



May 22, 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

<b>In Attendance:</b>	
<b>Board Members:</b>	Paul Crombeen-Chair, Pierre Belec, Dominique Boucher, Carla Cantin, Patrick Gervais, Diane Morrell, Candace Fuhringer, Catherine Gull, Kerry Schubert-Mackey
<b>Staff:</b>	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
<b>Regrets:</b>	
<b>Guest:</b>	Callie Renouf

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

Paul Crombeen read the Land Acknowledgement and Carla Cantin read the Vision & Mission Statement.

**AGENDA**

Item #	Topic
1.0	<b>Presentation</b>
1.1	Philanthropy & Funding Presentation  The Philanthropy & Funding Presentation is included in the meeting package which Callie Renouf presented and answered questions from the Board.  Discussion ensued on different fundraising and the proper use of funds as well as the possibility of creating a foundation and the licenses and cost involved.  Action Item: Board to plan out recommendations and expectations.
2.0	<b>Standing Agenda Items</b>
2.1	Review and Adoption of Agenda  CT-82– 2023/24  Moved by Diane Morrell, seconded by Carla Cantin, - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the May 22, 2024, Board of Directors' Meeting as presented.  Motion Carried
2.2	Review and Adoption of Minutes



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	<p style="text-align: right;">CT-83– 2023/24</p> <p>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 April 24, 2024, Board of Directors' Meeting as presented.</p> <p style="text-align: right;">Motion Carried</p>
2.3	Declaration of Conflict of Interest
<b>3.0</b>	<b>Items for Decision</b>
3.1	<p>Consumption Room Safety Policy</p> <p>The Consumption Room Safety Policy is included in the meeting package which was reviewed and amended. See motion under item 3.14.</p>
3.2	<p>Emergency Response Codes for Radio Communication Policy</p> <p>The Emergency Response Codes for Radio Communication Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.3	<p>Emergency Response Opioid Overdose Procedure with Oxygen Administration Policy</p> <p>The Emergency Response Opioid Overdose Procedure with Oxygen Administration Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.4	<p>Fob and Key Control Policy</p> <p>The Fob and Key Control Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.5	<p>Goals, Guiding Principles and Training Policy</p> <p>The Goals, Guiding Principles and Training Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.6	<p>NEO Database Policy</p> <p>The NEO Database Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.7	<p>Office Door Security and Privacy</p> <p>The Office Door Security and Privacy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.8	<p>Peer Assisted Oral and Intranasal Consumption Policy</p> <p>The Peer Assisted Oral and Intranasal Consumption Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.9	<p>Professional Staff Roles and Responsibilities Policy</p> <p>The Professional Staff Roles and Responsibilities Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.10	<p>Restricting Access Policy</p> <p>The Restricting Access Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>



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3.11	<p><b>Splitting &amp; Sharing Substances Policy</b></p> <p>The Splitting &amp; Sharing Substances Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.12	<p><b>Stimulant Overdose Policy</b></p> <p>The Stimulant Overdose Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.13	<p><b>Unknown Substance left Behind Lost or Stolen Policy</b></p> <p>The Unknown Substance left Behind Lost or Stolen Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p>
3.14	<p><b>Washroom Monitoring Policy</b></p> <p>The Washroom Monitoring Policy is included in the meeting package which was reviewed and approved as presented. See motion under item 3.14.</p> <p style="text-align: right;">CT-84- 2223/24</p> <p>Moved by Carla Cantin, seconded by Diane Morrell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the policies set out in the agenda item 3.1 through 3.14 as presented with the amendment to the Consumption Room Safety Policy.</p> <p style="text-align: right;">Motion Carried</p>
3.15	<p><b>Vehicle Cleaning Policy</b></p> <p>3.15.1 Vehicle Cleaning Request Form</p> <p style="text-align: right;">CT-98- 2023/24</p> <p>Moved by Patrick Gervais, seconded by Diane Morrell, - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Vehicle Cleaning Policy and Vehicle Cleaning Request Form as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.16	<p><b>Whistleblower Policy</b></p> <p style="text-align: right;">CT-99- 2023/24</p> <p>Moved by Kerry Schubert-Mackey, seconded by Dominique Boucher, - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Whistleblower Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.17	<p><b>Bed Bug Policy</b></p> <p style="text-align: right;">CT-100- 2023/24</p>



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	<p>Moved by Patrick Gervais, seconded by Dominique Boucher, - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Bed Bug Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.18	<p>MSAA 2023-24 Declaration of Compliance</p> <p style="text-align: right;">CT-103- 2023/24</p> <p>Moved by Diane Morrell, seconded by Carla Cantin, - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Declaration of Compliance Pursuant to M-SAA as presented.</p> <p style="text-align: right;">Motion Carried</p>
4.0	<p><b>Items for Discussion and Direction</b></p>
4.1	<p>Board Policies and Resources - Updating Information on OneDrive</p> <p>The Board Policies and Resources Briefing note is included in the meeting package which Patrick Gervais presented. Quarterly score cards were discussed as well as an annual review of the information the Board has access to on OneDrive. September was suggested as the timeline to update current documents as well as add requested information.</p>
4.2	<p>Review of Financial Statements and Variance Report</p> <p>The Review of the Financial Statements and Variance Report is included in the meeting package in draft form which Angie Peters-Carlson presented.</p>
5.0	<p><b>Reports</b></p>
5.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented.</p> <p>Discussion on some of the vacancies in the agency.</p>
5.2	<p>Balanced Scorecard</p> <p>The Balanced Scorecard is included in the meeting package which Jesse Lamothe presented.</p> <p>Jesse noted the positive results with the Kiosks and the next stages of utilizing different types of questions.</p>
5.3	<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>Discussion on the Stepped Care Plan and the work plan that will be implemented in the next coming months.</p>
5.4	<p>Addiction, Housing &amp; Regional Programs &amp; Primary Care Services Report &amp; Mental Health Services Report</p> <p>The Addiction, Housing &amp; Regional Programs &amp; Primary Care Services Report &amp; Mental Health Services Report is included in the meeting package which Angele Desormeau and Lore-Lee Fortin presented.</p>
5.5	<p>Clinical Report</p> <p>The Clinical Report is included in the meeting package which Angele Desormeau and Lore-Lee Fortin presented.</p>



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5.6	Executive Director's Report The Executive Director's report is included in the meeting package which Paul Jalbert presented.
6.0	<b>Board Meeting Survey</b>
6.1	Board Meeting Survey <u>To be completed immediately following the meeting.</u> <a href="https://www.surveymonkey.com/r/J7YR2DT">https://www.surveymonkey.com/r/J7YR2DT</a>
6.2	Board Chair Evaluation <u>To be completed immediately following the meeting.</u> <a href="https://www.surveymonkey.com/r/G8G8WBT">https://www.surveymonkey.com/r/G8G8WBT</a>
7.0	<b>For Your Information</b>
7.1	Board Attendance
7.2	Board April Survey Results
8.0	<b>In-Camera Session -</b>
8.1	Move to In-Camera Session  CT-101- 2023/24 Moved by Patrick Gervais, seconded by Diane Morrell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 6:39pm  Motion Carried
	In-Camera Discussion
8.2	Move Out of In-Camera Session  CT-102- 2023/24 Moved by Patrick Gervais, seconded by Candace Fuhringer - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 7:08pm  Motion Carried
8.3	Rise and Report
9.0	<b>Next Board Meeting</b> June 26, 2024
10.0	<b>Adjournment</b> Paul Crombeen adjourned the meeting at 7:08pm Moved by Dominique Boucher

Signed by:  
  
Paul Crombeen  
President / Co-Chair

Signed by:  
  
Carla Cantin  
Secretary

July 8, 2024  
Date

July 8, 2024  
Date