

D = Discussion

I = Information Purposes Only

M: Motion

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

Locations: Via MS Teams

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

Randy Cox called the meeting to order at 5:02pm and chaired the meeting.

Randy Cox read the Land Acknowledgement and Kelly-Ann O'Mara read the Vision & Mission Statements.

Item #	Topic
1.0	Standing Agenda Items
	Review and Adoption of Agenda CT-44 – 2022/23
1.1	Moved by Carla Cantin, seconded by Kelly-Ann O'Mara - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the March 22, 2023 Board of Directors' Meeting as presented.
	Review and Adoption of Minutes The minutes of the February 22, 2023 Board of Directors' meeting are included in the Board Meeting package. CT-45 – 2022/23
1.2	Moved by Patrick Gervais, seconded by Kelly-Ann O'Mara - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the February 22, 2023. Board of Directors' Meeting as presented.
	Declaration of Conflict of Interest No conflict of interest was declared.
1.3	
2.0	Staff Presentation
	Addictions Services
2.1	Nadia Bromley and Amy Augello were introduced to the Board and Nadia presented on the Addiction Services from the Pine Street Site. Amy provided the Board with a good news story.

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3.0	Items for Decision
3.1	<p>Approval of Financial Statements</p> <p>The Variance Report and Financial statements for the period ending January 31, 2023 are included in the meeting package. Angie Peters-Carlson reviewed the Variance Report and reviewed the surplus in each funds.</p> <p>Angie advised that the agency has yet to hear from OHN regarding the one-time cost funding request. Angie will be reaching out to Steffi at OHN, advising them that the agency was able to cover the one-time costs for the integration with the surplus.</p> <p>Received \$17,000 for our reserve for Denison Place which does not need to be spent before year-end, which will replenish our reserve as we had done some renovations earlier in the year.</p> <p>Also received a notice that we would be receiving more funding in the amount ?? but due to receiving the funding late in the year / 9 days prior to year end, most of the money will probably by returned.</p> <p style="text-align: right;">CT-46 – 2022/23</p> <p>Moved by Patrick Gervais and seconded by Kelly-Ann O'Mara -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Varian Report and Financial Statements for the period ending January 31, 2023.</p>
3.2	<p>Appointment of Executive Assistant as recording Secretary</p> <p>Paul Jalbert introduced Lizane Claveau as the new Executive Assistant, replacing Nicole Henry.</p> <p style="text-align: right;">CT-47 – 2022/23</p> <p>Moved by Carla Cantin, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch appoints the Lizane Claveau as recording secretary.</p> <p>Motion Carried</p>
3.3	<p>Tail insurance options</p> <p>The Briefing Note for Tail Insurance is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p>Angie explained that SCAS insurance ...see recording</p> <p>Dominique suggested that the 24 month Extended</p> <p style="text-align: right;">CT-48 – 2022/23</p> <p>Moved by Diane Morell, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves</p> <ol style="list-style-type: none"> 1) purchase tail insurance for 24 months at the rate of \$4,560. <ul style="list-style-type: none"> • 90 days Extended Reporting Period: No Charge • 12 month Extended Reporting Period: \$2,534 • 24 month Extended Reporting Period: \$4,560 • 48 month Extended Reporting Period: \$6,688

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3.4	<p>RFP - Janitorial contract</p> <p>The Request for Proposal (RFP) is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-49 – 2022/23</p> <p>Moved by Dominique Boucher, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves Reliable Cleaning Services as the janitorial contractor for 330 Second Avenue site as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.5	<p>Policy review</p> <p>3.5.1 Complaint Resolution Policy</p> <p>The Complaint Resolution policy is included in the Board meeting which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-50 – 2022/23</p> <p>Moved by Patrick Gervais, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Complaint Resolution policy as presented.</p>
	<p>3.5.2 Service Award and Retirement Recognition Policy</p> <p>The Service Award and Retirement Recognition policy is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-51– 2022/23</p> <p>Moved by Patrick Gervais seconded by Diane Morell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Service Award and Retirement Recognition policy as presented.</p>
3.6	<p>Review / Approval of Progressive Discipline policy</p> <p>The Progressive Discipline policy is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-54-2022/23</p> <p>Moved by Dominique, seconded by Kelly-Ann - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Progressive Discipline Policy as presented.</p>
4.0	<p>Items for Discussion and Direction</p>
4.1	<p>Review of Board Policies by March 31st</p> <p>Paul Jalbert reminded Board Members that they need to review all Board Policies before March 31st, 2023 at which time they will need to sign an attestation confirming that they have read all Board Policies.</p> <p>Paul noted that there will be a lot of policies coming forward in the next few meetings due to the accreditation.</p>

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4.2	<p>Ontario Health Teams</p> <p>The Briefing Note on the Ontario Health Teams is included in the Board meeting package which Paul Jalbert reviewed along with three others documents for your information.</p>
5.0	Reports
5.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the Board meeting package which Angie Peters-Carlson reviewed.</p>
5.2	<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 Jesse Lamothe reviewed. Jesse noted that the agency is ending the 2022-23 operational plan and on April 1st, will be starting on the 2023-24 operational plan. Jesse reviewed the list of projects being worked on and the projects that will be started on April</p>
5.3	<p>Update on Accreditation</p> <p>The Briefing Note on Accreditation is included in the Board meeting package which Jesse Lamothe reviewed. Jesse noted that the legacy agencies (Minto & SCAS) will not be part of the Accreditation survey as the integration is recent, but will be part of the next accreditation process.</p> <p>Paul noted that the review of policies has two benefits as we are reviewing policies for accreditation and also reviewing policies from the legacy agencies and CMHA and creating one policy.</p>
5.4	<p>Addiction & Mental Health Services Report</p> <p>The Addiction & Mental Health Services Report and waitlist are included in the Board Meeting package which Angele Desormeau and Tyler Twarowski reviewed.</p>
5.5	<p>French Language Service Report</p> <p>The French Language Service Report is included in the Board meeting package which Angie Peters-Carlson reviewed. Paul noted that Evangela McGaghran had been chairing the French Language Service Committee, but this will be turned over to Katia Girard, as Human Resources Manager.</p>
5.6	<p>Executive Director's Report</p> <p>The Executive Director's Report is included in the Board meeting package which Paul Jalbert reviewed.</p>
6.0	For Your Information
6.1	<p>Board Attendance</p> <p>The Board Attendance is included in the meeting package.</p>
6.2	<p>Audit Committee Meeting Minutes</p> <p>The Audit Committee meeting minutes are included in the Board meeting package.</p>
7.0	In-Camera Session -
7.1	<p>Move to In-Camera Session</p> <p style="text-align: right;">CT-52 – 2022/23</p> <p>Moved by Dominique Boucher, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 6:47pm.</p>



March 22, 2023
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

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Item #	Topic	
		Motion Carried
	In-Camera Discussion	
	Move Out of In-Camera Session	CT-53 – 2022/23
7.2	Moved by Pat Gervais, seconded by Pierre Belec - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 7:26pm	Motion Carried
7.3	Rise and Report No rise and report.	
8.0	Next Board Meeting	
	April 26, 2023	
9.0	Adjournment	
	The meeting was adjourned at 7:26pm	

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Paul Crombeen
President / Co-Chair

May 12, 2023

Date

DocuSigned by:

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Chantal Mailloux
Secretary / Treasurer

May 15, 2023

Date