



April 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:**

Virtual Meeting via TEAMS

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

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

Paul Jalbert read the Vision and Mission Statements.

Item #	Topic	Action Item
1.0	Standing Agenda Items	
1.1	Review and Adoption of Agenda	
	Paul Jalbert requested that a Good News Story be added to the agenda.	
	CT-044 – 2019/20	
	Moved by Paul Crombeen, seconded by Kelly Killins -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the April 22, 2020 Board of Directors' Meeting as amended.	
	Motion Carried	
1.2	Review and Adoption of Minutes	
	Two minor edits to the minutes were requested.	
	CT-045 – 2019/20	
	Moved by Christy Marinig, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the March 25, 2020 Board of Directors' Meeting as amended.	
	Motion Carried	
1.3	Declaration of Conflict of Interest	



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	No conflict of interest was declared.	
1.4	<p>Good News Story</p> <p>Jesse Lamothe advised that CMHA-CT has made a significant amount of changes to service delivery due to the current COVID-19 situation, moving towards virtual care and staff working from home.</p> <p>A survey was sent to staff to identify some of the barriers to client support, so that the agency could prioritize what needed to be changed. Survey was sent to staff and 73 responses were received.</p> <p>Jesse shared the survey results by sharing his screen.</p> <p>Paul Jalbert advised that considering how quickly the agency had to make changes to the service delivery model, the management team made some incredible changes in a very short period of time. Through the survey, we have identified what is not working, and what needs to be fixed. Paul feels that we are in very good shape considering the service delivery model has been completely changed in the way staff delivers services.</p>	
2.0	Items for Decision	
2.1	<p>Approval of Financial Statements and Variance Report</p> <p>Angie Peters-Carlson reviewed the Variance Report and Financial Statements. Angie reviewed the re-allocation request that was approved by the NE LHIN.</p> <p>Costs related to COVID-19, such as equipment, cell phones, cleaning supplies, hand sanitizers and legal support and IT Support is being tracked.</p> <p>Angie reviewed the Accounts Receivable that has been on the books (hold back from the MoHLTC from the construction of the Timmins building) for a number of years. There are a few options that Angie could look at. Angie will review, contact the LHINs and will get back to the Board on the outcome of the discussion with the LHINs / Ministry.</p> <p style="text-align: right;">CT-046 – 2019/20</p> <p>Moved by Liz Reid, 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 February 29, 2020 as presented.</p> <p style="text-align: right;">Motion Carried</p>	
3.0	Reports	
3.1	<p>Human Resources Report</p> <p>Angie Peters-Carlson advised that the Communications Specialist has accepted the</p>	



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	<p>position and will be starting on June 1st.</p> <p>Paul Jalbert advised that the agency has posted for two Nurse Practitioners (Timmins and Timiskaming) and two RN's in Timmins. Part of the business continuity plan is defining the areas are essential to our business to ensure we move forward. The injection clinics, housing, and primary care are part of the business continuity plan.</p> <p>In Timiskaming we have posted for an RN for the BSO/Senior Mental Health program. We also have an RN that is currently in a Mental Health Worker position that could be crossed trained if needed. Therefore, a did not need to hire nursing staff at this point.</p> <p>Paul advised that if we are successful in recruiting Nurse Practitioners, he will put forward a business case to the NE LHINs to keep these positions.</p>	
3.2	<p>Mental Health Services Report</p> <p>The Mental Health Services Report is included in the Board Package.</p> <p>Tyler Twarowski explained the changes that the organization has gone through due to the pandemic. The major concern is the low supplies of personal protective equipment (PPE). At the moment we have a good stock of personal protective equipment, however, the supply is diminishing when meeting face to face. We have also received protective equipment from CMHA Ontario. We have a supply of PPE for approximately 6-8 however, dependent of what we do.</p> <p>Jesse Lamothe has been tasked to report back to the LHIN in terms of our supply of PPE.</p> <p>Paul Jalbert advised that before the onset of the pandemic, Managers were proactive and had ordered extra PPE in case the pandemic situation would escalate. We have received four shipments of PPE from CMHA Ontario.</p>	
3.3	<p>Executive Director's Report</p> <p>Provincially, PPE is an area of focus. Northern College is now making face shields, through their 3D printing process, and there is a PPE supplier out of North Bay, which we have the contact information for should we need to source additional stock. Provincially, there is a supply chain command table from Ontario Health that would support us, should we need too.</p> <p>Technology – Pandemic has put a pressure on our IT infrastructure and having staff work from home. Back in March IT had ordered 10 laptops and CMHA Ontario provided an additional six laptops. Most staff are now working from home.</p> <p>To continue to connect with clients who don't have connectivity, we are providing those clients cell phone. CMHA Ontario will also be sending us three cell phones</p>	



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	<p>and we will have to purchase another six.</p> <p>In March we were hoping to meet with DTSSAB to start working on a housing strategy, however this has been postponed due to COVID-19. May try to meet virtually with DTSSAB.</p> <p>In Timmins we have Mental Health and Addictions table in Timmins that reports back to a Regional Mental Health and Addictions table. In Timiskaming, there is no such table, therefore, we are looking at starting one, so that we have better communication, representation and have a voice for the north.</p> <p>Our essential services are Primary Care, Housing, injection clinics, crisis, ACTT. Looking at some changes to our service delivery model. We are looking at having multi-tier service level. We have started looking at a Rapid Response Team which would be Brief Service and Crisis. In Timmins we would be connecting with the TDH Mobile Crisis Team to ensure we don't have people going to the hospital when they can be receiving services from us. In Timiskaming CMHA-CT would be leading the Mobile Crisis Team.</p> <p>Trying to create space with our Privacy Officer so that she can deal with the urgent issues coming out of the pandemic, privacy issues and get ready for Accreditation and overall review of our policies, procedures, practices, etc.</p> <p>Looking at engaging MNP to provide support to review our policy practices and our privacy plan to ensure we are leaders in the field.</p> <p>Mental Health Week plan is underway. We have seen an increase in our Social Media. Our Facebook page is growing. Other Community partners are also sharing our posts. The theme of Mental Health Week campaign is on social connections and having real conversations. We have some events planned, we will have a live moderated panel discussion on social media around mental health topics and COVID-19 related issues.</p> <p>One of the priorities is around the Strategic Plan. Started the process in the fall, we have met with staff, and we were planning on meeting with clients and community partners. Due to the current reality of the COVID-19 Pandemic, we are unable to meet face to face, but may be able to do this virtually or via a survey on our website.</p> <p>Paul's question to the Board is "do we move forward with technology or do we prefer to postpone the strategic plan to continue under the path we had originally planned for engagements?" Jesse Lamothe is concerned with how we could get good feedback under the current Covid pandemic.</p> <p>What is the best path forward? Do we use technology to have engagements, or do we pause? Discussion ensued regarding ways to accomplish community and client engagement. Suggestions put forward are as follows:</p>	



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	<ul style="list-style-type: none"> • Continue our path with staff and board but may want to wait for community engagement. • May want to consider zoom sessions to engage the community as it will be a while before we can get a group together. • Client and community partners feedback is very important for our direction in the next 4-5 years. • Survey may be a good start, but may want to be cautious if that's all we are using • Zoom may be good for Community Partners but not for clients <p>Jesse also suggested using a Virtual Town Hall meeting approach where we could invite community members to participate in an information / feedback session, understanding we are opening ourselves up as it could be difficult to moderate. Could give questions to staff to have some discussion with clients.</p> <p>Client and community feedback is very important. Could consider hosting a virtual town hall and hold zoom sessions. Could be difficult to moderate.</p> <p>The work on Ontario Health Teams has been postponed.</p> <p>Accreditation work is on track and predicting to be on time for the primer at the latest in March.</p>	
4.0	For Your Information	
	<p>4.1 Board Attendance</p> <p>The Board attendance report is included in the Board Package.</p>	
5.0	In-Camera Session -	
	<p>5.1 Move to In-Camera Session</p> <p style="text-align: right;">CT-047 – 2019/20</p> <p>Moved by Paul Crombeen, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 5:56pm.</p> <p style="text-align: right;">Motion Carried</p>	
	In-Camera Discussion	
	<p>5.2 Move Out of In-Camera Session</p> <p style="text-align: right;">CT-048 – 2019/20</p> <p>Moved by Paul Crombeen, Amanda Coulas -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 6pm.</p> <p style="text-align: right;">Motion Carried</p>	



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5.3	Rise and Report	
	No report.	
6.0	Next Board Meeting	
	May 27, 2020	
7.0	Adjournment	

DocuSigned by:

Sarah Stewart

Sarah Stewart
Board Chair / President

May 27, 2020

Date

DocuSigned by:

Liz Reid

Elizabeth Reid
Treasurer / Secretary

May 27, 2020

Date