



November 27, 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, Catherine Gull, Diane Morrell, 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, Candace Fuhringer

Dominique Boucher called the meeting to order at 5:00pm and chaired the meeting.

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

The link to view Treaty 9 is attached to the agenda.

Minutes

Time	Item #	Topic
	1.0	<b>Standing Agenda Items</b>
2	1.1	Review and Adoption of Agenda  CT- 33 – 2024/25  Moved by Kerry Schubert-Mackey, seconded by Diane Morrell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the November 27 <sup>th</sup> , 2024, Board of Directors' Meeting as presented.  Motion Carried
4	1.2	Review and Adoption of Minutes  CT- 34 – 2024/25  Moved by Cléo Charlebois, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the October 23 <sup>rd</sup> , 2024, Board of Directors' Meeting as presented.  Motion Carried
4	1.3	Declaration of Conflict of Interest  No conflict was declared.
	2.0	<b>Items for Decision</b>

**November 27, 2024**  
**Board of Directors Meeting Minutes**  
**CMHA Cochrane Timiskaming Branch**

D = Discussion

I = Information Purposes Only

M: Motion

Time	Item #	Topic
10	2.1	<p>Approval of Financial Statements</p> <p>The Financial Statements are included in the meeting package which Angie Peters-Carlson presented.</p> <p>Angie noted the surplus that will be returned if not used. Recruitment for the agency is going well. The start to ADP was discussed and how beneficial it is to the staff.</p> <p style="text-align: right;">CT- 35 – 2024/25</p> <p>Moved by Carla Cantin, seconded by Kerry Schubert-Mackey- 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>
5	2.2	<p>Student Placement Policy</p> <p>The Student Placement Policy is included in the meeting package which Angie Peters-Carlson presented.</p> <p style="text-align: right;">CT- 36 – 2024/25</p> <p>Moved by Diane Morrell, seconded by Cléo Charlebois- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Student Placement Policy as presented.</p> <p style="text-align: right;">Motion Carried</p>
5	2.3	<p>Vulnerable Sector Check Policy</p> <p>The Vulnerable Sector Check Policy is included in the meeting package which Angie Peters-Carlson presented.</p> <p>Dominique Boucher suggested changing the multiple drug related offences in appendix E to Various drug related offences.</p> <p style="text-align: right;">CT- 37 – 2024/25</p> <p>Moved by Carla Cantin, seconded by Kerry Schubert-Mackey- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Vulnerable Sector Check Policy as amended.</p> <p style="text-align: right;">Motion Carried</p>
	<b>3.0</b>	<b>Items for Discussion and Direction</b>
5	3.1	<p>Board meeting in December</p> <p>We will still have the required number of meetings in a year if we cancel the December Board meeting. We require ten meetings in a year and at present we have twelve.</p> <p>It was agreed to cancel the December meeting.</p>
5	3.2	<p>Updating the Branch/Division and Collaboration Agreements</p> <p>The Branch/Division and Collaboration Agreement and the Branch Collaboration agreement are included in</p>

November 27, 2024  
**Board of Directors Meeting Minutes**  
**CMHA Cochrane Timiskaming Branch**

D = Discussion

I = Information Purposes Only

M: Motion

Time	Item #	Topic
		the meeting package which Paul Jalbert presented.
		Paul asked the Board if there is any information that they would like to request regarding these agreements.
	4.0	<b>Reports</b>
10	4.1	Human Resources Report
		The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented.
10	4.2	Progress on Operational Plan (from Strategic Plan)
		The Progress on Operational Plan is included in the meeting package which Jesse Lamothe presented.
5	4.3	Mental Health and Addiction Services
		The Mental Health and Addiction Services is included in the meeting package which Lore-Lee Fortin and Angele Desormeau presented.
10	4.4	Provincial Data Set and Community Business Intelligence Report (PDS and CBI)
		The Provincial Data Set and Community Business Intelligence Report is included in the meeting package which Jesse Lamothe presented.
		Jess Lamothe noted that there is an updated report. Jesse shared the highlights of the data and will provide the updated Q2 report to Lizane Claveau to send to the Board to view.
10	4.5	Executive Director's Report
		The Executive Director's Report is included in the meeting package which Paul Jalbert presented.
		Paul Jalbert noted that he attended the Executive Leadership Network early in November and talked about the highlights.
		Paul will be presenting next week at the Legislative Assembly for their pre-budget consultations and will be booking a meeting with MPP Pirie to discuss the advocacy work around funding for Mental Health Addiction services.
5	4.6	Wait list
		The Wait list is included in the meeting package which Paul Jalbert presented.
		Paul noted the data process will likely generate the waitlist moving forward once the data is cleaned up and all on one platform.
	5.0	<b>Board Meeting Survey</b>
	5.1	Board Meeting Survey
		<u>To be completed immediately following the meeting.</u>
		<a href="https://forms.office.com/r/8xW1ZewbVw">https://forms.office.com/r/8xW1ZewbVw</a>
	6.0	<b>For Your Information</b>
2	6.1	Board Attendance
2	6.2	Board October 23, 2024, Survey Results
2	6.3	Audit Committee Meeting Minutes
	7.0	<b>In-Camera Session -</b>

Date \_\_\_\_\_