



December 1, 2021
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

Amended

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

Paul Crombeen chaired the meeting which was called to order at 5:14pm. Chantal Mailloux read the vision and mission statements.

Item #	Topic
1.0	Standing Agenda Items
1.1	Review and Adoption of Agenda The agenda is included in the Board meeting package. <div style="text-align: right;">CT-22 – 2021/22</div> Moved by Patrick Gervais, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the December 1, 2021 Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>
1.2	Review and Adoption of Minutes The minutes of the October 27, 2021 Board Meeting are included in the Board meeting package. <div style="text-align: right;">CT-23 – 2021/22</div> Moved by Amanda Coulas, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the October 27, 2021 Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>
1.3	Declaration of Conflict of Interest No conflict of interest was declared.
2.0	Items for Decision
2.1	Approval of Financial Statements The Variance Report and Financial Statements for the period ending are included in the Board meeting package. Angie Peters-Carlson reviewed the Variance Report, Financial Statements and gave an overview of



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	<p>the surplus.</p> <p style="text-align: right;">CT-24 – 2021/22</p> <p>Moved by Amanda Coulas, seconded by Liz Reid -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Variance Report & Financial Statements for the period ending September 30, 2021.</p> <p style="text-align: right;">Motion Carried</p>
2.2	<p>Board Governance Structure, model and composition</p> <p>The Briefing Note on Board Governance, model and composition is included in the Board Meeting package. Paul gave a brief update on the integration process so far.</p> <p>Paul explained the process for Board Structure, model and composition. The expectation is one meeting in December, two in January and two in February. Paul advised that he would be willing to hire a consultant to assist with the evaluation and selection of a Governance model. Paul also advised that there would be some training on the new governance model with all Board Members.</p> <p>Paul Crombeen and Amanda Coulas volunteered to be on the working group.</p> <p style="text-align: right;">CT-25 – 2021/22</p> <p>Moved by Chantal Mailloux, seconded by Liz Reid -- Whereas Minto Counselling Centre, South Cochrane Addictions Services Inc. and the Canadian Mental Health Association Cochrane-Timiskaming are currently in the process of preparing all levels of the organization for a future integration and whereas governance is an integral part of the constitution of an organization, be it resolved that the Canadian Mental Health Association – Cochrane Timiskaming Branch nominate two Directors Paul Crombeen and Amanda Coulas to sit on a working committee to help identify an optimal governance model, governance structure, and Board composition which is to be submitted to each respective Boards no later than February 28, 2022.</p> <p style="text-align: right;">Motion Carried</p>
2.3	<p>Conflict of Interest Policy</p> <p>The Conflict of Interest policy is included in the Board Meeting Package.</p> <p style="text-align: right;">CT-26 – 2021/22</p> <p>Moved by Patrick Gervais, seconded by Amanda Coulas -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Conflict of Interest policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
2.4	<p>Personal Leave of Absence Without Pay Policy</p> <p>The Personal Leave of Absence Without Pay policy is included in the meeting package.</p> <p style="text-align: right;">CT-27 – 2021/22</p>



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	<p>Moved by Chantal Mailloux, seconded by Liz Reid -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Personal Leave of Absence Without Pay policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
2.5	<p>Approval of Computer Purchase</p> <p>Angie Peters-Carlson reviewed the Briefing Note which is included in the Board Meeting package.</p> <p style="text-align: right;">CT-28 – 2021/22</p> <p>Moved by Amanda Coulas, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the purchase of computer equipment as presented.</p> <p style="text-align: right;">Motion Carried</p>
2.6	<p>Approval of replacement of failed Building Automation System</p> <p>Angie Peters-Carlson reviewed the quote for the replacement of the building automation system.</p> <p style="text-align: right;">CT-29 – 2021/22</p> <p>Moved by Amanda Coulas, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the replacement of the Building Automation System as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.0	Reports
3.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the Board meeting package which was reviewed by Angie Peters-Carlson.</p>
3.2	<p>Progress on Strategic Plan</p> <ul style="list-style-type: none"> ➤ Balanced Score Card Presentation <p>Jesse Lamothe introduced and reviewed the Balanced Score Card which will be implemented and submitted to the Board on a quarterly basis. Jesse also advised that with the Balanced Score Card will enable the Board to compare from year to year.</p>
3.3	<p>Mental Health Services Report</p> <p>The Mental Health Services Report is included in the Board meeting package. Tyler briefly reviewed the report.</p>
3.4	<p>French Language Services Report</p> <p>The French Language Services Report is included in the Board meeting package which Paul Jalbert reviewed. Paul also advised that he is now on the Board of Directors for the Réseau du mieux-être francophone de Nord de l'Ontario.</p>
3.5	<p>Executive Director's Report @1:00m</p>



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	<p>The Executive Directors' report is included in the Board meeting package which Paul Jalbert reviewed. Paul advised that the DTSSAB have advised that they will continue to fund the Mobile Crisis program in the Timiskaming area.</p> <p>Paul advised that he along with Tyler, Angele Desormeau and community partners went to London and Toronto to visit Consumption and Treatment sites.</p> <p>Integration is progressing well and hopeful that the three organizations will be under one organization as of April 1, 2021, however, it may be delayed.</p> <p>Will need volunteers to have discussions with MPP's/MP's along with Paul Jalbert. Paul Crombeen offered to meet with Paul and MPP's.</p>
4.0	For Your Information
4.1	Board Attendance
	The Board Attendance report is included in the Board meeting package.
4.2	Audit Committee Meeting Minutes
	The October 19, 2021 Audit Committee Meeting minutes are included in the meeting package.
5.0	Next Board Meeting
	December 22, 2021
6.0	Adjournment
	Patrick Gervais moved to adjourn the meeting at 6:15pm.

DocuSigned by:

Paul Crombeen
 Board Chair / President

1/7/2022

Date

DocuSigned by:

Elizabeth Reid
 Treasurer / Secretary

1/11/2022

Date