

September 27, 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

<b>In Attendance:</b>	
<b>Board Members:</b>	Paul Crombeen-Chair, Pierre Belec, Dominique Boucher, Carla Cantin, Patrick Gervais, Catherine Gull
<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 Jesse Lamothe, Strategic Performance & Quality Improvement Manager Lizane Claveau, Recording Secretary
<b>Regrets:</b>	Candace Fuhringer, Randy Cox, Diane Morell
<b>Guest:</b>	Kery Vaudry-Callin and Bianca Godin

Paul Crombeen called the meeting to order at 5:00pm and chaired the meeting.

Pat Gervais read the Land Acknowledgement and Dominique Boucher read the Vision & Mission Statements.

### AGENDA

Time	Item #	Topic
	1.0	<b>Standing Agenda Items</b>
2	1.1	Review and Adoption of Agenda  The Board agenda is included in the Board meeting package.  <b>CT-019 – 2023/24</b>  Responsibilities in the last two rows should be changed to Paul Crombeen - Done  Moved by Carla Cantin seconded by Pat Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the September 27, 2023 Board of Directors' Meeting as amended.  <b>Motion Carried</b>
4	1.2	Review and Adoption of Minutes  <b>CT- 20– 2023/24</b>  Moved by Dominique Boucher seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the June 28, 2023 Board of Directors' Meeting as presented.  <b>Motion Carried</b>
4	1.3	Declaration of Conflict of Interest  No conflict of interest was declared.
	2.0	<b>Staff Presentation</b>
10	2.1	Kirkland Lake Mobile Crisis Response Team Kery and Bianca presented an overview of the Kirkland Lake Mobile Crisis Response Team as well as a good

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		<p>news story and responded to questions.</p> <p>Paul noted that there is a mobile crisis response team in Timmins that is supported by Timmins and District Hospital and Timmins Police. Cochrane, Iroquois Falls and Matheson region have an on-call call out system at the emergency department. Kirkland Lake and New Liskeard Timiskaming area is embedded with OPP.</p> <p>Tyler noted that the agency has put in a request for permanent funding of these programs and will continue to do so.</p>
	3.0	<b>Items for Decision</b>
5	3.1	<p>Appointment of Candace Fuhringer to the Board Committee</p> <p style="text-align: right;"><b>CT- 21– 2023/24</b></p> <p>Moved by Carla Cantin seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Appointment of Candace Fuhringer to the Board Committee</p> <p style="text-align: right;"><b>Motion Carried</b></p>
10	3.2	<p>Approval of Financial Statements</p> <p>The Financial Statements are included in the meeting package which Angie Peters-Carlson presented.</p> <p style="text-align: right;"><b>CT- 22 – 2023/24</b></p> <p>Angie Peters-Carlson reported a surplus of \$625,210.00.</p> <p>Agie Peters-Carlson presented the surplus or deficit in each fund.</p> <ul style="list-style-type: none"> <li>• \$520,906 in Fund 2 – Ontario Health North Mental Health Program Funding.</li> <li>• Funding for OHN is under budget by \$95,620.00.</li> <li>• Salaries and Benefits are under budget by 600,028.00.</li> <li>• Sessional fees are under budget by \$34,491.</li> <li>• DS-Travel Expense Staff General is over budget by \$10,297.00.</li> <li>• Professional Fees are over budget by \$91,204.00.</li> <li>• Contacted out Expense is over budget by \$23,153.00.</li> <li>• The organization of reporting a \$43,289 surplus in Fund 2 – MoH Housing Programs.</li> <li>• The organization is reporting a surplus in Fund -3 of \$61,015.00</li> <li>• Supplies and General food are over budget by \$43,040.00.</li> </ul> <p>Moved by Pierre Belec seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Variance Report and Financial Statements as presented.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
2	3.3	<p>Annual Appointment of Recording Secretary</p> <p>Lizane Claveau has been appointed as the recording secretary.</p> <p>Lizane Claveau agreed to be the recording secretary.</p> <p style="text-align: right;"><b>CT- 23 – 2023/24</b></p>

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		Moved by Dominique Boucher seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Annual Appointment of Recording Secretary. <b>Motion Carried</b>
5	3.4	Recruitment of Board committee members
		3.4.1 Appointment of Board Member Audit Committee (x1)  CT- 24 – 2023/24  Moved by ** seconded by ** - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Appointment of a Board Member to the Audit Committee  <b>Motion Deferred</b>
		3.4.2 Appointment of Board Member to Diversity Committee x1 (to replace Chantal Mailloux)  CT- 25 – 2023/24  Moved by** seconded by** - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Appointment of a Board Member to the Diversity Committee  <b>Motion Deferred</b>
	3.5	Selecting Buying and Maintenance for Medical Devices Policy  The Selecting Buying and Maintenance for Medical Devices Policy is included in the meeting package which Angele Desormeau presented.  Patrick Gervais noted the wording on 2.1 – routinely and 5.1 – periodic inspection.  It was suggested to bring it back with more specific wording and to attach the schedule for these inspections.  CT- 26 – 2023/24  Moved by** seconded by** - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Selecting Buying and Maintenance for medical Devices Policy  <b>Motion Deferred</b>
	4.0	<b>Reports</b>
10	4.1	Human Resources Report  The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented.  Agnie Peters-Carlson noted the turnover statistics and that the staff count is stable at 144 full-time employees with a low turnover for August. Three added and two terminated.  Discussion ensued on job vacancies and interviews that are scheduled, and it was noted that there are still a lot of temporary full-time positions that are difficult to recruit. The areas of concern are the nurse practitioner for Primary Care and the temporary occupational therapist that we have been unable to recruit.

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		Paul Jalbert noted the difficulties with recruiting a nurse practitioner is because of the pension and the hourly rate being competitive but the hours are less which results in the annual salary being less. It was discussed to bring forth a request to increase the hours from 35 hours per week to 37 ½ to bargaining as well as discuss the other difficult to recruit positions.
15	4.2	<p>Balanced Scorecard</p> <p>The Balanced Scorecard is in the meeting package which Jesse Lamothe presented.</p> <p>Jesse Lamothe noted the results for the Q1 client surveys that are distributed on kiosks in our reception areas have gone up. Discussion ensued on the scorecard's regular reports Q2, Q3 and Q4 that are relatively the same as previous. It was noted there were some minor client safety incidents as well as some client behavior incidents that were reported.</p>
10	4.3	<p>Progress on Operational Plan (from Strategic Plan)</p> <p>The Progress on Operational Plan is included in the meeting package which Jesse presented.</p>
10	4.4	<p>Update on Accreditation</p> <p>4.4.1 Letter - Accreditation On -Site Survey</p> <p>4.4.2 Accreditation Report</p> <p>4.4.3 Accreditation Seal and Seal Instructions.</p> <p>The Update on Accreditation Letter, Report and Seal is included in the meeting package which Jesse Lamothe presented.</p> <p>Jesse noted we were accredited with exemplary standings and that we have certificates that will be posted in the reception areas as well as door vinyl's for each site.</p> <p>Discussion ensued on the unmet criteria for accreditation that is being worked on and is mostly completed.</p>
5	4.5	<p>Addiction, Housing &amp; Regional Programs &amp; Primary Care Services Report</p> <p>The Addiction, Housing &amp; Regional Programs &amp; Primary Care Services Report is included in the meeting package which was presented by Angele Desormeau.</p> <p>Angele noted the Addiction and Housing have a youth concurrent disorder program led by North Cochrane Addiction Services through the Royal Ottawa hospital that needs a one 1.5 full time employee in Timmins and one .5 in Iroquois Falls that may be combined with another 0.5 position in the Cochrane and Iroquois Falls area.</p> <p>Discussion ensued on hiring for the Homeless Prevention Program, there are two case managers, two peer support workers and one nurse in Timmins. One case manager and one peer support worker in Cochrane. It was noted that some of these individuals will be stationed in the emergency shelter.</p> <p>Angele noted that the agency is still waiting for approval of the safe injection site as this site is temporary and ends in December. The hope is that it will move from Timmins and District Hospital to Canadian Mental Health Association.</p> <p>Discussion ensued on the vacancy in Senior's Mental Health since May 2023 and the salary being a factor in</p>

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		<p>the recruitment.</p> <p>It was noted that Behavioural Supports Ontario in Timiskaming is experiencing an influx of referrals and is currently working with North Bay Reginal Health Centre to find ways to cut down on the waitlist.</p> <p>Angèle noted Dr. Tremblay's retirement and hoping the Royal Ottawa will have a replacement for her.</p> <p>Discussion ensued on the pressures of hiring a nurse practitioner for the RAAM clinic. The agency hired a team lead for Primary Care and RAAM and is in the process of hiring a registered practical nurse for the RAAM clinic. There is a scheduled visit with Michael Roach, the lead from Sudbury on October 3<sup>rd</sup>.</p>
5	4.6	<p>Mental Health Services Report and Waitlist</p> <p>The Mental Health Services Report and Waitlist is included in the meeting package which Tyler Twarowski presented.</p> <p>Tyler noted the new monthly data reports and picking out areas of interest and areas of concern with a goal of using the data to identify trends or discrepancies to make informed decisions.</p> <p>Paul Jalbert noted that the data information will be simplified, and that the information provided is the base of the data. Discussion ensued on training to be offered to the Quality Improvement committee and if the Board sees a benefit in the training, it could be provided to the Board as well, possibly at the Board Retreat.</p>
10	4.7	<p>Clinical Report</p> <p>The Clinical Report is included in the meeting package which was presented by Paul Jalbert.</p> <p>Paul noted the data the agency is collecting is very similar to CMHA in Toronto. Paul participated in a presentation of their data initiative and how they are struggling with the same questions we are. Discussion ensued on looking at collaborating with CMHA Toronto on the development of how we present governance data. CMHA Toronto has contacted Ontario Health and is exploring these types of data points as the framework to collect data for Mental Health and Addiction organizations across the province.</p>
10	4.8	<p>Executive Director's Report</p> <p>Paul Jalbert noted that he participated in the addiction oversight table meetings with Ontario Health and discussed how they are trying to establish and identify how they are going to do their work.</p> <p>Discussion ensued on Paul Jalbert and Tyler Twarowski's visit to the coastal communities of Attawapiskat, Moosonee and Fort Albany. They made some contacts and had a contact reach out looking for a letter of support for a health initiative which was provided to the individual. It was a wonderful opportunity to build relationships with our northern colleagues.</p> <p>Tyler Twarowski noted that identifying the needs of clients from up the coast that are going to different communities, and to understand why the displacement is taking place.</p> <p>Paul Jalbert discussed the application for funding for the mobile crisis for this fiscal year and to contact CMHA Ontario to do some advocacy regarding this.</p> <p>Paul Jalbert noted that the Assertive Community Treatment Team is not sufficiently funded, and it was</p>

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		recommended to contact Ontario Health North to make sure our teams are well funded and resourced to provide needed services.
		Discussion ensued on the Safe Consumption site in Timmins and some of the meetings to take place with regard to funding.
		Funds for the temporary vacancies diverted to the mobile crisis response team discussed.
	5.0	<b>Board Meeting Survey</b>
	5.1	Board Meeting Survey
		<u>To be completed immediately following the meeting.</u>
		<a href="https://www.surveymonkey.com/r/X9YBKCT">https://www.surveymonkey.com/r/X9YBKCT</a>
	6.0	<b>For Your Information</b>
2	6.1	Board Attendance
2	6.2	Audit Committee Meeting Minutes
	6.3	General Correspondence <ul style="list-style-type: none"> <li>Timiskaming Area Ontario Health Team</li> </ul>
	7.0	<b>In-Camera Session -</b>
	7.1	Move to In-Camera Session
		Moved by Patrick Gervais seconded by Pierre Belec - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 6:21pm
		CT- 27 – 2023/24
		In-Camera Discussion
	7.2	Move Out of In-Camera Session
		Moved by Patrick Gervais seconded by Catherine Gull - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 7:04pm
		CT- 28 – 2023/24
	7.3	Rise and Report
	8.0	<b>Next Board Meeting</b>
		October 25, 2023
	9.0	<b>Adjournment</b>
		Carla Cantin adjourned the meeting

DocuSigned by:



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Paul Crombeen  
President / Co-Chair

DocuSigned by:



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Carla Cantin  
Secretary

December 5, 2023

Date

December 5, 2023

Date