

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, Patrick Gervais, Catherine Gull, Diane Morrell, Candace Fuhringer, Kerry Schubert-Mackey
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:	Randy Cox

Paul Crombeen chaired the meeting and called the meeting to order at 5:00pm. Paul Jalbert read the Land Acknowledgment and Dominique Boucher read the Vision and Mission Statement.

Item #	Topic
1.0	Standing Agenda Items
1.1	Review and Adoption of Agenda CT- 63 – 2023/24 Moved by Carla Cantin, seconded by Pierre Belec - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the March 27, 2027, Board of Directors' Meeting as presented. Motion Carried
1.2	Review and Adoption of Minutes CT- 64 – 2023/24 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 February 28, 2024, Board of Directors' Meeting as presented. Motion Carried
1.3	Declaration of Conflict of Interest No conflict was declared.
2.0	Items for Decision
2.1	Approval of Financial Statements for period ending January 31, 2024 The Approval of Financial Statements for the period ending January 31, 2024, is included in the meeting package

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	<p>which Angie Peters Carlson presented.</p> <p>Angie discussed the labour disruption and the impact it will have on the financials. Discussion ensued on the Fire in Timmins that housed several clients that are now homeless.</p> <p style="text-align: right;">CT- 65 – 2023/24</p> <p>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.</p> <p style="text-align: right;">Motion Carried</p>
2.2	<p>Hybrid Workplace Design Policy</p> <p>The Hybrid Workplace Design Policy is included in the meeting package which Angie Peters-Carlson presented.</p> <p>It was noted that 6.3 reserve the right to revoke should be changed to reserve the right to review. Angie to make changes to the policy.</p> <p style="text-align: right;">CT - 66-2023/24</p> <p>Moved by Diane Morrell, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Hybrid Workplace Design Policy as amended.</p> <p style="text-align: right;">Motion Carried</p>
2.3	<p>Code of Conduct – Employees Policy</p> <p>The Code of Conduct – Employees Policy is included in the meeting package which Angie Peters-Carlson presented.</p> <p style="text-align: right;">CT - 67-2023/24</p> <p>Moved by Patrick Gervais, seconded by Pierre Belec - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Code of Conduct – Employees Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
2.4	<p>Code of Conduct – Board Policy</p> <p>The Code of Conduct – Board Policy is included in the meeting package which Angie Peters-Carlson presented.</p> <p>Lizane to add the missing number in section 2.1.4.</p> <p style="text-align: right;">CT - 68-2023/24</p> <p>Moved by Carla Cantin, seconded by Dominique Boucher- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Code of Conduct – Board Policy as amended.</p> <p style="text-align: right;">Motion Carried</p>
2.5	<p>Creating and Updating Documentation Policy</p>

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	<p>The Creating and Updating Documentation Policy is included in the meeting package which Angie Peters-Carlson presented.</p> <p style="text-align: right;">CT - 69-2023/24</p> <p>Moved by Patrick Gervais, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Creating and Updating Documentation Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
2.6	<p>Secondary Employment Policy</p> <p>The Secondary Employment Policy is included in the meeting package which Angie Peters-Carlson presented.</p> <p>It was suggested that 5.1.1 be paired with 1.1 for consistency purposes. Angie to make the change to the policy.</p> <p style="text-align: right;">CT - 70-2023/24</p> <p>Moved by Dominique Boucher, seconded by Patrick Gervais- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Secondary Employment Policy as amended.</p> <p style="text-align: right;">Motion Carried</p>
2.7	<p>Cleaning Contract - Request for Proposal</p> <p>The Cleaning Contract – Request for Proposal is included in the meeting package which Angie Peters-Carlson presented.</p> <p>Angie noted there were seven individuals that applied for the cleaning contract and Bee Clean was selected and was the lowest bid submitted.</p> <p style="text-align: right;">CT - 71-2023/24</p> <p>Moved by Carla Cantin, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves Bee-Clean Building Maintenance Services as the Janitorial Contractor for 330 Second Avenue site as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.0	Reports
3.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented.</p>
3.2	<p>Progress on Operational Plan (from Strategic Plan)</p> <p>Progress on Operational Plan is included in the meeting package which Jesse Lamothe presented.</p> <p>Indigenous Healing Methods were discussed with regards to its progress. Jesse Lamothe noted that the Indigenous Committee would be responsible for specific matters related to Indigenous Healing methods. In the Operational Plan</p>

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	itself one of the projects listed is the implementation of Indigenous Stepped Care. Discussion ensued on the 2027 accreditation that will specifically look at supports and services for indigenous clients.
3.3	Addiction, Housing & Regional Programs & Primary Care Services Report The Addiction, Housing & Regional Programs & Primary Care Services Report is included in the meeting package which Angele Desormeau presented.
3.4	Mental Health Services Report The Mental Health Service Report is included in the meeting package which Lore-Lee Fortin presented.
3.5	Clinical Report The Clinical Report is included in the meeting package which Angele Desormeau and Lore-Lee Fortin presented.
3.6	French Language Service Report The French Language Service Report is included in the meeting package which Paul presented. A survey blitz will commence on April 1, 2024, for community partners and clients.
3.7	Executive Director's Report The Executive Director's Report is included in the meeting package which Paul Jalbert presented. Paul presented some key elements of the Provincial budget that was released yesterday. It was noted that there is no increase in base funding for Mental Health & Addiction Services. Supportive housing will be through the Ministry of Health. There will be funding for housing as well as funding for Addiction Recovery over the next three years. Paul sent a letter to the editor regarding the lack of funding from the province for the consumption site which is scheduled to close on March 31, 2024. Click on the following link to view the letter. https://www.timminspress.com/opinion/letter-to-the-editor-director-incredibly-concerned-about-impact-of-closing-injection-site The harm reduction supplies will now be provided out of the Pine Street location upon closure of the consumption site.
4.0	Board Meeting Survey
4.1	Board Meeting Survey <u>To be completed immediately following the meeting.</u> https://www.surveymonkey.com/r/G9SRQPG
5.0	For Your Information
5.1	Board Attendance
5.2	Executive Committee Meeting Minutes
5.3	Audit Committee Meeting Minutes - February 2024
5.4	General Correspondence 5.4.1 Multi Sector Service Agreement
5.5	Board Mentoring Handbook

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	<p>Paul noted the Board Mentoring handbook and possibly implementing a pilot run with the new Board member to see if pairing with an existing member with experience would be beneficial and returning to see if anything in the mentoring handbook would need to be modified or improved upon.</p> <p>Action Item: Lizane to reach out to Board members to see if anyone is interested in mentoring. Kerry Schubert-Mackey will pilot the mentoring with a senior member.</p>
6.0	In-Camera Session -
	<p>Move to In-Camera Session</p> <p style="text-align: right;">CT - 72 -2023/24</p>
6.1	<p>Moved by Patrick Gervais, seconded by Dominique Boucher - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 7:24pm.</p> <p style="text-align: right;">Motion Carried</p>
	In-Camera Discussion
	<p>Move Out of In-Camera Session</p> <p style="text-align: right;">CT - 73 -2023/24</p>
6.2	<p>Moved by Patrick Gervais, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 7:24pm</p> <p style="text-align: right;">Motion Carried</p>
6.3	Rise and Report
7.0	Next Board Meeting
	April 24, 2024
8.0	Adjournment

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Paul Crombeen
President / Co-Chair

May 10, 2024

Date

DocuSigned by:



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Carla Cantin
Secretary

May 12, 2024

Date