



September 22, 2021
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

Meeting Time: 5:00pm - 7:00 pm

Locations: Via MS Teams

Present Board Members Timmins:	Amanda Coulas, Patrick Gervais, Jenifer Jaszan, Chantal Mailloux,
Present Board Members Kirkland Lake:	Kelly-Ann O'Mara
Present Board Members Temiskaming Shores:	Paul Crombeen – Co-Chair, Erin Cowan -- Co-Chair
Staff:	Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Angie Peters-Carlson, Director of Corporate Services Nicole Henry, Recording Secretary
Regrets:	Liz Reid
Guest:	Jesse Lamothe

Erin Cowan chaired the meeting and read the vision and mission statements.

Item #	Topic
1.0	Standing Agenda Items
1.1	<p>Review and Adoption of Agenda</p> <p>The agenda is included in the Board meeting package.</p> <p style="text-align: right;">CT-08 – 2021/22</p> <p>Moved by Paul Crombeen, seconded by Jennifer Jaszan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the September 22, 2021 Board of Directors' Meeting as presented.</p> <p style="text-align: right;">Motion Carried</p>
1.2	<p>Review and Adoption of Minutes</p> <p>The Minutes of the June 23, 2021 meeting are included in the Board meeting package.</p> <p style="text-align: right;">CT-09 – 2021/22</p> <p>Moved by Paul Crombeen, seconded by Jennifer Jaszan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the June 23, 2021 Board of Directors' Meeting as amended.</p> <p style="text-align: right;">Motion Carried</p>
1.3	<p>Declaration of Conflict of Interest</p> <p>No conflict of interest was declared.</p>
2.0	Items for Decision
2.1	<p>Approval of Variance Report & Financial Statements</p> <p>Angie Peters-Carlson explained the surplus and reviewed the Variance Report and Financial Statements for the period ending July 31, 2021 which are included in the Board meeting package.</p> <p style="text-align: right;">CT-10 – 2021/22</p> <p>Moved by Paul Crombeen, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health</p>



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	<p>Association-Cochrane Timiskaming Branch approves the Variance Report & Financial Statements for the period ending July 31, 2021.</p> <p style="text-align: right;">Motion Carried</p>
2.2	<p>Approval of Policies / Reference Documents</p> <p>The policies and reference documents are included in the Board meeting package. Changes were made to the following policies:</p> <ul style="list-style-type: none">• Access to personal Health Information<ul style="list-style-type: none">○ Make changes to the purpose – ie add the word “the” in front of policy• Correction to Personal Health Information<ul style="list-style-type: none">○ First sentence in “Purpose” the first letter in personal health information should be capitalized. And use PHI in the document after. <p style="text-align: right;">CT-11 – 2021/22</p> <p>Moved by Amanda Coulas, seconded by Kelly-Ann O’Mara -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the following policies and reference documents as amended:</p> <p>Policies:</p> <ul style="list-style-type: none">• Access to personal Health Information• Correction to Personal Health Information• <i>Destruction of Personal Health Information – Shred Bin</i>• Consent for the Collection, Use and Disclosure of Personal Health Information -no changes• Consent Directive (Lock Box) of personal Health Information – no changes• Privacy Breach – no changes• Privacy and Confidentiality – no changes• Two Client Identifiers – no changes <p>Reference Documents</p> <ul style="list-style-type: none">• Clarifying Access Requests• Frivolous & Vexatious requests• Your access ad Correction Rights Fact Sheet• Shred Bin Access Request• Shred Bin Access Key Log• Circle of Care• Client Request for Consent Directive – (Lock Box) of Personal Health Information form• Consent Directive Info Sheet CMHA• Lock box Fact Sheet• Dispelling Myths under PHIPA• Mandatory Disclosure of PHI Table <p style="text-align: right;">Motion Carried</p>



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2.3	<p>Acceptance & Election of New Board Member – Won Tran – KL Site</p> <p>The application and resume for Won Tran are included in the Board package. Erin Cowan and Paul Jalbert interviewed Won Tran and are both recommending Won Tran for the vacant position in Kirkland Lake.</p> <p style="text-align: right;">CT-12 – 2021/22</p> <p>Moved by Paul Crombeen, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch accepts Won Tran into the membership of the corporation and elects Won Tran as a Director of the Corporation as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.0	Items for Discussion and Direction
3.1	<p>Review of Quality Improvement Plan 2021/22</p> <p>Jesse Lamothe gave background information on Quality Improvement Plans. Jesse reviewed the CMHA-CT Quality Improvement Plan for 2021/22 which is included in the Board meeting package.</p>
4.0	Reports
4.1	<p>Human Resources Report</p> <p>Angie Peters-Carlson reviewed the Human Resources Report which is included in the Board meeting package.</p>
4.2	<p>Progress on Strategic Plan</p> <p>Jesse Lamothe advised that the Senior Management team will be meeting to outline specific objectives and directions coming from strategic plan. A lot of work that has gone into the strategic plan has already informed a lot of the decisions made and currently making.</p> <p>Paul Jalbert advised that advised that for the October meeting the Board will be able to get easily objectives around the strategic plan, such as being an accredited organization, implementing a stepped care model. We will make sure we have the measurements in place to get there.</p>
4.3	<p>Mental Health Services Report (June, July & August)</p> <p>Tyler Twarowski gave a brief overview of the Mental Health Services Report for June, July and August, 2021 which are included in the Board meeting package.</p>
4.4	<p>Executive Director's Report</p> <p>Paul Jalbert reviewed the Executive Directors' Report which is included in the Board meeting package.</p>
5.0	For Your Information
5.1	<p>Board Attendance</p> <p>The Board Attendance Report is included in the Board meeting package.</p>
5.2	<p>Good News Story</p> <p>The Good News Story is included in the Board meeting package.</p>
6.0	In-Camera Session -



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6.1	<p>Move to In-Camera Session</p> <p style="text-align: right;">CT-13 – 2021/22</p> <p>Moved by Paul Crombeen, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 5:57pm.</p> <p style="text-align: right;">Motion Carried</p>
	In-Camera Discussion
6.2	<p>Move Out of In-Camera Session</p> <p style="text-align: right;">CT-14 – 2021/22</p> <p>Moved by Paul Crombeen, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion 6:30pm.</p> <p style="text-align: right;">Motion Carried</p>
6.3	<p>Rise and Report</p> <p>There was no rise and report.</p>
7.0	Next Board Meeting
	Wednesday, October 27, 2021
8.0	Adjournment
	Patrick Gervais moved to adjourn the meeting at 6:30pm.



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Paul Crombeen
Board Chair / President

Elizabeth Reid
Treasurer / Secretary

Date

Date

Motions

CT-08 – 2021/22	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the September 22, 2021 Board of Directors' Meeting as presented.	
CT-09 – 2021/22	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the June 23, 2021 Board of Directors' Meeting as presented.	
CT-010 – 2021/22	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Variance Report and Financial Statements for the period ending July 31, 2021	
CT-011 – 2021/22	<p>Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the following policies and reference documents as presented:</p> <p>Policies:</p> <ul style="list-style-type: none">• Access to personal Health Information• Correction to Personal Health Information• Destruction of Personal Health Information – Shred Bin• Consent for the Collection, Use and Disclosure of Personal Health Information• Consent Directive (Lock Box) of personal Health Information• Privacy Breach• Privacy and Confidentiality• Two Client Identifiers <p>Reference Documents for above policies</p> <ul style="list-style-type: none">• Clarifying Access Requests• Frivolous & Vexatious requests• Your access ad Correction Rights Fact Sheet• Shred Bin Access Request• Shred Bin Access Key Log• Circle of Care• Client Request for Consent Directive – (Lock Box) of Personal Health Information form	



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CT-12 – 2021/22	Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch accepts Won Tran into the membership of the corporation and elect Won Tran as a Director of the Corporation as presented.	
CT-13 – 2021/22	Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at	
CT-14 – 2021/22	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion	