

May 24, 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, Patrick Gervais, Catherine Gull, Chantal Mailloux, Diane Morrell
Staff:	Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Angèle Desormeau, Director of Addiction Services and Housing Jesse Lamothe, Strategic Performance & Quality Improvement Manager Lizane Claveau, Recording Secretary Katia Girard
Regrets:	Kelly-Ann O'Mara, Angie Peters-Carlson, Director of Corporate Services
Guests:	Anik Lambert-Belanger

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

Randy Cox read the Land Acknowledgement and Dominique Boucher 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-72 – 2022/23 Moved by Randy Cox, second by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the May 24, 2023 Board of Directors' Meeting as presented. Motion Carried
1.2	Review and Adoption of Minutes CT-73 – 2022/23 Moved by Diane Morrell, second by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the April 26, 2023 Board of Directors' Meeting as presented. Motion Carried
1.3	Declaration of Conflict of Interest No conflict of interest was declared.
2.0	Staff Presentation
2.1	Decision Support Analyst Presentation Anik Lambert-Belanger presented the Decision Support Analyst work.

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3.0	Items for Decision
3.1	<p>Review of Financial Statements</p> <p>The Variance report and financial statements are included in the meeting package which Katia Girard reviewed.</p> <p>Paul Jalbert noted that the agency is estimating a surplus of \$6000.00.</p>
3.2	<p>Approval of Policies</p> <p>3.2.1 Public Complaints Policy and Response to Public Complaints Form</p> <p>Public Complaints Policy and Response to Public Complaints form are included in the meeting package which Katia Girard presented.</p> <p>Discussion ensued on the previous process of responding to complaints and who will be assigned the task of complaint reviewer moving forward. It was noted that the complaints should go through the communications department, to and from a generic email so the person responsible for reviewing and responding to the complaints personal email is not identified in the return email.</p> <p style="text-align: right;">CT-74 – 2022/23</p> <p>Moved by Patrick Gervais, second by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Public Complaints policy and the Response to Public Complaints form as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.3	<p>Approval of the Diversity Standing Committee Terms of Reference</p> <p>Paul Crombeen noted that the Terms of Reference numbering is not consistent with the other Terms of Reference.</p> <p>It was agreed to revise the numbering.</p> <p style="text-align: right;">CT-75 – 2022/23</p> <p>Moved by Randy Cox, second by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Diversity Standing Committee Terms of Reference as amended.</p> <p style="text-align: right;">Motion Carried</p>
3.4	<p>Approval Quality Improvement Standing Committee Terms of Reference</p> <p>Carla Cantin noted that the Board is to get a hard copy of the Terms of Reference and the Progress reports.</p> <p style="text-align: right;">CT-76 – 2022/23</p> <p>Moved by Diane Morrell, second by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Quality Improvement Standing Committee Terms of Reference as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.5	<p>Declaration of Compliance Pursuant to M-SAA</p> <p>The document will be forwarded to Paul Crombeen for signing after the Board meeting.</p>

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	<p style="text-align: right;">CT-77 – 2022/23</p> <p>Moved by Patrick Gervais, second by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Declaration of Compliance Pursuant to M-SAA as presented.</p> <p style="text-align: right;">Motion Carried</p>
4.0	Items for Discussion and Direction
4.1	<p>CMHA ON Governance Conference</p> <p>Paul discussed the Governance conference to be held in Toronto on November 6th and 7th and send your name to Lizane Claveau if you wish to attend, by the end of June. Paul Jalbert noted there may be limited capacity to be able to attend the conference and a selection process may take place.</p>
4.2	<p>San'yas Cultural Safety training</p> <p>Paul Jalbert discussed the San'yas Cultural Safety training and the benefits of this training regarding services to indigenous peoples. Paul J noted that the training is lengthy but is rich in history and is a good foundation training for the organization. If any members are interested in the San'yas Cultural Safety training, please submit your name to Lizane Claveau for this virtual training.</p>
4.3	<p>Governance – Accreditation</p> <p>Paul Jalbert noted that the Accreditors will be on site June 25th to the 30th,</p> <p>Discussion on participant to join the Governance meeting with the reviewers for Accreditation Canada on June 26th 9:45 to 10:45 either virtually or in person. A document will be circulated ahead of that session with details on the criteria being evaluated and the possible questions asked. Please submit your name to Lizane Claveau if you are interested in attending by the end of the week.</p>
4.4	<p>Mock Session for Accreditation</p> <p>Jesse Lamothe went through the process of the Accreditation session and provided some examples of questions that may be asked and where to find the information to be able to provide feedback.</p>
4.5	<p>Service Expansion Cochrane and Iroquois Falls sites</p> <p>Katia Girard noted that the organization has received funding to increase service capacity in Cochrane and Iroquois Falls.</p>
4.6	<p>Recruitment of new Board Member</p> <p>Paul Jalbert noted that we do not have an application to bring forward and announced that Kelly Ann O'Mara is resigning. This brings our Board members to nine, which is the minimum number of members the organizations can have as per the bylaws.</p> <p>Paul Jalbert noted that the organization is looking to have a diverse representation of the community on the Board and what the recruitment effort should look like. Paul Crombeen noted he may know of someone who may be interested in applying to be on the Board.</p>

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	CT-78– 2022/23
5.0	Reports
5.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the meeting package which Katia Girard reviewed.</p> <p>Katia Girard noted that some of the vacancies are being filled and job offers have been sent as well as some have been accepted so the vacancies should decrease. Also, more full-time positions are being offered as well as two students were recruited for the summer months.</p>
5.2	<p>Balanced Scorecard (Q1-Sept-, Q2-Nov, Q3-Feb, Q4-May)</p> <p>The Balanced Score card report is included in the meeting package which Jesse Lamothe reviewed.</p> <p>Jesse noted that there will be an expansion and a more comprehensive and accurate Score Card with more clinical measures as well as a report on complaints with the resolution times and the themes of the complaints, for better processing and completion.</p> <p>Discussion ensued on resolution times and privacy incidents to be included in future Score Cards.</p> <p>Paul Jalbert discussed the plan to move forward with the numbers and using this information and data to understand where the programs need to be with the needs of the community.</p>
5.3	<p>Progress on Operational Plan (from Strategic Plan)</p> <p>The Progress of the Operational Plan report is included in the meeting package which Jesse Lamothe reviewed.</p>
5.4	<p>Addiction, Housing & Regional Programs & Primary Care Services Report</p> <p>The Addiction, Housing & Regional Program & Programs and Primary Care Services Report is included in the meeting package which Angele Desormeau reviewed.</p> <p>Angele noted that the migration of DATIS should be done by next month.</p>
5.5	<p>Mental Health Services Report</p> <p>The Mental Health Service Report is included in the meeting package which Tyler Twarowski reviewed.</p> <p>Tyler acknowledged Sylvie's Charlebois-Lefebvre's retirement. Krista Green is the successful candidate for the Program Manager position with Case Management.</p>
5.6	<p>Clinical Report</p> <p>The Clinical Report is included in the meeting package which Paul Jalbert reviewed.</p> <p>Paul noted that the Score Card will be condensed in a shorter more point form report for the Board to review in the future as we continue to add programs.</p>
5.7	<p>Waitlist</p> <p>The Waitlist Report is included in the meeting package which Angele Desormeau and Tyler Twarowski reviewed.</p>
5.8	<p>Executive Director's Report</p>

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	The Executive Directors report is included in the meeting package which Paul Jalbert reviewed.
6.0	Board Meeting Survey
6.1	Board Meeting Survey <u>To be completed immediately following the meeting.</u> https://www.surveymonkey.com/r/R8JR75K
7.0	For Your Information
7.1	Board Attendance Board Attendance is included in the meeting package.
7.2	Audit Committee Meeting Minutes The Audit Committee Meeting Minutes are included in the Board meeting package.
7.3	General Correspondence General Correspondence is included in the meeting package.
7.4	Accreditation Highlight May 4, 2023
8.0	In-Camera Session -
8.1	Move to In-Camera Session CT-79 – 2022/23 Moved by Carla Cantin, second by Diane Morrell- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 7:13pm
	In-Camera Discussion
8.2	Move Out of In-Camera Session CT-80 – 2022/23 Moved by Carla Cantin, second by Patrick Gervais - Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at **
8.3	Rise and Report
9.0	Next Board Meeting June 28, 2023
10.0	Adjournment Patrick Gervais moved to adjourn the meeting at 7:22pm

DocuSigned by:



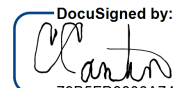
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Paul Crombeen
President / Co-Chair

June 29, 2023

Date

DocuSigned by:



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Carla Cantin
Secretary

June 30, 2023

Date