



**November 23, 2022**  
**Board of Directors Meeting Minutes**  
**CMHA Cochrane Timiskaming Branch**

D = Discussion

I = Information Purposes Only

M: Motion

<b>Present Board Members Timmins:</b>	Patrick Gervais, Jenifer Jaszan, Chantal Mailloux
<b>Present Board Members Kirkland Lake:</b>	Kelly-Ann O'Mara
<b>Present Board Members Temiskaming Shores:</b>	Paul Crombeen
<b>Staff:</b>	Paul Jalbert, Executive Director Nicole Henry, Recording Secretary
<b>Regrets:</b>	Jesse Lamothe, Strategic Performance & Quality Improvement Manager Tyler Twarowski, Director of Services

Paul Crombeen chaired the meeting and called the meeting to order at 5:04pm. Paul Crombeen read the Land Acknowledgement and Paul Jalbert read the Vision and Mission Statements.

Item #	Topic
<b>1.0</b>	<b>Standing Agenda Items</b>
1.1	<p>Review and Adoption of Agenda</p> <p>The agenda for the November 23, 2022 Board meeting is included in the Board meeting package.</p> <p style="text-align: right;"><b>CT-10 – 2022/23</b></p> <p>Moved by Jennifer Jaszan, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the November 23, 2022 Board of Directors' Meeting as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
1.2	<p>Review and Adoption of Minutes</p> <p>The minutes of the October 26, 2022 Board meeting are included in the Board meeting package.</p> <p style="text-align: right;"><b>CT-11 – 2022/23</b></p> <p>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 October 26, 2022 Board of Directors' Meeting as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
1.3	<p>Declaration of Conflict of Interest</p> <p>No conflict of interest was declared.</p>
<b>2.0</b>	<b>Items for Decision</b>
2.1	<p>Approval of Financial Statements</p> <p>The Variance Report and Financial Statements for the period ending September 30, 2022 are included in the Board meeting package. Angie Peters-Carlson reviewed the surplus, the new positions recently filled and highlighted the new positions which will be filled before year end (March 31, 2023) and some of the upcoming expenses in relations to the bargaining of the Collective Agreement and legal costs due to the integration. Ontario Health North (OHN) also requested that a new budget be submitted for the new integrated organization. Paul mentioned that with the assistance of the Data Analyst, the Mental Health &amp; Addictions</p>



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	<p>service report will be revamped and streamlined to eliminate duplication and bring what is needed from a governance perspective.</p> <p style="text-align: right;"><b>CT-12 – 2022/23</b></p> <p>Moved by Jennifer Jaszan, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Variance Report &amp; Financial Statements for the period ending September 30, 2022 as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2.2	<p><b>Approval of Policies</b></p> <ul style="list-style-type: none"> <li>• Fitness for Duty – Substance Use in the Workplace</li> <li>• Attendance Lateness Absenteeism Policy</li> </ul> <p>Angie Peters-Carlson advised that there is a Policy Review Committee consisting of Katia Girard from Minto, Angele Desormeau from SCAS, Deb Pultz, Special Projects Manager and have been reviewing all policies and combining some, and revising as needed.</p> <p>The Fitness for Duty – Substance Use in the Workplace policy and the Attendance Lateness Absenteeism Policy are included in the Board meeting package. Angie Peters-Carlson reviewed both policies and answered questions on both policies.</p> <p style="text-align: right;"><b>CT-13 – 2022/23</b></p> <p>Moved by Chantal Mailloux, seconded by Kelly-Ann O'Mara -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Fitness for Duty – Substance Use in the Workplace policy and the Attendance Lateness Absenteeism Policy as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2.3	<p><b>Cochrane Ontario Health Team Full Application</b></p> <p>The Cochrane Ontario Health Team Full application package is included in the Board meeting package. Paul Jalbert explained the process for moving to a full application and the priorities for both the Cochrane and Timiskaming applications.</p> <p style="text-align: right;"><b>CT-14 – 2022/23</b></p> <p>Moved by Patrick Gervais, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the submission of the Cochrane Ontario Health Team full application as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2.4	<p><b>Timiskaming Area Health Team Full Application</b></p> <p>The Timiskaming Area Health Team Full application package is included in the Board meeting package.</p> <p style="text-align: right;"><b>CT-15 – 2022/23</b></p> <p>Moved by Jennifer Jaszan, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the submission of the Timiskaming Area Health Team</p>



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	<p>full application as presented.</p> <p style="text-align: right;"><i><b>Motion Carried</b></i></p>
<b>3.0</b>	<b>Items for Discussion and Direction</b>
3.1	<p><b>CMHA-SCAS-Minto Integration</b></p> <p>Paul advised that OHN Board is meeting tonight and the integration should be approved tonight and hoping to hear from OHN tomorrow. The documents regarding the integration are included in the Board meeting package for review. These were reviewed with Adam Greco of BLG at the October Board Meeting. The By-Laws were modified in regards to the French Language Services.</p> <p>Nicole Henry advised that the documents will be forwarded to the Board for signing via DocuSign and requested that the documents be signed upon receipt as these needs to be finalized by the end of the month.</p> <p>Paul also advised that in December, letters will be going out to clients, will have an open house in Timmins, Cochrane and Iroquois Falls. In February considering having the staff come together to celebrate the accomplishments.</p>
<b>4.0</b>	<b>Reports</b>
4.1	<p><b>Human Resources Report</b></p> <p>The Human Resources report is included in the Board meeting package which Angie Peters-Carlson reviewed.</p>
4.2	<p><b>Progress on Operational Plan (from Strategic Plan)</b></p> <p>The briefing note on the progress of the Operational Plan is included in the meeting package which Paul Jalbert reviewed. Paul noted that all projects on the Operational Plan are on schedule. Paul gave a brief update on the work being done and that the Ethics Committee will be created in the next few months.</p>
4.3	<p><b>Mental Health &amp; Addictions Services Report</b></p> <p>The Mental Health &amp; Addictions Services report is included in the Board meeting package, which Paul Jalbert reviewed and gave a brief update on the training and an explanation of the stepped-care model and the process to implement which is all part of the operational plan.</p> <p>Paul noted that this Mental Health and Addictions report will be revamped to be more of a data driven report rather than a narrative report.</p>
4.4	<p><b>Executive Director's Report</b></p> <p>The Executive Directors' report is included in the Board meeting package which Paul Jalbert reviewed. Paul advised that that one of the topics to be discussed is MAiD – Medical Assistance In Dying. The legislation has been challenged to include those living with mental health and addictions, so our staff in Primary Care will have to deal with this in the future. Paul noted that December and January will be busy months as we continue to work on the Consumption Treatment Site application which has to be submitted early 2023. Community engagement needs to be done in regard to the site, etc. Paul is also presenting at the December 15<sup>th</sup> City Council and has other speaking engagements in December.</p>
<b>5.0</b>	<b>For Your Information</b>



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5.1	Board Attendance  The Board Attendance report is included in the Board meeting package.
5.2	Good News Story  The Good News Story is included in the Board meeting package.
<b>6.0</b>	<b>Next Board Meeting</b> December 21, 2022
<b>7.0</b>	<b>Adjournment</b> Patrick Gervais moved to adjourn the meeting at 6:10pm.

DocuSigned by:

Paul Crombeen

President / Co-Chair

February 1, 2023

Date

DocuSigned by:

Chantal Mailoux

Secretary / Treasurer

February 3, 2023

Date