

January 24, 2024
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, Diane Morrell, Candace Fuhringer
Staff:	Paul Jalbert, Executive Director Lore-Lee Fortin, 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:	
Guest:	Skyler Jankiewicz-Breton

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

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

Item #	Topic	
1.0	Staff Presentation	
	1.1	Counselling Cochrane Skyler Jankiewicz-Breton presented on the Counseling Program in Cochrane and the services they provide to clients.
2.0	Standing Agenda Items	
	2.1	Review and Adoption of Agenda <div style="text-align: right;">CT- 48 – 2023/24</div> Moved by Patrick Gervais, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the January 24, 2024, Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>
	2.2	Review and Adoption of Minutes <div style="text-align: right;">CT- 49 – 2023/24</div> Moved by Patrick Gervais, seconded by Diane Morrell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the December 20, 2023, Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>
	2.3	Declaration of Conflict of Interest No conflict was declared.
3.0	Items for Decision	
	3.1	Approval of Financial Statements The Financial Statements and Variance Report are included in the meeting package which Angie Peters-Carlson

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	<p>reviewed.</p> <p style="text-align: right;">CT- 50 – 2023/24</p> <p>Moved by Patick Gervais, seconded by Pierre Belec - 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;">Motion Carried</p>
3.2	<p>Appointment of Kerry Schubert-Mackey to the Board Committee</p> <p>Kerry Schubert-Mackey's application is include in the meeting package which Paul Jalbert presented.</p> <p style="text-align: right;">CT- 51 – 2023/24</p> <p>Moved by Patrick Gervais, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association – Cochrane-Timiskaming Branch accepts Kerry Schubert-Mackey's application as presented and appoints Kerry Schubert-Mackey's to a three year-term.</p> <p style="text-align: right;">Motion Carried</p>
3.3	<p>Board Resolution for the French Language Services</p> <p>The French Language Services compliance statement is included in the meeting package.</p> <p style="text-align: right;">CT- 52 – 2023/24</p> <p>Moved by Patrick Gervais, seconded by Pierre Belec - The Board of Directors certifies that Canadian Mental Health Association Cochrane-Timiskaming continues to comply with the criteria for designation and that the Board of Directors and senior management are aware of the legal consequences of false certification, including possible complaints to the Ontario Ombudsman's office.</p> <p style="text-align: right;">Motion Carried</p>
4.0	Reports
4.1	<p>Human Resources Report</p> <p>The Human resources report is included in the meeting package which Angie Peters-Carlson presented.</p> <p>Angie noted problem areas for recruitment which are ongoing. Discussion ensued on the negative reputation CMHA has regarding Nurse Practitioners and the impact on their choices for employment.</p>
4.2	<p>Progress on Operational Plan (from Strategic Plan)</p> <p>The Stepped Care Review was presented by Lore-Lee Fortin and Jesse Lamothe.</p> <p>Lore-Lee Fortin noted that consultations with staff to gather information is currently underway and this should help refine the Stepped Care model for the organization. Lore-Lee gave a brief description of how the Stepped Care model will be used to help match clients individual needs to the appropriate service. Jesse Lamothe shared his screen to present the Centralized Intake Process. Lore-Lee did a breakdown of the screening tool and how it will be used.</p>
4.3	<p>Addiction, Housing & Regional Programs & Primary Care Services Report</p> <p>The Addiction Services, Housing Services, Regional Programs & Primary Care Services Report is included in the meeting package which Angele Desormeau presented.</p> <p>Angele Desormeau noted that psychoeducational groups will be moved from Pine Street site to Intrepid Place at the Second Avenue site. Discussion ensued on the issues arising with not having a Nurse Practitioner.</p>

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4.4	<p>Mental Health Services Report</p> <p>The Mental Health Service Report is included in the meeting package which Lore-Lee Fortin presented.</p> <p>Lore-Lee noted the extensive waitlist for all of Case Management due to job vacancies and the current client screening model being used. The agency is hoping to alleviate this issue with the new Stepped Care Model. Bringing individuals together to a standardized documentation across the organization.</p> <p>The Timiskaming area is increasing staff capacity to complete GAINS Q3 assessment which requires a certification. The Northeastern Recovery Centre in Kirkland Lake is hopefully going to be operational in March.</p> <p>Zack's Cribb is officially open in New Liskeard with the focus being on establishing pathways to ensure that individuals accessing Zach's Crib can be referred to CMHA services.</p>
4.5	<p>Clinical Report</p> <p>The Clinical Report is included in the meeting package which Paul Jalbert presented.</p> <p>Paul spoke towards the volume percentage and the spokes to various organizations and locations.</p> <p>The Northern Star in Kirkland Lake opening was discussed, and the waitlist number updated as there should not be a waitlist as it is an open access program. This could have been captured inappropriately due to new staff and the inconsistencies in capturing documentation.</p>
4.6	<p>Executive Director's Report</p> <p>The Executive Director's Report is included in the meeting package which Paul Jalbert reviewed.</p> <p>The organization is looking at launching the Stepped Care model in April.</p>
5.0	Board Meeting Survey
5.1	<p>Board Meeting Survey</p> <p><u>To be completed immediately following the meeting.</u></p> <p>https://www.surveymonkey.com/r/HBZ56B6</p>
6.0	For Your Information
6.1	<p>Board Attendance</p> <p>The Board Attendance report is included in the meeting package.</p>
6.2	<p>Audit Committee Meeting Minutes</p> <p>The minutes of the December Audit Committee meeting are included in the meeting package.</p>
7.0	In-Camera Session -
7.1	<p>Move to In-Camera Session</p> <p style="text-align: right;">CT- 53 – 2023/24</p> <p>Moved by Randy Cox, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 5:59pm</p> <p style="text-align: right;">Motion Carried</p>
	In-Camera Discussion



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7.2	Move Out of In-Camera Session	
		CT- 54 – 2023/24
	Moved by Candace Fuhringer, seconded by Pat Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 6:19pm.	
		Motion Carried
7.3	Rise and Report	
	No rise and report.	
8.0	Next Board Meeting	
	February 28, 2024	
9.0	Adjournment	
		CT- 55 – 2023/24
	Moved by Candace Fuhringer - Be it resolved that the Canadian Mental Health Association Cochrane-Timiskaming Branch adjourns the meeting at 6:20pm.	
		Motion Carried

DocuSigned by:

Paul Gomboc
President / Co-Chair

February 28, 2024

Date

DocuSigned by:

Carla Cantin
Secretary

February 28, 2024

Date