

CMHA Grey Bruce Mental Health and Addictions
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
Wednesday August 26, 2020 at 5:00 pm
Via Zoom

- PRESENT:** **Board Members:** Kate Allan, Susan Boron, Holly Goodings, Mike Latimer, Lynda Lægge, Sean McMurray (Chair), Kylie Nowak, Rebecca Raynsford
 Staff Members: Clark MacFarlane, Brenda O’Neill
- REGRETS:** Rick Chappell, Alex Constantin, Arnold Dendamera, Daryl Minifie, Barb West-Bartley
- GUESTS:** Naushaba Degani, Debbie Bang
- OPENING:** Called to order by Chair Sean McMurray at 5:06 pm. Quorum achieved.

1.0 WELCOME

The Chair opened the meeting with the Mission, Values and Vision and drew attention to the upcoming events as circulated.

2.0 APPROVAL OF AGENDA

MOVED BY: Mike Latimer

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the agenda for the Board meeting of August 26, 2020 be approved with addition of 6.4 Education Decision.

CARRIED

3.0 CONFLICT OF INTEREST DECLARATIONS

The Chair asked that any conflicts of interest be declared. None noted.

4.0 EDUCATION – E-QIP (Excellence in Quality Improvement Program)

Clark introduced Naushaba Degani, Director – Quality Improvement, CMHA Ontario and Debbie Bang, Director – Quality Improvement, AMHO.

The presenters asked the Board to think about the culture of CMHA and to strive to build short and long-term goals related to QI. Fundamentally, QI Programs are meant to create curiosity to better deliver services to clients.

Discussion:

Ontario Perception of Care (OPOC) presently used to gather client feedback/satisfaction. Blitzes (2-3/yr). These tend to be point in time surveys. Not actively mining data. E-QIP can help – data coaches can help use OPOC data to further CMHA’s work.

Measured goals not currently being utilized however the QI Manager will help develop/implement.

OPOC reports provide a picture of what is being done well/areas to celebrate and areas to spend some focus.

Accountabilities to be established as it defines Board responsibility.

Timelines – QI Manager position posted but has been challenging to find a candidate with the desired profile.

Starting a Board QI Committee is of interest.

The Chair thanked Ms. Degani and Ms. Bang for their presentation.

5.0 MINUTES & ACTION ITEMS

5.1 Approval of Previous Minutes

MOTION #2020.6

MOVED BY: Kylie Nowak

SECONDED BY: Kate Allan

BE IT RESOLVED THAT the minutes of the regular Board meeting held on July 22, 2020 be approved with one clarification as noted below:

BE IT RESOLVED THAT the nomination of Holly Goodings to the Board of Directors be approved as of July 22, 2020; and that Holly Goodings be appointed to the Board of Directors for a term of three years pending the election of directors at the next Annual Meeting of the Members.

CARRIED

5.2 Update on Action Items

6.1.2 – will confirm with Finance Manager

3.0 (FAN Club) – completed

3.0 (Correction and staff salaries) – will confirm with Finance Manager

3.0 (Rent arrears) – will confirm with Finance Manager

3.0 (Stand alone lines for donations etc. in financials) – complete

7.4 – complete (on this agenda)

6.0 ITEMS FOR DECISION

6.1 Finance Matters

6.1.1 Report of the Finance Committee

The Finance Chair, Kate Allan, reported that the committee had quorum however the Finance Manager was unable to attend and his apologies were extended.

The auditors were originally expected to present draft statements to the Board at this August meeting but the audit has been somewhat delayed. Concern that they may not meet August 31 deadline to file to the Ministry of Health.

ACTION: Clark MacFarlane to contact the Ministry of Health about the possibility that filing will be delayed.

AGM will continue to be slated for September. Will hold Board meeting first followed immediately by AGM. A Motion of All Members will be required to be signed off by individual Board Members.

Salary surplus to be used for phone purchase providing LHIN approval. Accrued rent receivable may be a small deficit/will depend on audit.

Kylie Nowak inquired about G&B House and Hope Grey Bruce donations and how they are reflected in financials following the amalgamation.

ACTION: Update legacy funds for G&B House and Hope GB showing donations carried forward into amalgamated organization. Information about funds (value and what used for) sought by the Board.

MOVED BY: Kate Allan

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the August 26, 2020 Report of the Finance Committee be accepted as presented.

CARRIED

6.1.2 Financial Statements &

6.1.3 Financial Forecast

MOVED BY: Kate Allan

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the Financial Statements be accepted as presented.

CARRIED

6.2 CEO Report

Clark invited comments or clarification regarding written report:

Phone system – budgeted \$100,000. LHIN permission needed for purchase. RFP being coordinated through Schooley Mitchell. RFP process to begin late September with anticipated LHIN approval in November. Ideally, vendor selection would be made in November as soon as approval received. Direction to move forward indicated by the Board.

Question as to maintenance or future costs associated with phone purchase. RFP will ask vendors to indicate both purchase and lease options.

ACTION: Clark to investigate whether the LHIN may be able to fund (in whole or in part) the phone purchase as part of integration.

ADP will reduce resources for processing payroll create HR and finance synergies.

Chiefs of Police meeting held. Proceeding with arrangements for MHART model which embeds URT workers with OPP. MOUs in progress. Goal is to have the program in place end of September/early October. Aim of the program is to divert people away from hospital emergency room, get police back on road sooner and improve client care. MOU includes metrics that will be utilized to show benefits of program. Visit rates/return visit rates from GBHS will be part of data utilized/correlated (background/benchmark data). Family/friends/other networks can also be valuable

support extensions and noted that it's important to capture this information also. QI Manager will be integral to the project.

Union negotiations have been going well with four days of bargaining held thus far. Final day is September 17 and an agreement is expected.

ACTION: Fundraising Recap – Bruce Power revenues should not be shown in Government Grants.

MOVED BY: Mike Latimer

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the report of the Chief Executive Officer be accepted as presented.

CARRIED

6.3 Selection of Chairperson for incoming Governance Committee

MOTION #2020.7

MOVED BY: Mike Latimer

SECONDED BY: Lynda Legge

BE IT RESOLVED THAT Rebecca Raynsford is appointed as incoming Chair of the Governance Committee to commence following the September 2020 AGM.

CARRIED

Mike Latimer verified that Susan Boron, Daryl Minifie, Rebecca Raynsford and himself are on the Governance Committee at present.

6.4 Education Decision

A URT staff member has applied for paid Education Leave to pursue their Masters degree and following Legacy CMHA policy, these requests have gone before the Board for consideration.

MOTION #2020.8

MOVED BY: Kate Allan

SECONDED BY: Kylie Nowak

BE IT RESOLVED THAT CMHA's Board of Directors approves the paid Education Leave for the URT staff member that's pursuing their Masters Degree. The leave consists of 34.5 hours from September 2020 to March 2021.

CARRIED

7.0 ITEMS FOR INFORMATION

7.1 Board Recruitment Update

Mike Latimer, Governance Committee Chair reported that six applications have been received for the upcoming Board vacancy – (4) from Owen Sound, (1) from Walkerton, (1) from Durham.

Possible interview dates and times were discussed.

ACTION: Executive Assistant to send Governance Committee the Board candidate information and proceed with coordinating interviews for early September.

7.2 Dates (2) for Board Orientation

Upcoming Board Orientations are September 16, September 29 and/or September 30 as required.

ACTION: Executive Assistant to coordinate orientation with Board members that will be participating in Orientation (Alex Constantin, Rick Chappell, Holly Goodings, Daryl Minifie plus new Board Member once determined).

7.3 Follow-up on Rudowski Case

Clark and Management Team have discussed and a sub group of the Management Team also addressed. Group felt that residents across Grey Bruce, but in Northern Bruce Peninsula in particular, are not familiar with CMHA services. Collateral materials are being reviewed and updated as necessary which staff will then help to drop off at doctor's offices and other appropriate locations. Exploring informal education opportunities with partners (ie. ministerial groups, Salvation Army) seen as beneficial also. Mental Health first aid training would be good to offer on the Peninsula.

7.4 Development of the Grey Bruce Ontario Health Team (OHT)

A Board meeting will be called to sign-off on application (mid September). Revisions then back to planning committee for final review and to OHT by September 18.

Standardized briefing notes will be available for future Board packages.

Concern about the accelerated timeline and moving forward without the Project Lead position hired.

ACTION: Review template of GB OHT application. Clark MacFarlane will send draft application to Board with request to pose any questions. Email the group any comments/input.

7.5 Update on 360 Review

Sean has met with Rick from the consulting firm and then with Clark. Competencies to be reviewed which will go out in late September.

8.0 ITEMS FOR INFORMATION/BOARD CORRESPONDENCE

9.0 MEETING EVALUATION

10.0 ADJOURNMENT

There being no further business, the Chair moved that the meeting be adjourned at 7:27 pm.

Next meeting: September 23, 2020 at 5:00 pm.

Minutes taken by: Brenda O'Neill

Approved on: September 23, 2020

Chair: _____



Sean McMurray

Secretary: _____



Clark MacFarlane