



**December 21, 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, Chantal Mailloux
<b>Present Board Members Kirkland Lake:</b>	Kelly-Ann O'Mara
<b>Present Board Members Temiskaming Shores:</b>	Paul Crombeen, Chair
<b>Staff:</b>	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
<b>Regrets:</b>	Jennifer Jaszan

Paul Crombeen chaired the meeting and called the meeting to order at 5:05pm.

Paul Crombeen read the Land Acknowledgement and Paul Jalbert read the Vision and Mission Statements.

Item #	Topic
1.0	<b>Standing Agenda Items</b>
1.1	<p>Review and Adoption of Agenda</p> <p>The agenda is included in the Board meeting package. Item 2.3 Approval of BLG Invoice was added to the agenda.</p> <p style="text-align: right;"><b>CT-17 – 2022/23</b></p> <p>Moved by Pat Gervais, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the December 21, 2022 Board of Directors' Meeting as amended.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
1.2	<p>Review and Adoption of Minutes</p> <p style="text-align: right;"><b>CT-18 – 2022/23</b></p> <p>Moved by Pat Gervais, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the November 23, 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>
2.0	<b>Items for Decision</b>
2.1	<p>Approval of Financial Statements</p> <p>The Variance Report and Financial Statements are included in the Board Meeting Package. Angela Peters-Carlson reviewed the Financial Statements / Variance report and reviewed the items that created the current surplus which is mostly in salaries. Angie highlighted some of the positions that have been filled, created and those still vacant. Ontario Health North has been advised of the surplus and how this will be reduced with the</p>



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	<p>new positions being filled and also identified a potential surplus at year end.</p> <p>Angie noted that the Board should expect further legal and Human Resources costs but is confident that the agency will receive one-time funding to cover those costs.</p> <p style="text-align: right;"><b>CT-19 – 2022/23</b></p> <p>Moved by Chantal Mailloux, seconded by Pat Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Variance Report &amp; Financial Statements for the period ending October 31, 2022.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2.2	<p><b>Approval of Workplace Harassment &amp; Violence Prevention Policy</b></p> <p>The Workplace Harassment &amp; Violence Prevention policy is included in the Board meeting package. Angie Peters-Carlson reviewed the policy.</p> <p>Discussion ensued around the workplace violence definition. It was suggested and agreed to modify the policy to change the wording in the first sentence of the Workplace Violence definition to include “workplace violence as defined in the Occupational Health &amp; Safety Act”. This would also cover the agency should the Occupational Health &amp; Safety Act be amended in the future.</p> <p>Angie to revise the policy and bring back the policy for approval at the January Board Meeting.</p> <p style="text-align: right;"><b>CT-20 – 2022/23</b></p> <p>Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Workplace Harassment &amp; Violence Prevention Policy as presented.</p> <p style="text-align: right;"><b>Motion Deferred</b></p>
2.3	<p><b>Approval of BLG Invoice</b></p> <p>The Briefing Note and BLG Invoice was sent to the Board Members prior to the meeting for review.</p> <p style="text-align: right;"><b>CT-23 – 2022/23</b></p> <p>Moved by Kelly-Ann O'Mara, seconded by Chantal Mailloux – Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves payment of the BLG invoice # 698185438 in the amount of \$26,919.03 as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
<b>3.0</b>	<b>Items for Discussion and Direction</b>
3.1	<p><b>New CMHA-CT Logos</b></p> <p>The series of new logos were included in the Board Meeting Package. Paul Jalbert advised that the CMHA-CT's logo tagline was “Mental Health for All”. With the addition of addiction services, the agency had the tagline changed to “Addiction and Mental Health Services”. Paul also noted that other CMHA's across the</p>



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	province who are now providing addiction services have also changed their tagline to "Addiction and Mental Health Services". The tagline will describe the services being offered by the agency.
3.2	<p>Board Pictures</p> <p>Paul Jalbert asked if the Board would be interested in having Board members' picture taken and posted on the agency's website. It was agreed to go ahead with the pictures and aim at having this completed by March 31, 2023. Nicole will organize the sessions with local photographers.</p>
<b>4.0</b>	<b>Reports</b>
	Human Resources Report
4.1	The Human Resources Report is included in the Board meeting package. Angie Peters-Carlson revised the Human Resources Report.
	Progress on Operational Plan (from Strategic Plan)
4.2	The briefing note on the progress of the Operational Plan is included in the Board Package Paul Jalbert reviewed the Briefing Note on the progress of the operation plan and noted that some activities were moved from Q3 to Q4, but does not anticipate any issues in completing the objectives of the Operational Plan.
	Update on Accreditation
4.3	<p>Paul Jalbert reviewed the Briefing note on Accreditation which is included in the Board meeting package.</p> <p>Paul noted that the accreditation site visit is scheduled for June. The Board has completed the survey which is included in the Board meeting package. Paul also noted that the seal for the primary accreditation has been received and which will be added to our letterhead.</p>
	Addiction & Mental Health Services Report
4.4	The Addiction & Mental Health Services Report is included in the Board meeting package which Tyler Twarowski reviewed. Tyler noted that the agency will be moving to a stepped care model in the near future. Gaps have been identified and will be making changes to close the gaps to move forward with the stepped care model. The tiers of service are being defined for the stepped care model.
	Executive Director's Report
4.5	<p>The Executive Director's report is included in the Board meeting package. Paul Jalbert reviewed the report.</p> <p>Paul advised that CMHA-CT is moving ahead with the application for the permanent safe consumption site. Will be meeting the Timmins and District Hospital (TaDH) to discuss transitioning the 18 staff to CMHA-CT. The staff transition will not happen until the funding has been secured.</p> <p>The deadline for the submission of the application is January 31, 2023. Paul does not anticipate a break in service between the temporary site and the permanent safe consumption site.</p> <p>CMHA-CT is hosting an open house to celebrate the integration in Timmins on Monday, January 16<sup>th</sup> and on Wednesday January 18<sup>th</sup> for Cochrane and Iroquois Falls. Paul extended an invitation to the Board Members to join the open house if available.</p>



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5.0	<b>For Your Information</b>
5.1	Board Attendance The Board Attendance Report is included in the Board Meeting package.
5.2	Audit Committee Meeting Minutes (Sept & Nov) The September 20, 2022 and November 11, 2022 Audit Committee Meeting minutes included in the Board Meeting package.
6.0	<b>In-Camera Session -</b>
6.1	Move to In-Camera Session CT-21 – 2022/23 Moved by Kelly-Ann, seconded by Pat Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 6:05pm.
	In-Camera Discussion
6.2	Move Out of In-Camera Session CT-22 – 2022/23 Moved by Pat Gervais, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 6:33pm.
6.3	Rise and Report
7.0	<b>Next Board Meeting</b>
	January 25, 2023
8.0	<b>Adjournment</b>
	Pat Gervais moved to adjourn the meeting at 6:33pm.

DocuSigned by:

Paul Orombea  
 President / Co-Chair

DocuSigned by:

Chantal Mailloux  
 Secretary / Treasurer

January 30, 2023

Date

January 27, 2023

Date