



June 28, 2023

Board of Directors Meeting Minutes

CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

Meeting Time: 5:30pm - 7:30 pm**Locations:** Via MS Teams

In Attendance:	
Board Members:	Paul Crombeen-Chair, Pierre Belec, Dominique Boucher, Carla Cantin, Patrick Gervais, Diane Morrell, Catherine Gull,
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:	Randy Cox

Paul Crombeen called the meeting to order at 5:03pm and chaired the meeting.

Carla Cantin read the Land Acknowledgement and Dominique Boucher read the Vision & Mission Statements.

Time	Item #	Topic
	1.0	Standing Agenda Items
2	1.1	Review and Adoption of Agenda The Board agenda is included in the Board meeting package. 2.3 Added to the Agenda - the Recruitment of Executive Committee members. CT-01 – 2023/24 Moved by Pierre Belec, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the June 28, 2023 Board of Directors' Meeting as amended. Motion Carried
4	1.2	Declaration of Conflict of Interest No conflict of interest was declared.
	2.0	Items for Decision
60	2.1	Approval of Policies
	2.1.1	Medical Directives Policy The Medical Directives policy is included in the Board meeting package which Angele reviewed. CT-02 – 2023/24 Moved by Carla Cantin, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Medical Directives Policy as presented.

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		<p>2.1.2 Sublocade Administration Policy</p> <p>The Sublocade Administration policy is included in the Board meeting package which Angele Desormeau reviewed.</p> <p>CT-03 – 2023/24</p> <p>Moved by Diane Morrell, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Sublocade Administration Policy as presented.</p> <p>Motion Carried</p>
		<p>2.1.3 Annual Board Chair Evaluation Policy</p> <p>The Annual Board Chair Evaluation policy is included in the Board meeting package which Paul Jalbert reviewed.</p> <p>CT-04 – 2023/24</p> <p>Moved by Pierre Belec, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Annual Board Chair Evaluation Policy as presented.</p> <p>Motion Carried</p>
		<p>2.1.4 Admission Criteria and Client Eligibility Policy</p> <p>The Admission Criteria and Client Eligibility policy is included in the Board meeting package which Jesse Lamothe reviewed.</p> <p>CT-05 2023/24</p> <p>Moved by Dominique, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Admission Criteria and Client Eligibility Policy as presented.</p> <p>Motion Carried</p>
		<p>2.1.5 Zero Tolerance of Abuse and Neglect Policy</p> <p>The Zero Tolerance of Abuse and Neglect policy is included in the Board meeting package which Jesse Lamothe reviewed.</p> <p>CT-06 2023/24</p> <p>Moved by Dominique Boucher, seconded by Diane Morrell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Zero Tolerance of Abuse and Neglect Policy as presented.</p> <p>Motion Carried</p>

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		<p>2.1.6 Diversity, Equity, Inclusion and Belonging Policy</p> <p>The Diversity, Equity, Inclusion and Belonging policy is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-07 2023/24</p> <p>Moved by Dominique Boucher, seconded by Catherine Gull - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Diversity, Equity, Inclusion and Belonging Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
		<p>2.1.7 Code of Conduct Policy</p> <p>The Code of Conduct policy is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-08 2023/24</p> <p>Moved by Carla Cantin, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Code of Conduct Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
		<p>2.1.8 Occupational Health and Safety Policy</p> <p>The Occupational Health and Safety policy is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-09 2023/24</p> <p>Moved by Diane Morrell, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Occupational Health and Safety Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
		<p>2.1.9 Assisting with Self Administration of Medications Policy</p> <p>The Assisting with Self Administration of Medications policy is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-10 2023/24</p> <p>Moved by Pierre Belec, seconded by Diane Morrell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Assisting with Self Administration of Medications Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
		<p>2.1.10 Delegation of Nursing Tasks to Unregulated Care Providers Policy</p> <p>The Delegation of Nursing Tasks to Unregulated Care Providers policy is included in the Board meeting</p>

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		<p>package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT- 11 2023/24</p> <p>Moved by Dominique Boucher, seconded by Pierre Belec - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Delegation of Nursing Tasks to Unregulated Care Providers Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
		<p>2.1.11 Routine Bloodwork for Psychotropic Medications Minimum Guidelines Policy</p> <p>The Routine Bloodwork for Psychotropic Medications Minimum Guidelines policy is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-12 2023/24</p> <p>Moved by Carla Cantin, seconded by Catherine Gull - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Routine Bloodwork for Psychotropic Medications Minimum Guidelines Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
		<p>2.1.12 Disclosing Personal Health Information in e-mails Policy</p> <p>The Disclosing Personal Health Information in e-mails policy is included in the Board meeting package which Paul Jalbert reviewed.</p> <p style="text-align: right;">CT-13 2023/24</p> <p>Moved by Patrick Gervais, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Disclosing Personal Health Information in e-mails Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
		<p>2.1.13 Contractor Safety and Due Diligence Policy</p> <p>The Contractor Safety and Due Diligence policy is included in the Board meeting package which Angie Peters-Carlson reviewed.</p> <p style="text-align: right;">CT-14 2023/24</p> <p>Moved by Dominique Boucher, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Contractor Safety and Due Diligence Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
5	2.2	<p>Recruitment of Audit Committee Members</p> <p>Paul Jalbert noted that the new Board Member Candace would be a great asset to the Audit Committee and proposed to nominate her at the September Board meeting.</p>

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			<p>Carla Cantin nominated Dominique Boucher and Dominique accepted the nomination.</p> <p>No further nominations were received.</p> <p style="text-align: right;">CT-15 2023/24</p> <p>Moved by Patrick Gervais, seconded by Diane Morrell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Recruitment of Audit Committee Members as presented.</p> <p style="text-align: right;">Motion Carried</p>
		2.3	<p>Recruitment of Executive Committee Members</p> <p>Paul noted that there are two positions to fill on the Executive Committee.</p> <p>Patrick Gervais nominated Dominique Boucher and Dominique accepted the nomination.</p> <p>Dominique Boucher nominated Carla Cantin and Carla accepted the nomination.</p> <p>No further nominations were received.</p> <p style="text-align: right;">CT-18 2023/24</p> <p>Moved by Diane Morrell, seconded by Pierre Belec - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Recruitment of Executive Committee Members as presented.</p> <p style="text-align: right;">Motion Carried</p>
	3.0	Reports	
5		3.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the meeting package which Angie Peters-Carlson reviewed.</p> <p>Angie noted there were a lot of terminations this month, and two of those were retirements.</p> <p>Discussion ensued on the job vacancy list and the difficulties in recruitment for temporary positions.</p> <p>Paul Jalbert noted that one of the factors in individuals leaving the agency is in regard to pensions and is planning to make a financial proposal in preparation for bargaining with the Union.</p>
5		3.2	<p>Progress on Operational Plan (from Strategic Plan)</p> <p>The Progress on Operational Plan is included in the meeting package which Jesse Lamothe reviewed.</p> <p>Jesse noted there is no change from the previous report and the reprioritizing of projects to be better prepared for accreditation which has come to an end and all remaining projects will be reassessed.</p>

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5	3.3	Update on Accreditation Jesse Lamothe noted the preliminary result will be available tomorrow and has provided the link to the virtual debriefing for Accreditation.
5	3.4	Addiction, Housing & Regional Programs & Primary Care Services Report Angele Desormeau noted the intake pathways working well with the centralized intake. Discussion ensued on the housing supplement available for individuals within the organization.
5	3.5	Mental Health Services Report Tyler Twarowski noted the death of a co-worker and the impact it had on staff with healing and closure. Discussion ensued on a staff taking initiative in gathering community providers to discuss community issues services and trends and the hope is to continue this with a regular scheduled meeting. Dr. Tessier from the Kirkland Lake office has signed a contract with the agency. Recruitment of a new Psychiatrist Dr. Johnston in the New Liskeard office. Tyler Twarowski noted the program manger position in Timmins was filled, and Krista Green was the successful candidate.
10	3.6	Clinical Report Paul Jalbert reviewed the report and the process of making it more streamlined. Discussion ensued on some of the improvements of problematic areas that were addressed.
5	3.7	Executive Director's Report Paul Jalbert noted that he put his name in to participate in the provincial mental health and addictions oversight table with Ontario Health and was accepted, the first meeting is scheduled for mid July. Discussion ensued on the capture of data from the electronic medical records going to the ministry daily. There is only a small percentage of services onboarded at this point. The concern and the ability to continue the mobile crisis program was discussed as well as submitting the application for funding due on July 4 th . A request for Health Canada to do an onsite visit with the agency, just waiting on a response. Discussion on opioid poisoning declining in the community.
	4.0	Board Meeting Survey
	4.1	Board Meeting Survey <u>To be completed immediately following the meeting.</u> <u>https://www.surveymonkey.com/r/L3X5JJZ</u>
	5.0	For Your Information
2	5.1	Board Attendance
2	5.2	Audit Committee Meeting Minutes
	5.3	General Correspondence

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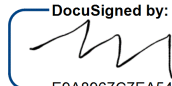
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5		5.3.1	Regional Average Wait Times
			Paul Jalbert noted that the agency is quite competitive with the overall numbers of our wait times.
5		5.4	CMHA-CT Risk Management Plan
	6.0	In-Camera Session -	
		6.1	Move to In-Camera Session
			CT-16 2023/24
			Deferred to September
		In-Camera Discussion	
		6.2	Move Out of In-Camera Session
			CT-17 2023/24
			Deferred to September
		6.3	Rise and Report
	7.0	Next Board Meeting	
		September 27, 2023	
	8.0	Adjournment	
		Paul Crombeen moved to adjourn the meeting at 6:40pm.	

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Paul Crombeen
President / Co-Chair

October 19, 2023

Date

DocuSigned by:



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Carla Cantin
Secretary

October 20, 2023

Date