

CMHA Grey Bruce Mental Health and Addictions
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
Wednesday, January 27, 2021 at 5:00 pm
Via Zoom

PRESENT: **Board Members:** Jennifer Akitt, Kate Allan, Susan Boron, Holly Goodings, May Ip, Lynda Legge, Ejaye McComb, Yvonne McCutcheon, Sean McMurray (Chair), Daryl Minifie, Kylie Nowak, Rebecca Raynsford

Staff Members: Clark MacFarlane, Brenda O’Neill (recorder)

REGRETS: Arnold Dendamera

GUESTS: Andrea Wist, Roselyn Bevis

1.0 The meeting was called to order at 5:10 pm. Quorum was achieved. All were welcomed to the call and the Chair opened the meeting with the Mission, Values and Vision.

2.0 APPROVAL OF AGENDA

MOVED BY: Daryl Minifie

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the Agenda for the Board meeting of January 27, 2021 be approved as presented.

CARRIED

3.0 CONFLICT OF INTEREST DECLARATIONS

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

4.0 EDUCATION – Wellness Recovery Action Plan (W.R.A.P.)

Andrea Wist was introduced.

(submitted bio)

Andrea has suffered from anxiety leading to depression for 30 years thinking it was JUST normal. Until her introduction to W.R.A.P. did she realize she could feel better and DESERVED to live life happier. Andrea resides in Saugeen Shores and is trying HARD to semi-retire from her wonderful career working with family and children and teaching Sign Language at Georgian College. PROUD mother of 4 boys, she loves being in or near the water, nature and all the adventures in LIFE, but can easily be robbed of such pleasures IF she does not keep her mental wellness top priority!

Ms. Wist shared her personal mental health story and how the W.R.A.P. program has been a very key part of her journey.

The Chair thanked Ms. Wist for her presentation.



WRAP
Overview.doc

5.0 UPDATE ON IMPLEMENTATION OF SERVICE DELIVERY MODEL

5.1 Coordinated Access Project

Roselyn Bevis, Project Manager, was introduced who provided background and context for Coordinated Access and reviewed both the traditional and agile project management approaches. The later will be used for this project as it allows more flexibility and real-time adjustments to delivery thereby ensuring the best possible service and experience for clients.



Coordinated Access
Board Presentation.

6.0 MINUTES & ACTION ITEMS

6.1 Approval of Previous Minutes

Correction that donation was received from 100 Women Who Share Care Grey Bruce. As a side note, Lynda shared that the donation came to \$7,400.

MOVED BY: Lynda Legge

SECONDED BY: Ejaye McComb

BE IT RESOLVED THAT the minutes of November 25, 2020 with correction as noted above and December 2, 2020 be approved.

CARRIED

6.2 Update on Action Items – no questions nor concerns noted.

7.0 FINANCE

7.1 Report of the Finance Committee

Finance Chair, Kate Allan, reported that quorum was achieved for their January 27 meeting.

Arnold will continue to work remotely while away due to family matters and the new accounting person is supporting in his absence.

7.2 Financial Forecast

Legal fee accrual related to an historical event are reported.

Surplus of \$21,257 which is expected to be needed for payroll adjustments and upcoming consultant fees.

RBC mortgage paperwork expected to be completed prior to fiscal year end.

One-time expenditures related to harmonization (phones, wages) were discussed by the Finance Committee and whether or not there were any other one-time expenditures going forward. While there are some software changes anticipated the savings from vacancy managing will provide some buffer for possible expenses.

Deficit of \$172,000 from last year related to when organization came together and the need for wage harmonization. Deficit occurred because not all wage harmonization paid in 2020 were applied to that year. The LHIN is allowing some latitude for this surplus. Some positions that have been vacancy managed can now be filled.

Question arose regarding pandemic funds and if there was any concern that unused funds may be lost or returned if not used. Assurance that funds are used for intended programs and services and as this is demonstratable, some carryover is permitted.

Continued interest in asking the LHIN for additional integration-related funding before this opportunity expires.

Bayview Wellness Project – financial implications not known at time.

Concern stated about the Mental Health Crisis Line as those that do not have a Grey Bruce exchange are unable to get through or calls are dropped. Clark acknowledges the issue.

Inquiry made about getting word out about W.R.A.P. to physicians as it's expected many are not aware of the program. Capacity to offer programs is influenced by the number of trained facilitators which has been a challenge. Noted that perhaps website could be used to recruit for facilitators.

Discussion held about the website as it's a vital communication tool but one which requires updating. Permitting video calls or chats, ability for those seeking programs or services to ask questions via a virtual person/bot examples of how technology could potentially be incorporated. Clark acknowledged that the site needs to be enhanced and will proceed with looking at doing this work.

MOTION #2021.1

MOVED BY: Kate Allan

SECONDED BY: Susan Boron

BE IT RESOLVED THAT 2021-2022 discretionary funds (reallocation or donation surplus) be spent to support redevelopment of the organization's website. This would include costs to employ a third-party vendor to assess current website and provide recommendations to ensure the website is easy to navigate, program/service information can be easily updated as necessary and that other platforms (ie. YouTube channel) be incorporated where of benefit.

CARRIED

8.0 GOVERNANCE

8.1 Governance Committee Report

The committee report was circulated in the Board package and Rebecca reviewed highlights. A number of actions were developed and the committee looks forward to sharing details as work progresses.

The Chair of the Governance Committee also noted that there is room for another committee member and asked that if anyone is interested to reach out.

MOVED BY: Lynda Legge

SECONDED BY: Yvonne McCutcheon

BE IT RESOLVED THAT the January 19, 2021 report of the Governance Committee be accepted as circulated.

CARRIED

9.0 CEO Report

9.1 Clark reviewed highlights of the report and invited comments or clarification.

QI Manager – position has been offered to Roselyn Bevis who is currently the Project Manager. Subsequently, the Project Manager position will be rehired. Accreditation will be handled by Roselyn as a function of the QI Manager position.

Finance Manager has provided budget around some modifications to management structure. Form follows function approach (hire based on needs to fulfill service delivery) is preference and more strategic. A property management position also being considered. Still a desire to eventually consolidate all offices as this would help drive the transition.

Group Services and The Green House are currently under Community Connections umbrella but will be moved to Teresa Pearson as part of Social Recreation.

Posted for a new Manager of Urgent Response Team (URT)/Mental Health Counselling on a number of occasions but unable to fill. Ashley Timmerman will assume URT portfolio and Pam Gidman will take on the Mental Health counselling portion. These will become permanent changes.

Phone system – Infinity have been awarded the contract for the new VOIP phone system. They are also the organization's current IT provider and are forward-thinking in regard to how to best bundle IT and phone systems. Implementation of new phones by end of March 2021.

The Wellness Committee are active and will be doing some virtual coffee breaks for staff.

ADP – now on one payroll system which will improve efficiency for processing as well as

offer conveniences for staff and managers as everything will now be done online rather than on paper.

Accreditation – were to be assessed in March 2021 but an extension until October 2021 has been given. Reviewing and updating policy documents will be a key undertaking for accreditation success.

Fresh Roots – reallocation of surplus to help finish off equipment purchases needed and hope to be able to set a date soon for opening. The Chair of the Finance Committee will review forecast to ensure this is represented in surplus.

URT – CMHA staff are now embedded with each police station with the exception of Grey Bruce OPP however those discussions are now also underway. Ongoing work to remind officers that MMHART staff are available to assist on mental health calls is needed. Hospital diversion is key goal of program. Suggestion made that physicians also be made aware that URT travel with police and respond to mental health calls.

Fundraising and revenue development quite robust. Howick Mutual Insurance gave \$5,000 in the spring, Cooperators/Brett Lammie recently donated \$6,500 and Germania Insurance donated \$12,000. Donor recognition includes thank you letters, social media acknowledgements and stories based on wishes of the donor.

OHT still underway. Virtual visit from the Ministry held recently. Patient-client-caregiver advisory committee to help with collaborative decision-making structure to be established.

Insurance coming due in April. Nicol Insurance have been contacted and they report there are no new coverage restrictions because of COVID. Nicol Insurance are available to do a presentation to the Board if so wished.

Suggested that as the CEO Report is a live document, it would be helpful to have dates attached to various actions to better follow the progress.

MOVED BY: Daryl Minifie

SECONDED BY: May Ip

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

10.0 IN CAMERA - none

11.0 ITEMS FOR INFORMATION/BOARD CORRESPONDENCE

12.0 MEETING EVALUATION


13.0 ADJOURNMENT & NEXT MEETING

There being no further business, it was moved that the meeting be adjourned at 7:45 pm.

Next meeting: February 24, 2021, 5:00 pm via Zoom

Minutes taken by: Brenda O'Neill

Approved on: February 24, 2021

Chair: 
_____ Sean McMurray

Secretary: 
_____ Clark MacFarlane