



May 27, 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

Present Board Members Timmins:	Sarah Stewart – Chair, Norm Bolduc, 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:	Amanda Coulas, Kelly Killins

Sarah Stewart chaired the meeting and read the Vision and Mission Statements.

Item #	Topic	Motion #
1.0	Standing Agenda Items	
	1.1 Review and Adoption of Agenda Added Logic Models as item 3.4 <p style="text-align: right;">CT-049 – 2019/20</p> Moved by Christy Marinig, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the May 27, 2020 Board of Directors' Meeting as amended. <p style="text-align: right;">Motion Carried</p>	
	1.2 Review and Adoption of Minutes <p style="text-align: right;">CT-050 – 2019/20</p> Moved by Norm Bolduc, seconded by Erin Cowan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the April 22, 2020 Board of Directors' Meeting as presented. <p style="text-align: right;">Motion Carried</p>	
	1.3 Declaration of Conflict of Interest No conflict of interest was declared.	
2.0	Items for Discussion and Direction	
	2.1 Review of Draft Financial Statements Angie Peters-Carlson reviewed the Variance Report and the draft Financial Statements. The March Financial Statements are in draft as the Financial Audit has not yet been finalized. The Financial Statements are subject to change.	



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	<p>Angie explained the account receivable from the MoH that has been on the books for a number of years will be removed at this time and will look at recovering those funds at a later time, once the pandemic is over.</p> <p>Received a Community Infrastructure Renewal Fund (CIRF) application. Will be putting up plexiglass at reception and in some of the interview rooms, along with adding doors and fob systems in all offices. This will hopefully be funded through the CIRF application. In a discussion with the LHINs, they advised that they will be endorsing our application.</p> <p>Angie advised that the funding we receive for Rent Supplements is more than what we need. The Ministry is using the same formula for all agencies to calculate the allocations, therefore, the amount will not change. Paul is hoping that in the future, we will not be returning that funding, but using it the help the homeless population.</p>	
3.0	Reports	
3.1	Human Resources Report	
	Angie Peters-Carlson reviewed the Human Resources Report which is included in the Board Package.	
3.2	Mental Health Services Report	
	<p>Tyler Twarowski reviewed the Mental Health Services Report which is included in the Board Package.</p> <p>A lot of changes have occurred in a short period of time since the pandemic started.</p> <p>Most services were restructured to respond to Covid-19. Daily Covid-19 meetings were put in place at all levels of Management. The vulnerable population was prioritized, such as the elderly to stay connected and those discharged from Mental Health Units and correctional facilities. Technology was put in place with some clients.</p> <p>Food continues to be a struggle for some clients, so staff from Northern Star & Intrepid Place, worked at securing food, preparing bags and delivering same to clients.</p> <p>In Timmins, housing needs is reaching crisis levels. A significant amount of people have been moved from Living Space to Northern College, as they had to reduce the number of clients allowed at Living Space due to the social distancing protocols. Staff have worked well in assisting with the challenges, addressing immediate needs and working work on long term planning to ensure these clients do not fall through the cracks.</p> <p>Virtual Care is being done via OTN E-Visit. Privacy needs have emerged since the pandemic hit, so privacy has been a priority to mitigate risk. PPE is a world-wide</p>	



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	<p>concern at this time. Being very careful with the use of PPE, but safety is a priority. A framework for PPE has been put in place for staff.</p> <p>Most staff are working from home. Regular wellness checks are done on weekly basis and some virtual care appointments.</p> <p>Have not been able to support the Senior's Mental Health clients as some of them require face to face and at this point it was deemed better to not meet with those clients at this time to reduce the risk. Once we can, we will be prioritizing this service.</p> <p>Primary Care is still seeing people on a regular basis, virtually, in person and/or over the telephone.</p> <p>Tyler explained the pandemic rating that was done at the onset of the pandemic, which was helpful.</p>	
3.3	<p>Executive Director's Report</p> <p>Paul Jalbert reviewed the Executive Directors' Report which is included in the Board Package.</p> <p>Paul advised that we have a seven to eight week supply of PPE, however, this depends on how much we use and as face to face meetings with clients increase, it could become an issue.</p> <p>There is still no clarity for the increase of \$4.00 due to the pandemic. Paul is concerned that it will create inequity. Until we have the criteria and assurance of the funding we will hold off on payment.</p> <p>At the end of the last fiscal year, we were running a surplus which we managed in a useful and purposeful way. Don't want to be in that position again. Steps were taken to reduce the deficit, such as hiring on contract positions and we may hire more if needed. This is putting a lot of pressure on the budget at the front end. With contract positions, if we realize we over-estimated our financial position, these positions are fairly simple to scale back on if needed. Will be keeping a close eye on the budget, however this does present some risks and Paul wanted to make sure the Board was aware.</p> <p>As of May 19th, non-essential services have been given permissions to resume.</p> <p>The move towards face to face contact will be prioritized by service. Re-opening will be staggered.</p>	



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3.4	<p>Logic Models</p> <p>Christy Marinig explained the Logic Models for setting performance measures for the year. Progress is tracked twice a year to ensure you are on track. It would help the Board review the performance of the organization. Christy will forward the Logic Model to the Board.</p> <p>Paul Jalbert advised that with Jesse Lamothe our Quality Improvement / Strategic Performance Manager, will be creating performance measures for the organization.</p>	
4.0	For Your Information	
4.1	<p>Board Attendance</p> <p>The Board Attendance Report is included in the Board Package.</p>	
4.2	<p>Audit Committee Meeting Minutes</p> <p>The Audit Committee Meeting Minutes are included in the Board Package.</p>	
5.0	In-Camera Session -	
5.1	<p>Move to In-Camera Session</p> <p style="text-align: right;">CT-051 – 2019/20</p> <p>Moved by Paul Crombeen, seconded by Kelly-Ann O'Mara -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 5:51pm.</p> <p style="text-align: right;">Motion Carried</p>	
	In-Camera Discussion	
5.2	<p>Move Out of In-Camera Session</p> <p style="text-align: right;">CT-052 – 2019/20</p> <p>Moved by Norm Bolduc, seconded by Christy Marinig -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move out of the in-camera discussion at 6:12pm.</p> <p style="text-align: right;">Motion Carried</p>	
5.3	<p>Rise and Report</p> <p>No rise and report was provided.</p>	
6.0	Next Board Meeting	
	June 24, 2020	
7.0	Adjournment	



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	Norm Bolduc moved to adjourn the meeting at 6:13pm.	

DocuSigned by:

Sarah Stewart
Sarah Stewart
Board Chair / President

DocuSigned by:

Liz Reid
Elizabeth Reid
Treasurer / Secretary

June 24, 2020
Date

June 24, 2020
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