



January 22, 2020
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, Amanda Coulas, Kelly Killins, Christy Marinig, Liz Reid |
| Present Board Members Kirkland Lake: | |
| Present Board Members Temiskaming Shores: | Paul Crombeen |
| Staff: | Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Sue Edwards, Payroll Assistant / Co-Acting Finance Manager Wayne Walker, Financial Assistant / Co-Acting Finance Manager Nicole Henry, Recording Secretary |
| Regrets: | Kelly-Ann O'Mara, Erin Cowan |
| Guest: | Joan Ludwig - TDH, Natalie Carle – TDH, Jennifer McLeod – TFHT -- Nord-North Keewaytin_Giiwedini OHT Mike Baker, Temiskaming Hospital, Timiskaming Health Team |

Sarah Stewart chaired the meeting and the meeting was called to order at 4:47pm.

Paul Crombeen read the Vision and Mission Statements.

| Item # | Topic | Action Item |
|--------|--|-------------|
| 1.0 | Board Education / Success Story | |
| | OHT Presentation by Nord-North Keewaytin_Giiwedini OHT | |
| | The OHT Presentaion by Nord-North Keewaytin_Giiwedini OHT is saved in OneDrive. | |
| | Joan Ludwig, Natalie Carle both from the Timmins and District Hospital and Jennifer McLeod from the Timmins Family Health Team presented on the Nord-North Keewaytin_Giiwedini OHT. The presentation has been saved to OneDrive. | |
| | OHT Presentation by Timiskaming OHT (at the end of the mtg 6:30pm) | |
| | The presentation by Mike Baker has been saved to OneDrive. | |
| | Mike Baker from the Timiskaming Hospital presented on the Timiskaming Health Team. | |
| 2.0 | Standing Agenda Items | |
| | 2.1 Review and Adoption of Agenda | |
| | It was noted that the date in the motion for acceptance of the agenda was inaccurate. | |



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| | <p>Moved by Norm Bolduc, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the January 22, 2020 Board of Directors' Meeting as amended.</p> <p style="text-align: right;">Motion Carried</p> | |
| 2.2 | <p>Review and Adoption of Minutes</p> <p style="text-align: right;">CT-028 - 2019/20</p> <p>Moved by Liz Reid, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the December 18, 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 interest was declared.</p> | |
| 3.0 | Items for Decision | |
| 3.1 | <p>Approval of Financial Statements</p> <p>The Financial Statements and Variance Report are included in the Board Package. Angie Peters-Carlson reviewed the Financial Statements and Variance Report.</p> <p>Angie advised that the agency has received and accepted an offer to purchase for the property in Matheson. The closing date is the end of February.</p> <p>Paul added he had sent in an appeal to MCSS to be refunded for the VAW Program Managers Severance package. MCSS has approved the appeal and will be sending CMHA-CT a cheque for \$75,000.</p> <p>Fund 3 has a deficit of \$15,000. which is a result of the agreement with MCSS for the monitoring of the property in Matheson while empty. MCSS has agreed to reimburse CMHA-CT up to \$29,000 and some change. This will cover the deficit in Fund 3.</p> <p style="text-align: right;">CT-029 - 2019/20</p> <p>Moved by Kelly Killins, seconded by Christy Marinig -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements and Variance Report for the period ending November 30, 2019 as presented.</p> <p style="text-align: right;">Motion Carried</p> | |
| 3.2 | <p>Questions for Board Meeting Evaluations</p> | |



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| | <p>The Board Evaluation Questions are included in the Board Package. The Board Meeting evaluation would be done quarterly and sent through a Survey Monkey after the meeting in March, June, September & December. Paul Jalbert reviewed the questions and explained how the process for the evaluation.</p> <p>The first 3 questions would be part of every evaluation, then every quarter the 4th question would be different. Paul recommended that we have a bank of at least 12 questions and every quarter, the 4th question would be a different question. We could then recycle the questions every 3 years.</p> <p>Nicole Henry and Paul Jalbert will create questions for the evaluation and invited Board Members to submit questions that they would like to see.</p> | <p>Nicole to send a reminder to the Board to submit Board Evaluation questions.</p> |
| 4.0 | Reports | |
| | 4.1 Workplace Assessment Update | |
| | <p>4.1.1 Guarding Minds Survey</p> <p>Angie Peters-Carlson advised that 73 employees out of 120 employees completed the survey. Great participation rates.</p> <p>The results of the survey are not worrisome. Very little issues that have significant concerns. Some of the areas have gone down slightly, but this could be results of performance reviews done by their Manager. Angie does not feel that this is of concerns. The more concerning ones are those individuals identifying they feel bullied and/or harassed due to discrimination or their mental health.</p> <p>As the survey is anonymous, we are not able to identify those individuals. Angie is working on sending a memo to all staff thanking them for completing the survey and for those who expressed concerns, encouraging them to talk to their Manager or if they feel more comfortable, they can go to Human Resources directly. We want those employees to feel welcome in approaching someone to discuss these feelings and to help find a possible resolution.</p> <p>Overall, if we were to compare our score to other organization, we are doing well.</p> <p>The Board would like to have access to all the surveys results.</p> | <p>Nicole to create a folder to save the results of all surveys, so that Board Members could review previous surveys.</p> |
| | 4.2 Human Resources Report | |
| | <p>The Human Resources Report is included in the Board Package. Angie Peters-Carlson reviewed the Human Resources Report.</p> | |



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| | <p>Angie advised that Human Resources will be going to job fairs to various local universities/colleges for recruitment.</p> <p>Questions was raised regarding an employee on sick leave. Angie suggested discussing this during the In-Camera discussion.</p> | |
| 4.3 | Progress on Strategic Plan | |
| | Strategic Plan update is included in the Board Package. Paul Jalbert advised that there has not been any changes from last month. There are only 4 items left on the Strategic Plan to deal with. | |
| 4.4 | Mental Health Services Report | |
| | <p>The Mental Health Services Report is included in the Board Package which was reviewed by Tyler Twarowski. Tyler reviewed some of the highlights of the report.</p> <p>Tyler has met with the Managers in Timiskaming which have a high waitlist to review the reasons for the waitlist and see how it could be reduced. Tyler will be meeting with some of the Managers in Timmins as well. Tyler will have an update on the waitlist numbers for the Timmins programs at the next Board meeting.</p> | |
| 4.5 | French Language Service Report | |
| | <p>The French Language Service Report is included in the Board Package and was reviewed by Paul Jalbert.</p> <p>Paul Jalbert advised that at the next AGM, once we have made changes to policies and the by-laws the agency will be recognized as a fully FLS compliant.</p> <p>Discussed having the FLS update monthly or quarterly, and it was agreed to have the FLS update quarterly after the FLS meetings are held.</p> | Nicole to make the change to the Board Meeting Template. |
| 4.6 | Ontario Health Team Update | |
| | Once the Board hears both OHT presentations, the Board can have a discussion regarding where we want to position ourselves in regards to OHTs. | |
| 4.7 | Executive Director's Report | |
| | <p>The Executive Directors report is included in the Board Package which was reviewed by Paul Jalbert.</p> <p>Paul will look into an appeal process to retain some of the dollars from the sale of the Matheson property.</p> | |
| 5.0 | For Your Information | |
| 5.1 | Board Attendance | |



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| | The Board attendance report is included in the Board package. | |
| 5.2 | Audit Committee Meeting Minutes | |
| | The draft Audit Committee meeting minutes are included in the Board Package. The Audit committee met on January 21 st , and the minutes were approved as presented. | |
| 5.3 | Good News Story | |
| | The Good News Story is included in the Board Package. Sarah Stewart congratulated Tyler for his work with the indigenous committee, encouraging staff to take the Indigenous Cultural training. It was nice to see that the Cultural Training helped the staff. | |
| 6.0 | In-Camera Session - | |
| 6.1 | Move to In-Camera Session | |
| | CT-030 - 2019/20 | |
| | Moved by Kelly Killins, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 5:27pm. | |
| | Motion Carried | |
| | In-Camera Discussion | |
| 6.2 | Move Out of In-Camera Session | |
| | CT-031 - 2019/20 | |
| | Moved by Liz Reid, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:25pm. | |
| | Motion Carried | |
| 6.3 | Rise and Report | |
| | IC-14- 2019/20 | |
| | Moved by Kelly Killins, seconded by Christy Marinig – Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Executive Director's participation in the Certified Health Certification program for both professional development and the 360 Review. | |
| | Motion Carried | |
| 9.0 | Next Board Meeting | |
| | February 19, 2020 | |



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| 10.0 | Adjournment | |
| | Norm Bolduc moved to adjourn the meeting at 6:54pm. | |

DocuSigned by:

Sarah Stewart

Sarah Stewart

Board Chair / President

DocuSigned by:

Liz Reid

Elizabeth Reid

Treasurer / Secretary

February 26, 2020

Date

February 26, 2020

Date