

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>	Dominique Boucher, Carla Cantin, Randy Cox, Patrick Gervais, Catherine Gull, Diane Morrell, Candace Fuhringer
<b>Staff:</b>	Paul Jalbert, Executive Director Angie Peters-Carlson, Director of Corporate Services Angèle Desormeau, Director of Addiction Services and Housing Lizane Claveau, Recording Secretary
<b>Regrets:</b>	Paul Crombeen-Chair, Pierre Belec, Jesse Lamothe, Tyler Twarowski,

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

Randy Cox read the Land Acknowledgement.

### **AGENDA**

Time	Item #	Topic
	1.0	<b>Staff Presentation</b>
	1.1	<p>Northeastern Ontario Structured Psychotherapy Program</p> <p>The Northeastern Ontario Structured Psychotherapy Program presentation is included in the meeting package which Courtney Tresidder presented.</p> <p>Courtney introduced herself and gave a bit of her background and shared a good new story as well as answered questions about her program. Courtney also provided a link to be shared with the Board which Lizane sent out. Link to the North Eastern Ontario Structured Psychotherapy program: <a href="https://neosp.ca/">https://neosp.ca/</a></p>
	2.0	<b>Standing Agenda Items</b>
2	2.1	<p>Review and Adoption of Agenda</p> <p>CT- 36 – 2023/24</p> <p>7.3 - Board members call out - Patrick Gervais</p> <p>Moved by Dominique Boucher, seconded by Patrick Gervais- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the November 22<sup>nd</sup>, 2023 Board of Directors' Meeting as amended.</p> <p><i>Motion Carried</i></p>
4	2.2	<p>Review and Adoption of Minutes</p> <p>CT- 37 – 2023/24</p> <p>Moved by Carla Cantin, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the October 25<sup>th</sup>, 2023 Board of Directors'</p>

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

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			Meeting as presented.
			<i>Motion Carried</i>
4	2.3	2.3	Declaration of Conflict of Interest
			No conflict was declared.
	3.0	<b>Items for Decision</b>	
10	3.1	3.1	Approval of Financial Statements
			CT- 38 – 2023/24
			The Variance Report and Financial Statements for the period ending September 30 <sup>th</sup> , 2023, are included in the Board meeting package. Angie Peters-Carlson reviewed the Variance Report and Financial Statements which included a review of the surplus. Angie noted that the largest variance is in Salaries in benefits.
			Moved by Dominique Boucher, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Variance Report and Financial Statements as presented.
			<i>Motion Carried</i>
	4.0	<b>Items for Discussion and Direction</b>	
5	4.1	4.1	Spreadsheet for Leases
			The Spreadsheet for Leases is included in the meeting package which Angie Peters-Carlson presented. Angie noted there are three different categories: Tenants at 2 <sup>nd</sup> Avenue, Residential Properties and Office Space.
	5.0	<b>Reports</b>	
10	5.1	5.1	Human Resources Report
			The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented. Angie noted that the organization is growing with the addition of three full-time employees this month. Discussion ensued on the areas of difficulty to recruit are the nurse practitioner, occupational therapist as well as the temporary positions.
15	5.2	5.2	Balanced Scorecard
			The Balanced Scorecard is included in the meeting package which Paul Jalbert presented.
			Paul Jalbert noted there were 108 clients who completed the survey questions asked at the kiosks that are situated in our reception areas and gave a breakdown of the results. Discussion ensued on the status of the complaints the organization received.
10	5.3	5.3	Progress on Operational Plan (from Strategic Plan)
			Management got together and reviewed the OPS plan, and it is the intent to meet all the expectation by the end of 2025.
			Paul Jalbert gave an overview of the Stepped Care Service Model. Discussion ensued on the Steering Committee to map out the care pathways of all our services and will be presenting the

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		framework to the management group on November 30 <sup>th</sup> .
5	5.4	<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 Angele Desormeau presented.</p> <p>Angele Desormeau noted the Safe Health Timmins Site will be closing in December and the contingency plan to look at other options to keep the services in place. Discussion ensued on CMHA working with Timmins and District Hospital to look at available options.</p>
5	5.5	<p>Mental Health Services Report</p> <p>The Mental Health Service Report is included in the meeting package which Paul Jalbert presented.</p> <p>Paul Jalbert noted Kairo's Blanket training, and that it will be a yearly event for the next four years.</p> <p>The organization will be getting funds for mobile crisis till March 31<sup>st</sup> and the advocacy work to get funding for next fiscal year.</p> <p>Discussion ensued on the ACT Team fidelity to standards evaluation and the implementation of recommendation that were made as well as identifying the lack of funding. A business case will be presented to Ontario Health in regard to the lack of funding for the ACT Team.</p> <p>Paul Jalbert noted the Stepped Care Model to be presented to staff in January and then implemented in April 2024.</p>
10	5.6	<p>Executive Director's Report</p> <p>The Executive Director's Report is included in the meeting package which Paul Jalbert presented.</p> <p>Paul noted he is part of the Mental Health and Addiction Oversight table that is a provincial table for the Centre of Excellence for Addiction and Mental Health. They have identified four areas of priority; Coordinated Access, Early Intervention Psychosis, Ontario Structured Psychotherapy, Substance Use Disorder Treatment, and the opportunity to provide feedback to influence its evolution.</p> <p>Discussion ensued on Ontario Health Teams receiving funds from Ontario Health. The Timiskaming and Cochrane sites are working on a 2023-2024 workplan.</p>
	6.0	<b>Board Meeting Survey</b>
	6.1	<p>Board Meeting Survey</p> <p><u>To be completed immediately following the meeting.</u></p> <p><a href="https://www.surveymonkey.com/r/WRWJMF8">https://www.surveymonkey.com/r/WRWJMF8</a></p>
	7.0	<b>For Your Information</b>
2	7.1	<p>Board Attendance</p> <p>The Board Diversity Committee met and discussed the Diversity Matrix and how to ensure there is diversity on the Board. Open call out to the public in the areas of New Liskeard and Kirkland Lake.</p>

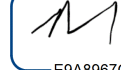
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	7.2	<p>Guide to Financial Statement for Nonprofits Organization for Board Members</p> <p>The Guide to Financial Statement for Nonprofits Organization for Board Members is included in the meeting package which Patrick Gervais presented.</p> <p>Action Item: Item to be brought back to the December Board meeting to give the Board members a chance to review the document.</p>
	7.3	<p>Board member</p> <p>Patrick Gervais noted the standards of Board procedures.</p> <p>Please send out any new agenda item at least two weeks prior to the meeting.</p>
	8.0	<b>Next Board Meeting</b>
		December 20 <sup>th</sup> , 2023
	9.0	<b>Adjournment</b>
		Meeting Adjourned
		CT-39 – 2023/24
		Moved by Dominique, Be it resolved that the Canadian Mental Health Association Cochrane-Timiskaming Branch adjourns the meeting at 6:20

DocuSigned by:



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Paul Crombeen  
President / Co-Chair

January 9, 2024

Date

DocuSigned by:



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Carla Cantin  
Secretary

January 9, 2024

Date

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

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### Motions

CT- 36 – 2023/24	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the November 22 <sup>nd</sup> , 2023 Board of Directors' Meeting as amended.	<i>Motion Carried</i>
CT- 37 – 2023/24	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the October 25 <sup>th</sup> , 2023 Board of Directors' Meeting as presented.	<i>Motion Carried</i>
CT- 38 – 2023/24	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Variance Report and Financial Statements as presented.	<i>Motion Carried</i>
CT-39 – 2023/24	Be it resolved that the Canadian Mental Health Association Cochrane-Timiskaming Branch adjourns the meeting at 6:20pm	<i>Motion Carried</i>