

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

**Locations:** Via MS Teams

<b>In Attendance:</b>	
<b>Board Members:</b>	Paul Crombeen-Chair, Pierre Belec, Dominique Boucher, Carla Cantin, Randy Cox, Patrick Gervais, Catherine Gull, Jennifer Jaszan, Chantal Mailloux, Kelly-Ann O'Mara
<b>Staff:</b>	Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Angie Peters-Carlson, Director of Corporate Services Angèle Desormeau, Director of Addiction Services and Housing Katia Girard, HR Manager Nicole Henry, Recording Secretary
<b>Regrets:</b>	Diane Morrell, Jesse Lamothe, Strategic Performance & Quality Improvement Manager

**Paul Crombeen chaired the meeting and the meeting was called to order to 5:01pm.**

**Pat Gervais read the Land Acknowledgement and Paul Jalbert read the Vision & Mission Statements.**

(Paul Jalbert noted that the Vision & Mission Statements will be updated with the next Strategic Plan.)

Item #	Topic
	<b>Welcome to New Board Members</b>
	Paul Crombeen and Paul Jalbert welcomed all new Board Members to CMHA.
	<b>Introductions</b>
	Board Members and staff introduced themselves.
1.0	<b>Standing Agenda Items</b>
1.1	Review and Adoption of Agenda
	The Board agenda is included in the Board meeting package.
	<b>CT-24 – 2022/23</b>
	Moved by Patrick Gervais, seconded by Carla Cantin -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the January 25, 2023 Board of Directors' Meeting as presented.
	<b>Motion Carried</b>
1.2	Review and Adoption of Minutes
	The minutes of the December 21, 2022 Board of Directors' meeting are included in the Board meeting package.
	<b>CT-25 – 2022/23</b>
	Moved by Chantal Mailloux, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the December 21, 2022 Board of Directors' Meeting as presented.
	<b>Motion carried</b>
1.3	Declaration of Conflict of Interest
	No conflict of interest was declared.
2.0	<b>Items for Decision</b>



Item #	Topic
2.1	<p data-bbox="272 296 625 327">Approval of Financial Statements</p> <p data-bbox="272 363 1528 464">The Variance Report and Financial Statements are included in the Board meeting package. Angie Peters-Carlson reviewed the Variance Report and Financial Statements which included a review of the surplus. Angie advised that the preliminary forecasting indicates a balanced budget by the end of year-end (March 31<sup>st</sup>).</p> <p data-bbox="272 499 1549 600">The combined draft budget as an integrated agency has been reviewed by the Audit Committee and has been submitted to Ontario Health North (OHN). Once the draft submission is approved by OHN the combined budget will be brought to the Board for final approval.</p> <p data-bbox="272 636 1536 737">Hoping to be able to start negotiations of the new Collective Agreement before the end of they year. Angie also advised to expect increases in legal costs and professional fees due to the integration, however, OHN has indicated that the agency would receive funding to cover the cost but has yet to receive the funding notice.</p> <p data-bbox="272 772 1503 831">Paul Crombeen suggested that Angie could do an education session / overview of the Financial Statements with the Board similar to what was presented to the members of the Audit Committee.</p> <p data-bbox="1370 835 1549 867" style="text-align: right;"><b>CT-26 – 2022/23</b></p> <p data-bbox="272 903 1539 1003">Moved by Chantal Mailloux, 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 November 30, 2022.</p> <p data-bbox="1382 1003 1549 1031" style="text-align: right;"><b>Motion carried</b></p>
2.2	<p data-bbox="272 1031 963 1062">Approval of Workplace Harassment &amp; Violence Prevention Policy</p> <p data-bbox="272 1098 1544 1234">The Workplace Harassment &amp; Violence Prevention policy is included in the Board Meeting Package. Angie Peters-Carlson advised that this policy was reviewed at the December Board meeting and revisions were recommended at that time, therefore, the policy is being brought back for review and approval. Angie reviewed the changes made to the policy as recommended at the December Board Meeting and reviewed the full policy.</p> <p data-bbox="272 1270 1516 1434">It was clarified that each office will have a member on the Joint Health and Safety Committee. All of the previous CMHA-CT sites have a staff member on the Health &amp; Safety Committee. For the Cochrane, Iroquois Falls, Matheson and Pine sites, the staff that were on the Minto and SCAS Joint Health &amp; Safety committee will continue with those duties until the new Collective Agreement is negotiated and at that time, members of the of JH&amp;S committee will be elected</p> <p data-bbox="1370 1438 1549 1465" style="text-align: right;"><b>CT-20 – 2022/23</b></p> <p data-bbox="272 1501 1528 1560">Moved by Jennifer Jaszan and seconded by Randy Cox -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Workplace Harassment &amp; Violence Prevention Policy as presented.</p> <p data-bbox="1382 1606 1549 1633" style="text-align: right;"><b>Motion carried</b></p>
2.3	<p data-bbox="272 1633 708 1665">Approval of Technological Devices policy</p> <p data-bbox="272 1701 1536 1732">The Technological Devices policy is included in the Board meeting package. Angie Peters-Carlson reviewed the policy.</p> <p data-bbox="1370 1774 1549 1801" style="text-align: right;"><b>CT-27 – 2022/23</b></p> <p data-bbox="272 1837 1544 1896">Moved by Carla Cantin, seconded by Dominique Boucher -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Technological Devices policy as presented.</p> <p data-bbox="1382 1942 1549 1969" style="text-align: right;"><b>Motion Carried</b></p>

Item #	Topic
2.4	<p>Approval of Training &amp; Continuing Education policy</p> <p>The Training &amp; Continuing Education policy is included in the Board meeting package. Angie Peters-Carlson reviewed the policy.</p> <p style="text-align: right;"><b>CT-28 – 2022/23</b></p> <p>Moved by Kelly-Ann O'Mara, seconded by Dominique Boucher -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Training &amp; Continuation Education policy as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2.5	<p>Approval of Creation, Review &amp; Approval of Policy/Procedure Policy</p> <p>The Creation, Review &amp; Approval of Policy/Procedure policy is included in the Board meeting package. Angie Peters-Carlson reviewed the policy and highlighted the process for creating / approving a policy.</p> <p>Board policies will also be reviewed in the future. A committee has been reviewing the policies of the three agencies and bringing them together, therefore, those are being brought to the Board for review and approval.</p> <p style="text-align: right;"><b>CT-29 – 2022/23</b></p> <p>Moved by Kelly-Ann O'Mara and seconded by Jennifer Jaszan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Creation, Review &amp; Approval of Policy/Procedure policy as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2.6	<p>Approval of Dress Code Policy</p> <p>The Dress Code policy is included in the Board Meeting package. Angie Peters-Carlson reviewed the policy and highlighted the process for creating / approving a policy.</p> <p style="text-align: right;"><b>CT-30 – 2022/23</b></p> <p>Moved by Patrick Gervais, seconded by Randy Cox -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Dress Code policy as presented.</p> <p style="text-align: right;"><b>Motion carried</b></p>
2.7	<p>Approval of Transfer of Funds to Timmins Youth Wellness Hub</p> <p>The briefing note, Cheque Request form and the Capital Grant Funding application from the Timmins Youth Wellness Hub is included in the meeting package. Angie Peters-Carlson explained CMHA-CT is the flow through agency for the Timmins Youth Wellness Hub.</p> <p>The Timmins Youth Wellness Hub is the only agency for which CMHA-CT is a flow through agency.</p> <p style="text-align: right;"><b>CT-31 – 2022/23</b></p> <p>Moved by Chantal Mailloux, seconded by Randy Cox -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves transfer of funds to the Timmins Youth Wellness Hub as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2.8	<p>Recruitment of Committee Members</p> <p>Paul Crombeen explained that with the resignation of Erin Cowan, the Audit Committee is looking to fill that one position on the Audit Committee.</p>



Item #	Topic
	<p>When the three agencies were looking at integrating, a Governance Committee was struck to choose the Governance Model that it would use as an integrated agency, and it was recommended to form a Diversity Committee and Quality Improvement Committee.</p> <p>Paul Jalbert advised that we are looking for one member on the Audit Committee. Paul Crombeen advised that Diane Morrell has e-mailed him that she would be interested in sitting on the Audit Committee. Since Diane is not in attendance, this will be brought back at the February Meeting to be acclaimed to the committee.</p> <p><b>Action Item:</b> Nicole to add to the February Board Meeting.</p> <p>Paul Jalbert suggested that four members be elected to the Diversity Standing Committee and four members to the Quality Improvement Committee. Paul proposed two options for the creation of the Terms of Reference for each committee.</p> <ol style="list-style-type: none"> <li>1) Members are elected for each committee and the members of the two committees draft the Terms of Reference for their respective committee.</li> </ol> <p>Or</p> <ol style="list-style-type: none"> <li>2) Paul Jalbert draft the Terms of Reference for both committees and bring it back to the Board for approval. This would allow the Board Members to review the draft Terms of Reference and put their name forward for the committee of their choice.</li> </ol> <p>It was agreed to have the Terms of Reference drafted by Paul Jalbert and brought to the February meeting for review and approval.</p> <p><b>Action Item:</b> Nicole to add Review of Terms of Reference for both committees to the February Board Meeting.</p> <p style="text-align: right;"><b>CT-32– 2022/23</b></p> <p>Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch appoints the following Board Members to the following Committees:</p> <p style="text-align: right;"><b>Motion Deferred</b></p>
2.9	<p>Nomination and Election of Vice Chair</p> <p>Paul Crombeen advised that with the departure of Erin Cowan, the 1<sup>st</sup> Vice position needs to be filled.</p> <p>Paul Crombeen asked for nominations. Randy Cox nominated himself for the position of 1<sup>st</sup> Vice, and no further nomination was received. Randy's nomination was accepted.</p> <p style="text-align: right;"><b>CT-33 – 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 elects and appoints Randy Cox as 1<sup>st</sup> Vice of the Corporation to hold office until the next Annual General Meeting of the Directors of the Corporation or until a successor is duly appointed.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
3.0	<p><b>Items for Discussion and Direction</b></p>
3.1	<p>Undertaking of Confidentiality &amp; Code of Conduct</p> <p>Nicole Henry advised that the Undertaking of Confidentiality &amp; Code of Conduct is part of the Board policies. Both documents are included in the Board Meeting package.</p>

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	<p>Both documents will be forwarded to Board Members following the Board meeting via DocuSign. Board Members are asked to review and sign both documents. Signed copies will be forwarded to individual Board Members.</p>
3.2	<p>CPIC</p> <p>Paul Jalbert advised that It is CMHA-CT's policy that all staff, Board Members and volunteers submit a Criminal Reference Check when hired. With Accreditation just around the corner, it is important to have those on file.</p> <p>Board Members will be receiving a letter from Nicole via e-mail that Board Members can take to their local police station to have this done and a copy sent to Nicole for your Board file.</p>
3.3	<p>Board Policies to be reviewed for Accreditation</p> <p>Paul Jalbert advised that the Board Policies have been added to OneDrive. With Accreditation just around the corner, Paul Jalbert asked that all Board Members read the Board Policies by March 31<sup>st</sup>, 2023. In April 2023, Board Members will receive an attestation that Board Members will need to sign confirming that you have reviewed the policies and are familiar with them. Paul also noted that the policies are dated and need to be reviewed and possibly revised, therefore, the policies will be brought back to the Board for review in 2024 after the review of the agencies policy is complete.</p> <p>Should Board Members not have access to OneDrive, they are to contact Nicole Henry.</p> <p><b>Action Item:</b> All Board Members to read and familiarize themselves with the Board Policies that are stored on OneDrive.</p>
3.4	<p>Resuming Staff Presentation to Board</p> <p>Paul Jalbert advised that prior to the pandemic a staff from CMHA-CT programs would make a presentation at the Board Meeting on their program. The presentations were always well received by the Board. Paul advised that this presentation will be resuming starting at the March Board meeting.</p>
4.0	<p><b>Reports</b></p>
4.1	<p>Human Resources Report</p> <p>The Human Resources report is included in the Board meeting package. Angie Peters-Carlson explained and reviewed the Human Resources report and noted that for the HR report to be presented at the February meeting will include the staff from the legacy agencies (Minto Counselling and South Cochrane Addictions Services).</p>
4.2	<p>Balanced Scorecard</p> <p>The Balanced Scorecard for the 3<sup>rd</sup> quarter ending December 31<sup>st</sup> is included in the Board meeting package which Paul Jalbert reviewed. Paul explained that the Balanced Scorecard is new to the agency / Board and it is a tool that will assist the organization in determining if the agency is falling behind or are above standards on specific standards. Paul reviewed and explained the Balanced Scorecard.</p> <p>Paul also noted that the next Balanced Scorecard will include information from the legacy agencies.</p> <p>Paul gave an update on the recruitment for Nurse Practitioners. One of the two vacant positions has been filled and hoping to recruit for the second position and noted that a Decision Support Analyst has been hired, to help the agency use data to make optimal decisions.</p>
4.3	<p>Progress on Operational Plan (from Strategic Plan)</p> <p>The briefing note on the progress of the Operational Plan is included in the Board meeting package which Paul Jalbert reviewed.</p> <p>The strategic plan is used to create the Operational Plan. Paul shared and explained the 2022-23 Operational Plan</p>



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	<p>which includes work for the next four years, broken down into manageable pieces for every year of the plan.</p> <p><b>Action Item:</b> Nicole to save the Operational Plan on OneDrive.</p>
4.4	<p>Mental Health Services Report</p> <p>The Addiction and Mental Health Services Report is included in the Board meeting package which Tyler Twarowski reviewed and provided the highlights. Tyler and Paul both advised that this report is outdated and will be revamped to be more data driven and meaningful. The waitlist will also be revised as this only gives numbers on the waitlist, but does not include how many clients are discharged, how many intakes were received during the month.</p> <p>Board Members were asked to submit any suggestions as to what they would like to see in such a report to and to forward their thoughts / suggestions to Nicole or Tyler.</p> <p>Tyler advised that the agency is close to hiring a Psychiatrist for the Timmins ACT team.</p>
4.5	<p>Executive Director's Report</p> <p>The Executive Director's report is included in the Board meeting package which Paul Jalbert reviewed.</p> <p>Paul gave a brief update on the Health Teams. CMHA-CT are signatories on both the Cochrane Health Team and the Timiskaming District Health Team.</p> <p>The Integration Open Houses were well attended in Timmins, Cochrane &amp; Iroquois Falls. Paul is planning on making a presentation at the Matheson Council during Mental Health Week.</p> <p>Paul explained that Timmins and District Hospital (TaDH) is the operator of the temporary Consumption site, and that CMHA-CT has applied to be the operator of the permanent Consumption and Treatment Services Program site. The two applications are being finalized and will hopefully be submitted on Friday, January 27<sup>th</sup>. The deadline for submission is December 31<sup>st</sup>. The first step is an application to Health Canada for an exemption for Medical Purposes under the Controlled Drugs and Substances Act for activities at a Supervised Consumption Site and the 2<sup>nd</sup> application is to the Ministry of Health for the Consumption and Treatment Services (CTS) which includes a budget. TaDH shared their budget for the temporary site, which was modified for our needs but we kept the same staffing levels and hours of operations. The ask for the budget is \$1.1m to be able to run 7 days / week, 12 hours / day. It is a service that is needed in our community. Paul noted that there has been over 10,000 visits to the site since the doors opened in July. In the first 6 months (July to December, 2022) 16 overdoses were reversed. The site will also allow us to link people to services and with the integration of addiction and mental health services, that link will be even stronger.</p> <p>Paul Crombeen thanked all of those that were involved in the integration process and recognized that a lot of time, effort and work was dedicated to making this a success.</p>
5.0	<p><b>For Your Information</b></p>
5.1	<p>Board Attendance</p> <p>The Board Attendance Report is included in the Board meeting package.</p>
6.0	<p><b>In-Camera Session -</b></p>
6.1	<p>Move to In-Camera Session</p> <p style="text-align: right;"><b>CT-34– 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 moves to an in-camera session at 6:49pm meeting.</p> <p style="text-align: right;"><b>Motion Carried</b></p>



Canadian Mental  
Health Association  
Cochrane-Timiskaming  
Addiction and Mental Health Services

January 25, 2023  
Board of Directors Meeting Minutes  
CMHA Cochrane Timiskaming Branch

Item #	Topic
	In-Camera Discussion
6.2	Move Out of In-Camera Session
	<b>CT-35 – 2022/23</b>
	Moved by Randy Cox, seconded by Chantal Mailloux -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 7:26pm.
	<b>Motion Carried</b>
6.3	Rise and Report
7.0	<b>Next Board Meeting</b>
	February 22, 2023
8.0	<b>Adjournment</b>
	Pat Gervais moved to adjourn the meeting at 7:26pm.

DocuSigned by:

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Paul Crombeen  
President / Co-Chair

DocuSigned by:

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Chantal Mailloux  
Secretary / Treasurer

January 25, 2023

Date

January 25, 2023

Date