update</p> <p>The link to the next Guarding Minds Survey has been sent to the staff. Hoping to have the results for the January Board Meeting.</p> <p>Job descriptions are being revised and should be completed by the end of December.</p> | |
| 4.2 | <p style="text-align: center;">Human Resources Report</p> <p>Only had one termination in October. Looking at the job description for the IT Support Worker.</p> <p>Will be recruiting for the Senior's Mental Health/Behavioral Support Ontario position in Timiskaming.</p> | |
| 4.3 | <p style="text-align: center;">Progress on Strategic Plan</p> | |



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| | Paul Jalbert reviewed the Strategic Plan which is included in the Board Package. | |
| 4.4 | Mental Health Services Report Tyler Twarowski reviewed the Mental Health Report which is included in the Board Package. | |
| 4.5 | French Language Service Report Paul Jalbert reviewed the French Language Service Report which is included in the Board Package. | |
| 4.6 | Ontario Health Team Update Paul Jalbert has reached out to Megan Waque from the NE LHIN to do a presentation at the Board. Megan suggested Paul contact the MOHLTC or given the mandate of OHT's that we invite the chairs of the OHT's to give a presentation to the Board. Paul reached out to the chairs of the Timmins & Timiskaming OHT's. Meetings will be organized for January. | Paul will invite the OHT chairs following his meetings. |
| 4.7 | Executive Director's Report Paul reviewed the Executive Director's Report which is included in the Board Package. With Accreditation in the horizon, Paul would like to see a Board's workplan. Paul offered to work with the Executive Committee to develop the workplan. | |
| 5.0 | For Your Information | |
| 5.1 | Board Attendance The Board Attendance report is included in the Board Package. | |
| 5.2 | Audit Committee Meeting Minutes (DRAFT) The Draft Minutes that are included in the Board Package were approved at the Audit Committee Meeting on December 17 th , 2019. | |
| 6.0 | In-Camera Session - | |
| 6.1 | Move to In-Camera Session <p style="text-align: right;">CT-025-2019/20</p> Moved by Norm Bolduc, seconded by Liz Reid -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 6:30pm. <p style="text-align: right;">Motion Carried</p> | |



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| | In-Camera Discussion | |
| 6.2 | Move Out of In-Camera Session | |
| | CT-026-2019/20 | |
| | Moved by Erin Cowan and seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:43pm. | |
| | Motion Carried | |
| 6.3 | Rise and Report | |
| | Existing vacation model to be maintained. | |
| 8.0 | Meeting Evaluation | |
| | Paul Jalbert suggested that meeting evaluations be changed to be done via Survey Monkey quarterly. | |
| | Paul will draft the questions and bring it back to the January meeting. | Paul to bring Draft Survey to the January Board Meeting |
| 9.0 | Next Board Meeting | |
| | January 22, 2020 | |
| 10.0 | Adjournment | |
| | Norm Bolduc moved to adjourn the meeting at 6:46pm. | |

DocuSigned by:

Sarah Stewart

Board Chair / President

January 22, 2020

Date

DocuSigned by:

Elizabeth Reid

Treasurer / Secretary

January 22, 2020

Date