



**September 25, 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>	Dominique Boucher Chair, Carla Cantin, Patrick Gervais, Candace Fuhringer, Kerry Schubert-Mackey, Cléo Charlebois
<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>	Pierre Belec, Diane Morrell, Catherine Gull

Dominique Boucher called the meeting to order at 5:01pm and chaired the meeting.

Paul Jalbert read the Land Acknowledgement and Dominique Boucher read the Vision & Mission Statement.

**Minutes**

Time	Item #	Topic
	1.0	<b>Standing Agenda Items</b>
2	1.1	Review and Adoption of the September 25, 2024, Agenda  Paul Jalbert welcomed Cléo Charlebois to the Board of Directors.  CT- 10 – 2024/25  Moved by Kerry Schubert-Mackey, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the September 25, 2024, Board of Directors' Meeting as presented.  Motion Carried
4	1.2	Review and Adoption of the Minutes
	1.2.1	Review and Adoption of the June 26, 2024, Minutes – End of the 2023/24Year  CT- 11 – 2024/25  Moved by Carla Cantin, seconded by Kerry Schubert-Mackey - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the June 26, 2024, end of the 2023-24 Board of Directors' Meeting as presented.  Motion Carried
	1.2.2	Review and Adoption of the June 26, 2024, Minutes – Start of the 2024/25 Year  CT- 24 – 2024/25



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		<p>Moved by Kerry Schubert-Mackey, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the June 26, 2024, start of the 2024-25 Board of Directors' Meeting as presented.</p> <p style="text-align: right;">Motion Carried</p>
4	1.3	<p>Declaration of Conflict of Interest</p> <p>No conflict was declared.</p>
	2.0	<b>Items for Decision</b>
10	2.1	<p>Comedy Club Fundraiser</p> <p>The Comedy Club Fundraiser information is included in the meeting package which Jesse Lamothe presented. The fundraiser funds will go to CMHA, but the agency will not be involved in the planning or organizing of the event. Information needs to be signed via DocuSign for the lottery licence.</p> <p>The reputation of the agency was discussed, and the material used in the comedy event. It was suggested the event organizer could mention a disclaimer regarding the event.</p> <p>It was noted that the signed document should go directly to the City of Timmins and not the event organizers.</p> <p>Documentation that needs signatures will be signed by Dominique Boucher, Patrick Gervais and Carla Cantin</p> <p style="text-align: right;">CT- 12 – 2024/25</p> <p>Moved by Patrick Gervais, seconded by Cléo Charlebois - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Comedy Club Fundraiser as presented.</p> <p style="text-align: right;">Motion Carried</p>
10	2.2	<p>Approval of Financial Statements</p> <p>The Financial Statement is included in the meeting package which Angie Peters-Carlson presented.</p> <p style="text-align: right;">CT- 13 – 2024/25</p> <p>Moved by Kerry Schubert-Mackey, seconded by Carla Cantin- 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>
20	2.3	<p>New Board Members for the following Committees</p>
	2.3.1	<p>Recruitment of Quality Improvement Committee member</p> <p style="text-align: right;">CT- 14 – 2024/25</p> <p>Action Item: Deferred to the next Board meeting</p>
	2.3.2	<p>Recruitment of Diversity Standing Committee member</p>



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		CT- 15 – 2024/25  Action Item: Deferred to the next Board meeting
		2.3.3 Recruitment of Audit Committee member  CT- 16 – 2024/25  Action Item: Deferred to the next Board meeting
8	2.4	Progressive Discipline Policy  The Progressive Discipline Policy is included in the meeting package which Angie Peters-Carlson presented.  Angie noted the changes that were made to this existing policy.  CT- 17 – 2024/25  Moved by Cléo Charlebois, seconded by Patrick Gervais- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch approves the Progressive Discipline Policy as presented.
10	2.5	Administration and Leadership Performance and Development Plan
		2.5.1 Performance and Development Plan Policy – Management  The Managers Performance and Development Plan Policy is included in the meeting package which Angie Peters-Carlson presented.  Angie reviewed and outlined the contents in the policy as well as future aspirations.  CT- 18 – 2024/25  Moved by Carla Cantin, seconded by Cléo Charlebois - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Managers Performance and Development Plan Policy as presented.  Motion Carried
		2.5.2 Performance and Development Plan Policy – Director  The Directors Performance and Development Plan Policy is included in the meeting package which Angie Peters-Carlson presented.  Angie reviewed and outlined the contents in the policy as well as future aspirations.  CT- 19 – 2024/25  Moved by Cléo Charlebois, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Directors Performance and Development Plan Policy as presented.  Motion Carried
8	2.6	Board Retreat



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		<p>The Board Retreat information is included in the meeting package which Angie Peters-Carlson presented.</p> <p>The Board Retreat location was discussed, and it was agreed to have the Board Retreat at a different location within the agency every year. It was suggested to meet face to face at the AGM as well as the Board retreat.</p> <p style="text-align: right;">CT- 20 – 2024/25</p> <p>Moved by Carla Cantin, seconded by Cléo Charlebois - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Board Retreat Plan as presented.</p> <p style="text-align: right;">Motion Carried</p>
8	2.7	<p><b>Renewal of IT Services</b></p> <p>The Renewal of IT Services information is included in the meeting package which Angie Peters-Carlson, Jeremy Kelso and Paul Brunet from Great White North presented.</p> <p>Jeremy and Paul presented a quote for professional services provided to CMHA as well as product details, security and Backup migration.</p> <p style="text-align: right;">CT- 21 – 2024/25</p> <p>Moved by Patrick Gervais, seconded by Cléo Charlebois - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Renewal of IT Services as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.0	<b>Items for Discussion and Direction</b>	
	3.1	<p><b>Hart Hub &amp; Wellness Centre</b></p> <p>The Hart Hub Wellness Centre information is included in the meeting package which Paul Jalbert presented.</p> <p>Paul noted the idea of developing of a Wellness Centre that coincides with the Hart Hub offering funding for such services. CDSSAB possibly purchasing the Ramada Inn was discussed and the future co-located workers depending on the funding received.</p>
4.0	<b>Reports</b>	
10	4.1	<p><b>Human Resources Report</b></p> <p>The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented.</p> <p>Angie noted the revised Current Job Vacancies report for August and the added Grievance Status report.</p>
10	4.2	<p><b>Progress on Operational Plan (from Strategic Plan)</b></p> <p>The Progress on the Operational Plan is included in the meeting package which Jesse Lamothe presented.</p>



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		Jesse noted that a work plan to develop service manuals for all the agencies programs and through a combined effort a draft of almost all the programs has been completed.
5	4.3	<p>Addition, Housing &amp; Regional Programs &amp; Primary Care Services Report - Mental Health Services Report</p> <p>The Addiction, Housing &amp; Regional Programs &amp; Primary Care Services Report and the Mental Health Services Report is included in the meeting package which Angele Desormeau and Lore-Lee Fortin presented.</p>
10	4.4	<p>Provincial Data Set and Community Business Intelligence (PDS and CBI)</p> <p>The Provincial Data Set and Community Business Intelligence in included in the meeting package which Jesse Lamothe presented.</p> <p>Action item: To be deferred to the October Board meeting.</p>
10	4.5	<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 on October 1<sup>st</sup>, The City of Timmins will be hosting an event at the Timmins Museum for students that will be entering the workforce and invited to Board members to attend.</p>
	<b>5.0</b>	<b>Board Meeting Survey</b>
2	5.1	<p>Board Meeting Survey</p> <p style="text-align: center;"><u><a href="https://www.surveymonkey.com/r/VWBZQKK">To be completed immediately following the meeting.</a></u></p> <p style="text-align: center;"><a href="https://www.surveymonkey.com/r/VWBZQKK">https://www.surveymonkey.com/r/VWBZQKK</a></p>
	<b>6.0</b>	<b>For Your Information</b>
2	6.1	Board Attendance
2	6.2	Board June 26, 2024, Survey Results
2	6.3	Audit Committee Meeting Minutes – June 18, 2024
5	6.4	<p>General Correspondence</p> <p>5.4.1 HIROC Subscriber Surplus Update – December 2023</p>
	<b>7.0</b>	<b>In-Camera Session -</b>
		<p>Move to In-Camera Session</p> <p style="text-align: right;">CT- 22 – 2024/25</p> <p>7.1 Moved by Candace, seconded by Kerry Schubert-Mackey - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 7:01pm</p> <p style="text-align: right;">Motion Carried</p>
30		In-Camera Discussion
		<p>Move Out of In-Camera Session</p> <p style="text-align: right;">CT- 23 – 2024/25</p> <p>7.2 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 7.36pm</p> <p style="text-align: right;">Motion Carried</p>



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	7.3	Rise and Report
	8.0	<b>Next Board Meeting</b> October 23, 2024
	9.0	<b>Adjournment at 7:36pm</b>

DocuSigned by:

*Dominique Boucher*

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Dominique Boucher  
President / Co-Chair

October 24, 2024

Date

Signed by:

*C. Fuhringer*

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Candace Fuhringer  
Secretary

October 28, 2024

Date