



January 22, 2025
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:	Dominique Boucher Chair, Pierre Belec, Carla Cantin, Patrick Gervais, Diane Morrell, Candace Fuhringer, Kerry Schubert-Mackey, Cléo Charlebois
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:	Catherine Gull

Dominique Boucher called the meeting to order at 5:00pm and chaired the meeting and Paul Jalbert read the mission and Vision statement.

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

Minutes

Item #	Topic	
1.0	Land Acknowledgement	
	1.1	Land Acknowledgement Reflection – Volunteer Dominique Boucher shared her Land Acknowledgement Reflection.
2.0	Standing Agenda Items	
	2.1	Review and Adoption of Agenda 3.2 Removed from the agenda. CT- 41– 2024/25 Moved by Carla Cantin, seconded by Cléo Charlebois - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the January 22, 2025, Board of Directors' Meeting as amended. Motion Carried
	2.2	Review and Adoption of Minutes CT- 42– 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 minutes of the November 27, 2024, Board of Directors'

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	Meeting as presented. Motion Carried
2.3	Declaration of Conflict of Interest No conflict was declared.
3.0	Items for Decision
3.1	Approval of Financial Statements The Financial Statement and Variance report is included in the meeting package which Angie Peters-Carlson presented. Discussion ensued on surplus areas and forecasting a balanced position by year-end, with increased costs in staff, pension, benefits, contracts, and equipment purchases. CT- 43– 2024/25 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. Motion Carried
3.2	Addictions & Mental Health Workers Job Description 3.2.1 Addictions & Mental Health Workers – Regulated Professional Job Description The Addictions & Mental Health Workers Job Description and the Addictions & Mental Health Workers – Regulated Professional Job Description is included in the meeting package which Angie Peters-Carlson presented. Removed from the agenda.
3.3	Attendance Management Program Policy The Attendance Management Program Policy is included in the meeting package which Angie Peters-Carlson presented, outlining responsibilities and procedures for managing employee attendance. CT- 45– 2024/25 Moved by Pierre Belec, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Attendance Management Program Policy as presented. Motion Carried
3.4	Health Care Leave and Return to Work Policy The Health Care Leave and Return to Work Policy is included in the meeting package which Angie Peters-Carlson presented, detailing guidelines for non-work-related healthcare leaves and return procedures. CT– 46– 2024/25 Moved by Pierre Belec, seconded by Cléo Charlebois - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Health Care Leave and Return to Work Policy as presented.

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		Motion Carried
3.5	Company Credit Cards Policy	
	The Company Credit Cards Policy is included in the meeting package which Angie Peters-Carlson presented, outlining responsible use and procedures.	
		CT– 47– 2024/25
	Moved by Carla Cantin, seconded by Kerry Schubert-Mackey - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Company Credit Cards Policy as presented.	
		Motion Carried
3.6	Vacancy Management Policy	
	The Vacancy Management Policy is included in the meeting package which Angie Peters-Carlson presented, to ensure timely filling of vacancies and maintaining full team capacity.	
		CT– 48– 2024/25
	Moved by Cléo Charlebois, seconded by Patrick Gervais - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Vacancy Management Policy as presented.	
		Motion Carried
4.0	Reports	
	Human Resources Report	
4.1	The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented.	
	Angie reported an increase in staff count to 157 and provided updates on current job vacancies, noting that most positions have been filled.	
	Progress on Operational Plan (from Strategic Plan)	
4.2	The Progress on Operational Plan is included in the meeting package which Jesse Lamothe presented.	
	Jesse provided updates on various projects, including the client and Family Advisory Council, indigenous stepped care, and service manuals, highlighting progress and upcoming deadlines.	
	Mental Health and Addiction Services	
4.3	The Mental Health and Addiction Services report is included in the meeting package which Lore-Lee Fortin and Angele Desormeau presented.	
	Angèle and Lore-Lee provided updates on supportive housing, the Spark program, and the Northeastern Recovery Centre, including recruitment and community collaborations as well as policy development.	
	Executive Director's Report	
4.4	The Executive Director's Report is included in the meeting package which Paul Jalbert presented.	
	Paul discussed funding announcements, data transfer progress, and staff meetings, highlighting the organization's	

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	achievements and sense of optimism.
4.5	Wait List The Wait list is included in the meeting package which Paul Jalbert presented. Paul addressed concerns about the accuracy of wait list numbers and outlined steps being taken to improve data collection and management.
5.0	Board Meeting Survey
5.1	Board Meeting Survey <u>To be completed immediately following the meeting.</u> https://forms.office.com/r/EtUvW5QtGB
6.0	For Your Information
6.1	Board Attendance
6.2	November Board Survey Results
6.3	Audit Committee Meeting Minutes
7.0	Next Board Meeting
	February 26, 2025
8.0	Adjournment
	Moved by Patrick Gervais, seconded by Kerry Schubert-Mackey - Be it resolved that the Canadian Mental Health Association Cochrane-Timiskaming Branch adjourns the meeting at 6:12pm

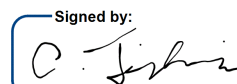
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Dominique Boucher
President / Co-Chair

February 28, 2025

Date

Signed by:

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Candace Fuhringer
Secretary

March 1, 2025

Date