

December 20, 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, Randy Cox, Patrick Gervais, Catherine Gull, Diane Morrell, Candace Fuhringer
Staff:	Paul Jalbert, Executive Director Tyler Twarowski Lore-Lee Fortin, Director of Services Angie Peters-Carlson, Director of Corporate Services Angèle Desormeau, Director of Addiction Services and Housing Lizane Claveau, Recording Secretary
Regrets:	Carla Cantin, Jesse Lamothe
Guest:	Lesley Edwards-Twarowski

Paul Crombeen called the meeting to order at 5.04pm and chaired the meeting.

Patrick Gervais read the Land Acknowledgement and the Vision & Mission Statement.

Minutes

Time	Item #	Topic
	1.0	Staff Presentation
10	1.1	Primary Care Presentation for Kirkland Lake and New Liskeard. The Primary Care Presentation is included in the meeting package which Lesley Edwards-Twarowski presented.
	2.0	Standing Agenda Items
2	2.1	Review and Adoption of Agenda CT- 40 – 2023/24 Moved by Dominique Boucher, seconded by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the December 20 th , 2023, Board of Directors' Meeting as presented. Motion Carried
4	2.2	Review and Adoption of Minutes CT- 41 – 2023/24 Moved by Dominique Boucher, seconded by Candace Fuhringer - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the of the November 22 nd , 2023, Board of Directors' Meeting as presented.

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			Motion Carried
4	2.3	Declaration of Conflict of Interest	
		No conflict interest was declared	
	3.0	Items for Decision	
10	3.1	Approval of Financial Statements	
			CT- 42 – 2023/24
		<p>The organization is reporting a 1,122,501 surplus in Fund 2 - Ontario Health North Mental Health Program funding. Agie Peters-Carlson noted that the Salaries and Benefits are 1,002,089 under budget and Sessional Fees are under budget by 39,445 but should be caught up by the end of the fiscal year. Supplies is 43,460 under budget, Course Registration Fees & Materials is under budget by 20,243 but we should not be in a surplus by the fiscal year end. Equipment Maintenance – External is 29,240 under budget and there are some non-urgent repairs planned for the later part of the year. Minor Equipment Purchases are 237,964 over budget due to the increase in staff numbers. Contracted out Expenses is 25,850 over budget due to the increase in the number of staff and the IT demands.</p>	
		<p>The organization is reporting a 67,688 surplus in Fund 2 – MoH Housing programs, and 79,867 under budget in Rent/Lease of Building due to unused rent supplements.</p>	
		<p>The organization is reporting a 729,435 surplus in Fund 3 – Other Programs. Salaries & Benefits are 383,571 under budget due to staffing issues and Supplies – General Food is 79, 827 over budget due to catering costs.</p>	
		<p>Moved by Dominique Boucher, seconded by Candace Fuhringer - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Variance Report and Financial Statements as presented.</p>	
			Motion Carried
10	3.2	Expense Authorization Policy	
			CT- 43 – 2023/24
		<p>Angie Peters-Carlson noted that there is an increase of expense limits in section 6.2.3 the rest of the policy remains the same.</p>	
		<p>Moved by Randy Cox, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Expense Authorization Policy</p>	
			Motion Carried
	4.0	Reports	
10	4.1	Human Resources Report	
		<p>The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented.</p>	
		<p>Angie Peters Carlson noted the turnover for this month is at 2.64%, and the list of vacancies is mostly Nurses, Nurse Practitioner and Occupational Therapist.</p>	

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10	4.2	<p>Progress on Operational Plan (from Strategic Plan)</p> <p>Progress on Operational Plan is included in the meeting package which Paul Jalbert presented.</p> <p>Paul Jalbert noted that many of the tasks on the strategic plan have been completed. A meeting took place in November to review workflow pathways. The Stepped Care committee came together in December to review the feedback and incorporated it in the service model. Meetings will be scheduled in late January for staff to provide feedback.</p> <p>Action Item: Paul Jalbert to bring the Stepped Care model to the Board in January to review.</p>
5	4.3	<p>Addiction, Housing & Regional Programs & Primary Care Services Report</p> <p>The Addiction, Housing & Regional Programs & Primary Care Services Report is included in the meeting package which Angele Desormeau presented.</p> <p>Angele Desormeau noted the repurposing of a position and will be hiring in Matheson. The residential Support workers will be going to eight-hour shifts as of February 3rd.</p> <p>The RAAM clinic as well as Primary Care clinic is in need of a Nurse Practitioner. Paul Jalbert noted the provincial hourly rate is good, however, the hours worked is typically 37 ½ hours versus 35 hours and will be brought to bargaining in January on the 9th and 10th as well as the pension plan.</p> <p>Discussion ensued on paid continuing education for existing nurses to upgrade to Nurse Practitioner in the organization, however, we do not have any feedback on any interested staff at the moment.</p>
5	4.4	<p>Mental Health Services Report</p> <p>The Mental Health Service Report is included in the meeting package which Tyler Twarowski presented.</p> <p>Tyler Twarowski noted the transition of the Director of Service from himself to Lore-Lee Fortin. The indigenous committee named two co-chairs one external partner from the community Melissa Cormier and one internal which is Kelly McCann Team Lead from our Pine Street location.</p>
10	4.5	<p>Clinical Report</p> <p>The Clinical Report is included in the meeting package which Paul Jalbert presented.</p> <p>Paul Jalbert noted that Senior's Mental Health, Behavioral Supports Ontario, and Early Intervention Psychosis clinical report numbers and the challenges in these programs regarding the number of clients served. Discussion ensued on the negative impact on these programs due to not being able to recruit and retain nurses. Paul Jalbert to bring a collective agreement to bargaining to address the recruitment of nurses on January 9th, and 10th.</p>
5	4.6	<p>French Language Service Report</p> <p style="text-align: right;">CT- 47 – 2023/24</p> <p>The French Language Service Report is included in the meeting package which Paul Jalbert presented.</p> <p>Paul noted the French Language Service report is the report that we provide to the Ministry of Health on an annual basis as proof of our compliance.</p>

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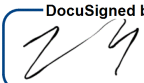
Time	Item #	Topic
		Moved by Patrick Gervais, seconded by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Ministry of Health French Language Service Report. <div>Motion Carried</div>
10	4.7	Executive Director's Report The Executive Director's Report is included in the meeting package which Paul Jalbert presented. Paul noted the Governance Symposium and the interesting topics around the future of health care. Paul shared the news that most of the data has been migrated from CCS to CRMS as well as Cochrane and Iroquois Falls trained and transferred from their databases to CRMS on December 15 th .
	5.0	Board Meeting Survey
2	5.1	Board Meeting Survey <u>To be completed immediately following the meeting.</u> https://www.surveymonkey.com/r/NS55VKN
	6.0	For Your Information
2	6.1	Board Attendance
2	6.2	Audit Committee Meeting Minutes
5	6.3	Guide to Financial Statement for Non-profits organization for Board Members
	7.0	In-Camera Session
	7.1	Move to In-Camera Session <div>CT- 44 – 2023/24</div> Moved by Candace Fuhringer, seconded by Randy Cox - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 6:05pm <div>Motion Carried</div>
		In-Camera Discussion
	7.2	Move Out of In-Camera Session <div>CT- 45 – 2023/24</div> Moved by Candace Fuhringer, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 6:31pm <div>Motion Carried</div>
	7.3	Rise and Report
	8.0	Next Board Meeting January 24 th , 2023
	9.0	Adjournment Adjournment <div>CT- 46 – 2023/24</div>



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Time	Item #	Topic
		Moved by Randy Cox - Be it resolved that the Canadian Mental Health Association Cochrane-Timiskaming Branch adjourns the meeting at 6:32pm
		Motion Carried

DocuSigned by:

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Paul Crombeen
President / Co-Chair

January 19, 2024

Date

DocuSigned by:

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Carla Cantin
Secretary

January 21, 2024

Date