



March 25, 2020
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

Amended

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, Kelly Killins, Christy Marinig, Liz Reid,
Present Board Members Kirkland Lake:	Kelly-Ann O'Mara
Present Board Members Temiskaming Shores:	
Staff:	Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Angie Peters-Carlson, Director of Corporate Services Nicole Henry, Recording Secretary
Regrets:	Amanda Coulas, Erin Cowan, Paul Crombeen

The meeting was called to order at 4:49 pm and chaired by Sarah Stewart.

Sarah Stewart read the Vision and Mission Statements.

Time	Item #	Topic	Action Items.
	1.0	Standing Agenda Items	
2	1.1	Review and Adoption of Agenda <div style="text-align: right;">CT-038 – 2019/20</div> Moved by Kelly Killins, seconded by Christy Marinig -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the March 25, 2020 Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>	
4	1.2	Review and Adoption of Minutes <div style="text-align: right;">CT-039 – 2019/20</div> Moved by Kelly-Ann O'Mara, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the February 26, 2020 Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>	
4	1.3	Declaration of Conflict of Interest No declaration of conflict was declared.	
	2.0	Items for Decision	
15	2.1	Approval of Financial Statements & Variance Report	



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Angela Peters-Carlson reviewed the Financial Statements and Variance Report.

Overall the organization is reporting a surplus of \$663,569.

The Mental Health Programs make up for \$535,000 of the surplus. The largest is still in salaries and wages which is due to vacancies during the year. Some of the positions, we have had difficulty recruiting for some positions. The Communications position was vacant for most of the year, before it was decided to fill that position.

Requested to re-allocate \$253,000 of the surplus

Housing in Fund 2 has a surplus of \$66,000 and in Fund 3 \$60,000,

The reallocation requests were approved. Angie reviewed the reallocation list.

Due to the extra pressures that is being caused by the COVID-19, there may be some leniency from the government in regard to year end for variance explanations.

Some of the additional cost we have incurred due to COVID-19 are as follows:

- Additional Media Ads
- Additional cleaning in all buildings
- Additional nursing supplies
- Ten new laptops
- Cleaning supplies, hand sanitizers, toilet paper,
- Legal service
- Increase IT Support
- Enhancement to access buildings

Angie advised that the sale of the Matheson property is now finalized. Net proceeds will be returned to MCSS, however, the operating and closing costs will be recoverable from MCSS.

Liz Reid expressed concern regarding the accounts receivable balance on the balance sheet which is more than \$500,000. Is there any risk in being able to collect. Paul advised that there is approximately, \$77,000. that Paul is optimistic that we will recover some of those funds.

Angie will get the details on the accounts receivable and bring back to the next meeting

CT-040 – 2019/20

Moved by Christy Marinig and seconded by Liz Reid -- Be it resolved that the



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	<p>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;">Motion Carried</p>	
15	<p>2.2 Approval of CAPS Submission</p> <p>Angela Peters-Carlson reviewed and explained the CAPS Submission.</p> <p>There were no increases. The CAPS submission was to realign the budget to address the pressures.</p> <p>To get an increase, we would need to prepare a business case. The LHIN is pushing for Psycho-Therapy leads, so we could build a business case to get funding as we have case managers that are trained in Psycho-Therapy.</p> <p style="text-align: right;">CT-041 – 2019/20</p> <p>Moved by Norm Bolduc, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the CAPS Submission as presented.</p> <p style="text-align: right;">Motion Carried</p>	
3.0	Items for Discussion	
	<p>3.1 CMHA Provincial Conference</p> <p>At this time, there is an assumption that this conference will be post-poned. However, we have two spots for Board Members should the conference go ahead.</p>	
4.0	Reports	
	<p>4.1 Workplace Assessment Update</p> <p>There is nothing further to add at this point.</p>	
10	<p>4.2 Human Resources Report</p> <p>Angie Peters-Carlson reviewed the Human Resources Report which is included in the Board package.</p> <p>Due to the current COVID-19 pandemic, CMHA-CT is not hiring at this point.</p>	
15	<p>4.3 Mental Health Services Report</p> <p>Tyler Twarowski reviewed the Mental Health Services Report.</p> <p>Our services have changed extremely in the last couple of weeks but have not seen an increase in demand at this point.</p>	



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	<p>Crisis services has been accessed. Some people are calling in to get information on COVID-19. We are connecting with clients, doing a lot of virtual care, through e-mail and telephone, at this point.</p> <p>All of the offices are closed to the public, so we are down to very few staff working from the various sites. Staff have started to work from home. We are continuing with Primary care, Opioid services, housing, ACTT, etc.</p> <p>The world is changing day by day, but we try to take the right steps and action. Clients have access to their workers, and so far we have not received any complaints from clients or staff.</p> <p>There are still some questions that need to be answered and we continue to work towards virtual care service.</p>	
5	<p>4.4 French Language Service Report</p> <p>Paul Jalbert reviewed the French Language Services Report which is included in the Board Package.</p> <p>The Active Offer training is now mandatory for all staff and also part of the on-boarding of new staff.</p>	
10	<p>4.5 Executive Director's Report</p> <p>Paul Jalbert reviewed the ED Report which is included in the Board Package. The work has been mainly on the Pandemic Planning and have had good cooperation from everyone.</p> <p>Paul explained how we are dealing with clients during the COVID-19.</p> <p>Meet weekly provincially, and other community agencies are meeting and working together to provide service.</p>	
5.0	For Your Information	
	<p>5.1 Board Attendance</p> <p>The Board Attendance report is included in the Board Package.</p>	
6.0	In-Camera Session -	
	<p>6.1 Move to In-Camera Session</p> <p style="text-align: right;">CT-042 – 2019/20</p> <p>Moved by Kelly-Ann O'Mara, seconded by Liz Reid -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 5:45pm.</p> <p style="text-align: right;">Motion Carried</p>	
	In-Camera Discussion	
	6.2 Move Out of In-Camera Session	



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		CT-043 – 2019/20	
		Moved by Christy Marinig, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6:06pm	
		Motion Carried	
	6.3	Rise and Report	
			IC-19 – 2019/20
		Moved by Christy Marinig, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch agrees commence the process to recruit a consultant in order to support the service integration between South Cochrane Addiction Services and CMHA-CT as discussed.	
			Motion Carried
	7.0	Next Board Meeting	
		April 22, 2020	
	8.0	Adjournment	
		Norm Bolduc moved to adjourn the meeting at 6:07pm.	

DocuSigned by:

Sarah Stewart

Board Chair / President

DocuSigned by:

Elizabeth Reid

Treasurer / Secretary

April 22, 2020

Date

April 22, 2020

Date