

April 26, 2023
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

In Attendance:	
Board Members:	Paul Crombeen-Chair, Pierre Belec, Dominique Boucher, Carla Cantin, Randy Cox, Chantal Mailloux,
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 Lizane Claveau, Recording Secretary
Regrets:	Diane Morrell, Kelly-Ann O'Mara, Patrick Gervais, Catherine Gull
Guests:	Mark Lionello, Maggie Wakeford, Jessica Callegari, Juls Shipway

Paul Crombeen called the meeting to order at 5:09pm and chaired the meeting.

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

Item #	Topic
1.0	Standing Agenda Items
1.1	Review and Adoption of Agenda The agenda is included in the Board Meeting package. CT-55 – 2022/23 Moved by Carla Cantin, seconded by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the April 26, 2023 Board of Directors' Meeting as presented. Motion Carried
1.2	Review and Adoption of Minutes CT-56 – 2022/23 Moved by Randy Cox, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the March 22, 2023 Board of Directors' Meeting as amended. Motion Carried
1.3	Declaration of Conflict of Interest No conflict of interest was declared.
2.0	Staff Presentation
2.1	Presentation – Residential Housing Support Program Maggie Wakeford, Julie Shipway, Jessica Callegari presented on the residential housing services offered at the Cedar Street site. A success story is also included in the meeting package.

April 26, 2023
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

Item #	Topic
	The group answered questions regarding their staffing, the history of the Cedar site and Wait times.
3.0	Items for Decision
3.1	<p>Approval of Variance Report and Financial Statements</p> <p>The Variance report and financial statements are included in the meeting package which Angie Peters-Carlson reviewed.</p> <p>Angie reviewed some of the uncertainties around final transactions for year end, including estimates on payroll accruals and the final results from the year end (December 2022) for Minto Counselling Centre.</p> <p>Minto integrated with CMHA on January 1st and there was a miscommunication about the timing of the forecasted surplus to end in March, which OHN actually recovered the forecasted surplus in December. This recovery left Minto with a deficit of \$57,000.00 when it was thought the amount was going to be recovered in January. Paul questioned the deficit from Minto and how that will impact the organization.</p> <p style="text-align: right;">CT-57 – 2022/23</p> <p>Moved by Chantal Mailloux, seconded by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Variance Report & Financial Statements for the period ending February 28, 2023 as presented</p> <p style="text-align: right;">Motion Carried</p>
3.2	<p>Approval of Policies</p> <p>Paul Crombeen suggested that all policies be numbered consistently to facilitate the reference of a specific element of a policy e.g., paragraph numbers and subparagraph numbers.</p> <p>3.2.1 Crisis Intervention Policy</p> <p>The Crisis Intervention Policy is included in the meeting package. Tyler Twarowski reviewed the policy.</p> <p style="text-align: right;">CT-58 – 2022/23</p> <p>Moved by Chantal Mailloux, seconded by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Crisis Intervention Policy as amended.</p> <p style="text-align: right;">Motion carried</p>
	<p>3.2.2 Fall Prevention Policy</p> <p>The Fall Prevention Policy is included in the meeting package. Tyler Twarowski reviewed the policy.</p> <p style="text-align: right;">CT-59 – 2022/23</p> <p>Moved by Randy Cox, seconded by Chantal Mailloux - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Fall Prevention Policy as amended.</p> <p style="text-align: right;">Motion carried</p>
	<p>3.2.3 Suicide Prevention, Intervention & Postvention Policy</p> <p>The Suicide Prevention, Intervention & Postvention Policy is included in the meeting package. Tyler Twarowski reviewed the policy.</p>

April 26, 2023
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

Item #	Topic
	<p>CT-60 – 2022/23</p> <p>Moved by Dominique Boucher, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Suicide Prevention, Intervention & Postvention Policy as amended.</p> <p>Motion carried</p>
	<p>3.2.4 Unpaid Leave of Absence Policy</p> <p>The Unpaid Leave of Absence Policy is included in the meeting package. Angie Peters-Carlson reviewed the policy.</p> <p>CT-61 – 2022/23</p> <p>Moved by Chantal, seconded by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Unpaid Leave of Absence Policy as amended.</p> <p>Motion carried</p>
	<p>3.2.5 Client Incident Report and Review Policy</p> <p>The Client Incident Report and Review Policy is included in the meeting package. Jesse Lamothe reviewed the policy.</p> <p>CT-62 – 2022/23</p> <p>Moved by Chantal Mailloux, seconded by Dominique - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Client Incident Report and Review Policy as amended.</p> <p>Motion carried</p>
	<p>3.2.6 Support Following the Death of a Client Policy</p> <p>The Support Following the Death of a Client Policy is included in the meeting package. Tyler Twarowski reviewed the policy.</p> <p>CT-63 – 2022/23</p> <p>Moved by Randy Cox, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Support Following the Death of a Client Policy as amended.</p> <p>Motion carried</p>
	<p>3.2.7 Transition of Care Policy</p> <p>The Transition of Care Policy is included in the meeting package. Tyler Twarowski reviewed the policy.</p> <p>CT-64 – 2022/23</p> <p>Moved by Chantal Mailloux, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Transition of Care Policy as amended.</p> <p>Motion carried</p>
	<p>3.2.8 Screening, Assessment, Intervention & Evaluation Policy</p> <p>The Screening, Assessment, Intervention & Evaluation Policy is included in the meeting package. Tyler Twarowski reviewed the policy.</p>

April 26, 2023
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

Item #	Topic
	<p style="text-align: right;">CT-65 – 2022/23</p> <p>Moved by Randy Cox, seconded by Pierre Belec - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Screening, Assessment, Intervention and Evaluation Policy as amended.</p> <p style="text-align: right;">Motion carried</p>
	<p>3.2.9 Non-Union Compensation Policy</p> <p>The Non-Union Compensation Policy is included in the meeting package. Angie Peters-Carlson reviewed the policy.</p> <p style="text-align: right;">CT-66 – 2022/23</p> <p>Moved by Dominique Boucher, seconded by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Non-Union Compensation Policy as presented.</p> <p style="text-align: right;">Motion carried</p>
	<p>3.2.10 French Language Services Policy</p> <p>The French Language Services Policy is included in the meeting package. Angie Peters-Carlson reviewed the policy.</p> <p style="text-align: right;">CT-67 – 2022/23</p> <p>Moved by Carla Cantin, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the French Language Services Policy as presented.</p> <p style="text-align: right;">Motion carried</p>
3.3	<p>Recruitment of additional committee members.</p> <p>Diversity Committee (x2) Self-nominated to the Diversity Committee - Chantal Mailloux, Carla Cantin and nomination was accepted.</p> <p>Quality Improvement Committee (x1) Self-nomination for the Quality improvement Committee - Randy Cox and nomination was accepted.</p> <p style="text-align: right;">CT-68– 2022/23</p> <p>Moved by Pierre Belec, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch appoints the following Board Members to the following Committees:</p> <p>Diversity Committee – Chantal Mailloux and Carla Cantin Quality Improvement Committee – Randy Cox</p> <p style="text-align: right;">Motion carried</p>
3.4	<p>Approval of the Terms of Reference</p> <p>3.4.1 Audit Committee Meeting</p> <p style="text-align: right;">CT-69– 2022/23</p> <p>Moved by Randy Cox, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Audit Committee Terms of Reference as presented.</p> <p style="text-align: right;">Motion carried</p>

April 26, 2023
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

Item #	Topic
	<p>3.4.2 Diversity Committee Meeting</p> <p style="text-align: right;">CT-39– 2022/23</p> <p>Moved by Chantal Mailloux, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Diversity Standing Committee Terms of Reference as presented.</p> <p style="text-align: right;"><i>Motion carried</i></p>
4.0	Items for Discussion and Direction
4.1	<p>Governance Training</p> <p>Paul discussed the components of this training session and if there is interest in participating to please send your request to Lizane.</p>
5.0	Reports
5.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the 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 meeting package which Jesse Lamothe reviewed.</p>
5.3	<p>Accreditation Update</p> <p>BD – 19 Role, Rights & Responsibilities Policy Revision</p> <p>Paul advised that an addendum was added to the Board members Role, Rights & Responsibilities Policy which has also been added to OneDrive.</p> <p>Paul also noted that the accreditors will be on site from June 25th to June 30th. Discussion ensued on a monthly in-service with staff to discuss policies that are being implemented. This will give staff more understanding of the policy and the reason for its purpose as well as allowing them to offer their feedback.</p> <p>Paul advised that the accreditation team is moving forward and are progressing well, and the work should be completed before accreditation. Paul also noted that we will have a session in May with the Board members to prepare for the June review since the accreditors will want to have a discussion with the Board. Jesse noted that the accreditation survey lines up with the Board meeting and that the surveyor may be interested in participating or meeting with some Board members individually.</p>
5.4	<p>Addiction & Mental Health Services Report</p> <p>The Addiction & Mental Health Service Report is included in the meeting package which Angele Desormeau and Tyler Twarowski reviewed.</p> <p>Tyler advised that Sylvie Charlebois-Lefebvre Case Management Manager in Timmins is retiring after 33 years of service.</p>
5.5	<p>Executive Director's Report</p> <p>The Executive Directors report is included in the meeting package which Paul reviewed.</p>

April 26, 2023
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

Item #	Topic
6.0	Board Meeting Survey
6.1	Board Meeting Survey
	<u>To be completed immediately following the meeting.</u>
	https://www.surveymonkey.com/r/YRFB98D
7.0	For Your Information
7.1	Board Attendance
7.2	Audit Committee Meeting Minutes
7.3	General Correspondence
	7.3.1 OHN - Mental Health and Addictions Support
	7.3.2 2023 – 24 Multi Sectorial Accountability Agreement
	7.3.3 Physician Compensation Payments
8.0	In-Camera Session -
	Move to In-Camera Session
	CT-70 – 2022/23
8.1	Moved by Chantal Mailloux, seconded by Dominique Boucher- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 6:27pm
	Motion Carried
	In-Camera Discussion
	Move Out of In-Camera Session
	CT-71– 2022/23
8.2	Moved by Randy Cox, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 6:42pm
	Motion Carried
8.3	Rise and Report
8.0	Next Board Meeting
	May 24, 2023
9.0	Adjournment
	Dominique Boucher moved to adjourn the meeting at 6:43pm.

DocuSigned by:



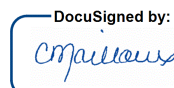
E9A8967C7EA545D...

Paul Crombeen
President / Co-Chair

May 25, 2023

Date

DocuSigned by:



C0CDFE5B36EA41B...

Chantal Mailloux
Secretary / Treasurer

May 26, 2023

Date