



**February 26, 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

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

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

Kelly Killins read the Vision and Mission Statement

Item #	Topic	Motion #
1.0	<b>Board Education / Success Story</b>	
	1.1 Case Management – Kirkland Lake (Mental Health Services)	
	Jennifer Marcotte presented on the Case Management program in Kirkland Lake.	
	After the presentation, Tyler Twarowski recommended that Board Members introduce themselves before the staff presents.	
2.0	<b>Standing Agenda Items</b>	
	2.1 Review and Adoption of Agenda	
	Added 3.5 – Fundraising Activity	
	<b>CT-032 – 2019/20</b>	
	Moved by Kelly Killins, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the February 26, 2020 Board of Directors' Meeting as amended.	
	<b>Motion Carried</b>	
	2.2 Review and Adoption of Minutes	
	<b>CT-033 – 2019/20</b>	



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	Moved by Norm Bolduc, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the January 22, 2020 Board of Directors' Meeting as presented.	
	<b>Motion Carried</b>	
2.3	Declaration of Conflict of Interest  No conflict of interest was declared.	
3.0	<b>Items for Decision</b>	
3.1	Approval of Financial Statements  Angie Peters-Carlson reviewed the Financial Statements and Variance Report.  As of December 31st, 2020 the organization is reporting a surplus of \$481,378 in total. The surplus in the Mental Health Program (Fund 2) is \$444,735 and \$66,020 in the Housing Program. The majority of the surplus in the Mental Health program is in Salaries and Wages. We had made application to the LHINs for re-allocation of those funds to operational dollars. On February 25 <sup>th</sup> , the LHINs advised that they will be approving our request for re-allocations. Hoping to get the funding letter shortly to determine which funds will be capital funding and expense for the current year which will alleviate a lot of pressures. Working on the CAPS budget to re-align some of the budget.  Angie reviewed the items to be re-allocated. <ul style="list-style-type: none"> <li>• \$120,000 to supplies account which includes travel, professional fees, training cost</li> <li>• \$ 25,00 Building and grounds expenses</li> <li>• \$ 45,000 Office Furniture</li> <li>• \$ 23,000 Maintenance and service contract mostly in IT department (enhance security)</li> <li>• \$ 30,000 Computer upgrades and stock</li> <li>• \$ 10,000 for replacement of photocopier</li> </ul> Another offer for the property in Matheson has been received. Paul Jalbert advised that he will not be successful in his appeal to retain the funds as per a discussion with MCSS, however MCSS will cover the cost associated with maintaining the house until it is sold.  The interview for the Communications Coordinator position was held on February 25 <sup>th</sup> . Will explore another option and hoping to have that position filled shortly.  Angie is forecasting to break even at year end.	



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	<p>Moved by Paul Crombeen, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements and Variance Report for the period ending December 31, 2019 as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>	
3.2	<p>Ontario Health Team Decision - OHT</p> <p>At the January Board Meeting Joan Ludwig, Jennifer McLeod &amp; Natalie Carle representing the Timmins OHT and Mike Baker representing the Timiskaming OHT, presented on their respective OHT.</p> <p>Paul Jalbert asked the Board if they feel that the OHT's are aligned with our organizations' objectives, vision, mission and values and if so, would the Board consider a motion for Paul to explore how we can formalize the relationships with the OHT's. There is a considerable amount of work that would occupy Paul's time. This leads to item 3.3 NEOFACS Board Retreat below.</p> <p>Paul advised that the Board has been invited to the NEOFACS Board Retreat on April 17<sup>th</sup>. This would be Friday afternoon and Friday evening. John Raymond, ED for NEOFACS and Paul have discussed working together and representing each other at the OHT tables. NEOFACS is in the same catchment area and are considering the same OHT's as CMHA. (Timmins and Timiskaming). NEOFACS provides mental health services for youth, we provide mental health services for adults. Neither John Raymond or Paul would be able to attend all OHT meetings. John Raymond and Paul would explore how they could look after each other's interest and have an understanding that at these tables, they would speak to mental health services in general and not mental health services for children and/or mental health services for adults. This would be one of the ways to decrease some of the workload around the OHT's.</p> <p>The Board asked if there are different levels of participation on the OHT's. Paul will explore the different levels of participation and look at risk mitigation and bring this back to the next Board Meeting. Sarah Stewart, wants to be cautious about signing on with the OHT's at this time and to what degree.</p> <p style="text-align: right;"><b>Motion CT-035 – 2019/20 -- Deferred</b></p>	<p>Paul to look at the different levels of participation and risk mitigation and report back at the March Board Meeting.</p>
3.3	<p>NEOFACS Board Retreat</p> <p>An invitation to the NEOFACS Board Retreat will be sent tomorrow morning and Paul asked for a quick turn-around response within 48 hours.</p>	<p>Nicole to send out an invitation to the Board Thursday.</p>
3.4	<p>Cultural Awareness Training</p>	<p>Nicole to forward information</p>



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	<p>Back in November an invitation was sent to Board Members to offer Cultural Awareness Training. Paul would like to see Board Members take the training as we serve a lot of indigenous people and the Board would benefit from the training. Sarah has already taken the training. An e-mail with information will be sent to the board in the morning.</p>	<p>on the training.</p>
4.0		
4.1	<p>Workplace Assessment Update</p> <p>No updates.</p>	
4.2	<p>Human Resources Report</p> <p>Angie Peters-Carlson reviewed the HR Report, which is included in the Board Package. There are only three vacancies to be filled at this time. The Communications Coordinator position, the IT position and the Senior's Mental Health / Behavioural Support Ontario position. Hoping to fill the Communications position shortly.</p>	
4.3	<p>Progress on Strategic Plan</p> <p>Paul Jalbert reviewed the Strategic Plan report which is included in the Board Package.</p> <p>Jesse Lamothe and Julie Ruel are working on an Environmental Scan to clearly map key moments in the service delivery pathway, such as points of access, intake tools, needs assessment information, triaging tools, discharge tools, monitoring tools, and pathways from external and internal referrals, etc. Once that is completed, we will be able to set-up standards for each programs to determine whether services should continue or not based on data and judgement, not just on judgement. We will be able to make informed decisions.</p> <p>The agency will be moving towards work standards. Will have some expectations regarding data and time entry and how much time staff spend in direct contact with clients.</p> <p>Jesse Lamothe advised that focus groups for the Strategic Plan have been booked with staff in March followed up with questionnaires for those who can't attend to give everyone an opportunity to provide input. Will go over strength and weaknesses as we did at the Board Retreat last fall. Will do the same with community partners. Will also meet with clients to get their perspective. Hoping to have engagements done and analyzed by the end of April. This will allow us to have a draft Strategic Plan for the AGM in June. Would then have a formal launch after the AGM.</p> <p><b>Accreditation Update</b></p>	



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	<p>At the beginning of February, a self-assessment was circulated to all staff. The self-assessment is a questionnaire that goes through all the requirements for Accreditation Primer. Received 56 responses out of 132 staff. The results will be presented, reviewed and analyzed by the Accreditation Committee. Jesse, could present at the March Board Meeting. Accreditations Canada coordinator assigned to CMHA-CT participates at every second meetings. Jesse explained how the committee plans to move forward. Accreditation Canada advised that they like how the process is being done and will recommend this process to future organization going forward with accreditation.</p> <p>One of the requirements for accreditation is that our organization has an Ethics Framework to use as an ethical decision tools to support ethical decisions that need to be made.</p> <p>Jesse reached out the CMHA Muskoka – Parry Sound to borrow their ethics framework tool that they use. The tool is called <b>IDEAS</b>. The tools has questions to help you weigh a decision.</p> <ul style="list-style-type: none"> <li>• Identify facts</li> <li>• Determine ethical principles and conflicts</li> <li>• Explore all options</li> <li>• Act on decision and evaluate</li> <li>• Solve the problem, scrutinize and evaluate decision.</li> </ul> <p>An Ethics Framework is a requirement of Accreditation; however it is also a useful tool to assist in making ethical decisions.</p> <p>Paul Jalbert advised that CMHA-CT was presented with a fundraising opportunity. The Vic Tavern in conjunction with Molson and Coors would like to put on a concert and promote CMHA as the recipients of the proceeds.</p> <p>We thought we would start using the IDEAS tool to evaluate the scenario where we would be partnering with an organization who makes profits from our clients. This does not sit right with Paul and he felt that by using the Ethical decision-making tool would help us focus our thinking around this. CMHA does not promote abstinence as a means of addressing substance issues, we use a harm reduction approach. We support the RWAM clinics, our values and perspectives are aligned with the harm reduction approach.</p> <p>Jesse Lamothe, Paul Jalbert, Tyler Twarowski and Mark Lionello, a program manager met and used the Ethical decision-making tool. Jesse lead the group through the Ethical decision-making process. The group realized they did not have all the answers, such as are all the profits going to be donated to CMHA or only part of the donations. Will they be using CMHA to make a profit? What we do know is that they want to have a concert in March, they want to promote it, they want to promote CMHA</p>	<p>Jesse to present the Accreditation Self Assessment Summary at the next Board Meeting.</p>



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	<p>and they want to help maple Residence. Paul felt they did not have the answers. Paul feels there is a reputational risk involved. The group came up with four possible scenarios:</p> <ol style="list-style-type: none"> <li>1. Yes, go ahead with the fundraiser</li> <li>2. No to the fundraiser</li> <li>3. Asking if Molson would remove their logo from the posters</li> <li>4. Have them go ahead with the fundraiser, and donate to us after, but not use the CMHA logo/branding or name.</li> </ol> <p>The recommendation to the Board is option 4 with not association with our name with the fundraiser and if they wish to donate from the fundraiser that this would be a possibility, but not to promote us for an activity that is sponsored by Molson Coors.</p> <p>Remove all CMHA Branding, don't call it a fundraiser for CMHA and they can decide to make a donation to CMHA. There will also be 50/50 tickets sold at a hockey game and auction a set of tickets to a hockey game is also one of the prizes. The second question is "is it acceptable to accept that donation" if the CMHA Branding is removed.</p> <p>Discussed having a tag line such as Drink responsibly on the tickets. It was suggested that we could support the event / fundraiser and saying its not abstinence but drinking responsibly.</p> <p>Recommendation to find out where the proceeds come from. Does it come from the admission price, or the sale of alcohol? Proceeds from ticket sale could be the donation and they would benefit from the alcohol sales.</p> <p>It was agreed to look at where the proceeds come from, ie, ticket sale. If were not OK having the CMHA name on the poster, we should not be accepting the money. Poster can be re-formatted.</p>	
4.4	Mental Health Services Report	
	The Mental Health Services Report is included in the Board report. Tyler asked to differ the review of Waitlist until he meets with all the Managers.	
4.5	French Language Service Report (March, June, Sept, Dec) <i>(Next report will be in March)</i>	
4.6	Ontario Health Team Update	
	This was discussed in item 3.2	
4.7	Executive Director's Report	
	Paul Jalbert reviewed the ED Report which is included in the Board Report. Expecting the Mental Health & Addictions Strategy by March 5 <sup>th</sup> . Will need to review	





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	<p>to prepare our strategy.</p> <p>The CMHA's of Northern Ontario met with the Northern Ontario Service Deliverers Association to look at partnership and housing crisis. Discussed some common areas of concerns, primarily around shared populations and ensured that we don't speak about mental health without housing.</p> <p>Have an offer on the property in Matheson.</p> <p>Had a meeting with MNP regarding corporate risk management. Our costs for IT security are going up, so will likely the risk management company review our IT Security etc to ensure we have the right security and that the agency is not deficient. Could also explore other areas of risk. They would be asked to review our plans, not create a plan.</p>	
	CMHA Kingston was a one-person agency, which was not receiving any LHINs funding.	
<b>5.0</b>	<b>For Your Information</b>	
	5.1 Board Attendance	
	5.2 Audit Committee Meeting Minutes	
<b>6.0</b>	<b>In-Camera Session -</b>	
	6.1 Move to In-Camera Session	
	<b>CT-036 – 2019/20</b>	
	Moved by Kelly Killins, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 6:03pm.	
	<b>Motion Carried</b>	
	In-Camera Discussion	
	6.2 Move Out of In-Camera Session	
	<b>CT-037 – 2019/20</b>	
	Moved by Kelly Killins, seconded by Kelly-Ann O'Mara -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:17pm	
	<b>Motion Carried</b>	
	6.3 Rise and Report	
	No rise and report.	



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	<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>	
7.0	<b>Next Board Meeting</b>	
	March 25, 2020	
8.0	<b>Adjournment</b>	
	Norm Bolduc moved to adjourn the meeting at 6:22pm.	

DocuSigned by:

Sarah Stewart E9...

Board Chair / President

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 March 25, 2020
 

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DocuSigned by:

Elizabeth Reid 1A...

Treasurer / Secretary

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 March 25, 2020
 

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