



January 26, 2022
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**Vision:** *A community that embraces mental health as a key to well being.***Mission:** The Mission of the CMHA Cochrane Timiskaming Branch is to help people living with, and touched by, mental illness by providing the supports and services needed on their journey to happy and fulfilling lives, while educating and advocating for a caring community where everyone belongs.

Present Board Members Timmins:	Patrick Gervais, Jenifer Jaszan, Chantal Mailloux, Liz Reid
Present Board Members Kirkland Lake:	Kelly-Ann O'Mara, Won Tran
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 Jesse Lamothe, Strategic Performance & Quality Improvement Manager Nicole Henry, Recording Secretary
Regrets:	Amanda Coulas

Erin Cowan read the Vision & Mission Statements.

The meeting is being chaired by Erin Cowan and was called to order at 5:02pm.

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-37 – 2021/22</div> Moved by Liz Reid, seconded by Jennifer Jaszan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the January 26, 2022 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 January 5 ,2022 Board Meeting are included in the Board meeting package. <div style="text-align: right;">CT-38 – 2021/22</div> Moved by Patrick Gervais, seconded by Jennifer Jaszan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the January 5, 2022 Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>



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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 Financial Statements</p> <p>The Variance Report and Financial Statements for the period ending November 30, 2021 are included in the Board meeting package. The Audit Committee reviewed the Variance Report and Financial Statements and recommend approval of the above.</p> <p>Angie Peters-Carlson advised that they are currently working on the Q3 and OHN reports.</p> <p>Angie Peters-Carlson reviewed the Variance Report, Financial Statements and gave an overview of the surplus and explained the strategies being implemented for the surplus. Currently working on the forecast, and so far the forecasting shows that we should be close to a breakeven point at year-end. As usual, the surplus is mostly due to vacancies. Angie advised that approval was received from OHN for the expenditures to be incurred due to integration which were reviewed at the January 5th Board Meeting.</p> <p>Interviews have been held for some of positions that were posted in December for the Back to Home Program and we are hopeful to have those positions filled. Some of the positions that had been vacant for a while have also been filled. The agency continues to work on strategies to fill the Nurse Practitioners positions.</p> <p>The agency is investigating options for it's insurance for the next fiscal year. Both CMHA-CT and South Cochrane Addictions Services have Marsh as a provider and Minto Counselling Centre is using High Rock, therefore, will get quotes from both insurance providers.</p> <p style="text-align: right;">CT-39 – 2021/22</p> <p>Moved by Chantal Mailloux, seconded by Jennifer Jaszan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Variance Report & Financial Statements for the period ending November 30, 2021.</p> <p style="text-align: right;">Motion Carried</p>
3.0	Items for Discussion and Direction
3.1	<p>Board Structure</p> <p>Erin Cowan advised she would like to ensure that Board meetings are working for everyone, asked if Board Members felt it was a productive environment, if everyone felt comfortable speaking up at meetings, asking questions, etc. No issues were raised and Erin suggested that if anyone has any concerns, or suggestions to e-mail herself and Paul Crombeen as co-chairs. Erin also mentioned that a survey was sent to all Board Members today and encouraged everyone to complete the survey.</p> <p>Paul Jalbert explained that the survey was sent to all Board Members from CMHA-CT, Minto Counselling Centre and South Cochrane Addictions Services regarding the current governance structure, what's working well, what could be maintained going forward, what needs to change. The purpose of the survey is to determine the new Board structure, which includes proposal on size of the board, types of committees and also</p>



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	<p>looking for any suggestions.</p> <p>Paul advised that the Governance Working Group has been meeting bi-weekly. Melanie Verreault from Trimedia Consulting attended the last meeting and presented on various governance models and prepared a handout with the highlights of the various models which is included in the Board meeting package.</p> <p>The survey closes at 8am on Monday, January 31st. Both Erin and Paul encouraged everyone to complete the survey.</p>
4.0	Reports
4.1	<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>
4.2	<p>Progress on Strategic Plan</p> <p>Jesse Lamothe advised that the Strategic Plan was sent out to a number of community partners with an opportunity to reach out and ask questions for more information, but that so far not one has reached out for more information.</p> <p>The next steps are both an internal and external launch during the month of February. Looking at having visual displays within our offices. Looking at having a bulletin Board with the strategic plan, with the objectives and outcomes posted for staff, clients and visitors. Looking at launching a social media campaign as well. The posters created for the office will also be posted on social media. Jesse advised that the CMHA-CT Facebook page has been getting a lot of traction.</p> <p>Working on the version of the French Strategic Plan. Both plans will be posted on the CMHA-CT website and distributed as part of the communication plan for the launch.</p> <p>Paul Jalbert advised that we are working at operationalizing the work that needs to be done year by year, so that by 2025, the work is completed.</p> <p>The 2022-23 work plan is being developed and will likely be presented at the March Board Meeting.</p>
4.3	<p>Mental Health Services Report</p> <p>The Mental Health Services Report is included in the Board meeting package which Tyler Twarowski briefly reviewed. Tyler encouraged Board Members to submit comments / suggestions on the Mental Health Services Report which is due for a revamp.</p> <p>Tyler advised that the District of Timiskaming Social Service Administration Board (DTSSAB) has advised that they will be funding our Mobile Crisis Response Team (MCRT) program for the next year. The DTSSAB submitted our Mobile Crisis Response Team project without prior consultation due to a tight timeline and knew that CMHA-CT would be on board. The long-term goal for the MCRT is to secure permanent funding.</p> <p>CMHA-CT partnered in a transition aged youth transformation team, recognizing that there are a number of barriers and sometimes youth fall through the cracks, when transitioning between child services to adult</p>



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	<p>services.</p> <p>Quarterly check-ins at each site were held in December.</p> <p>The staff were provided with branded coffee mugs in recognition for their hard work throughout the pandemic.</p> <p>Food security was provided to clients across all sites during the holidays.</p> <p>Tyler answered some questions regarding Living Space and advised between that the staff in Housing and Case Management, have been looking after the referrals that were back logged. Short term strategy is to look after the backlog of referrals, the mid-term is to address the immediate needs of the staff and prevent crisis and long term is to work with all of our partners to try and secure longer term permanent housing. Check-ins with clients are being prioritized for those high risk, then medium risk and low risk.</p>
4.4	<p>Executive Director's Report</p> <p>The Executive Directors' report is included in the Board Meeting package which Paul Jalbert reviewed and gave some brief updates on each item.</p> <p>Paul shared his concerns regarding the well-being of staff post pandemic and fears long term effect on the staff.</p> <p>All pre-requisites for integration have been completed and a formal application has been submitted to Ontario Health North (OHN). A client survey will be sent to clients from each organizations to collect information on their expectations and hope from the integration. The purpose of the survey is to mitigate some of the concerns they may have which will be compiled into one package and hopeful to submit the results in February. The due diligence work has been completed, an organizational structure has been developed which will be presented at the February Board Meeting. We are looking at revamping the job descriptions. We have reached out to our legal support to start working on a first proposal to start the round of bargaining. OHN is quite optimistic with the integration.</p> <p>We are looking at shifting our TCRS (Timiskaming Crisis Response Service) for many reasons such as cost, value for our money, and will share the information for the Board in February.</p>
5.0	For Your Information
5.1	<p>Board Attendance</p> <p>The Board Attendance is included in the Board meeting package.</p>
5.2	<p>Audit Committee Meeting Minutes</p> <p>The Audit Committee minutes of the December 21, 2021 meeting are included in the Board meeting package.</p>
5.3	<p>Handout on Governance Models</p> <p>The handout on Governance Models is included in the Board meeting package.</p>
6.0	In-Camera Session -
6.1	<p>Move to In-Camera Session – (Approval of past minutes)</p>



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Item #	Topic
	CT-40 – 2021/22
	Moved by Patrick Gervais, seconded by Chantal Mailloux - Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 5:45pm. Motion Carried
	In-Camera Discussion
6.2	Move Out of In-Camera Session
	CT-41 – 2021/22
	Moved by Liz Reid, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 5:47pm. Motion Carried
6.3	Rise and Report
7.0	Next Board Meeting
	February 22, 2022
8.0	Adjournment
	Chantal Mailloux moved to adjourn the meeting at 5:47pm.

DocuSigned by:

Paul Crombeen
 Board Chair / President

2/28/2022

Date

DocuSigned by:

Elizabeth Reid
 Treasurer / Secretary

2/25/2022

Date