

**CMHA Grey Bruce Mental Health and Addictions**  
**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday June 24, 2020 at 5:00 pm**  
*Teleconference/MS Teams*

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- PRESENT:**     **Board Members:** Kate Allan, Susan Boron, Rick Chappell, Alex Constantin, Mike Latimer, Lynda Legge, Sean McMurray (Chair), Daryl Minifie, Kylie Nowak  
                  **Staff Members:** Clark MacFarlane, Brenda O’Neill
- REGRETS:**     Rebecca Raynsford, Barb West-Bartley
- GUESTS:**       Abby Drimmie
- OPENING:**     The meeting was called to order by Sean McMurray at 5:08 pm

**1.0     WELCOME**

Sean McMurray welcomed all to the meeting. Clark MacFarlane introduced Brenda O’Neill, the new Executive Assistant who started with CMHA on June 22.

**2.0     APPROVAL OF AGENDA**

**MOVED BY:** Daryl Minifie

**SECONDED BY:** --

**THAT** the Final Agenda for the Board meeting for June 24, 2020 be approved as presented.

**CARRIED**

**3.0     CONFLICT OF INTEREST DECLARATIONS**

Sean McMurray requested that Board Members declare any conflicts of interest that they may have regarding business being presented at this meeting. No conflicts noted.

**4.0     EDUCATION – Ride Don’t Hide**

Clark and the Board congratulated Abby Drimmie on the success of Ride Don’t Hide’s virtual event held June 14<sup>th</sup>. CMHAGB have been asked to present about the virtual fundraiser to Provincial staff.

The 2020 fundraising goal was \$40,000 and Abby reported that to date \$52,000 has been raised. Fundraising continues until the end of June. She noted that CTRE Productions have experience with live production and assisted greatly in the day running smoothly. She was also pleased to report that CMHAGB are in the top 3 Ride Don’t Hide events in Canada for total dollars raised.

**5.0**

**5.1     APPROVAL OF PREVIOUS MINUTES**

**MOVED BY:** Kate Allan

**SECONDED BY:** Daryl Minifie

**THAT** the minutes of the Board meeting held on May 27, 2020 be approved as presented.

**CARRIED**

**5.2     UPDATE ON ACTION ITEMS**

To be reviewed at July meeting

**6.0     ITEMS FOR DECISION**

**6.1 Finance Matters****6.1.1 Report of the Finance Committee**

Kate Allan reported that the Finance Committee met by teleconference at 4:00 but did not have quorum.

She reported that going forward, the Finance Manager will provide information on the total value of capital reserves. Detail about what programs are funded internally and explanation of fundraising surplus are also being assembled.

**6.1.2 Financial Forecast**

Kate is pleased with the work to create this document as it provides context regarding purchase ability. The forecast, together with the monthly YTD, will provide a good picture for the CEO and Board.

Savings from staff vacancies were used for client phone purchases however Kate recommends waiting for year-end audit to be finalized before moving forward with other purchases.

Consultant fee was omitted in budget. Conservative estimate is \$6,600 but Clark suggested \$10,000 be shown in budget.

Susan Boron mentioned that CMHAGB does not have a listing on Canada Helps and that it's advantageous for charities to be listed as many donors give through the website.

**ACTION: Clark will ask Finance Manager to add \$10,000 consultant fee to budget.**

**ACTION: Clark to check on CMHAGB's Canada Helps listing.**

**6.1.3 ADP Proposal**

Detailed proposal from vendor provided in Board package. No comments nor concerns noted.

**MOVED BY: Kate Allan**

**SECONDED BY: Mike Latimer**

**MOTION #2020.1**

*"That, the Board of the Canadian Mental Health Association Grey Bruce approves the purchase of the ADP Human Resources Information System at a cost of \$23,670.00 as proposed in the business case presented to the Board at the May 27, 2020 Board meeting."*

**CARRIED**

**6.1.4 In-Camera**

**MOVED: Daryl Minifie**

**SECONDED: Mike Latimer**

**THAT** that the Board proceed to in-camera discussions at 5:28 pm

**CARRIED**

**MOVED BY: Mike Latimer**

**SECONDED BY: Susan Boron**

**THAT** the Board meeting resume its regular meeting at 5:47 pm

**CARRIED**

## 6.2 CEO Report

Clark invited comments or clarification regarding written report:

### 2. Integration

While wage harmonization is now complete, a more robust group of individuals with a variety of insights will be helpful to maintain the process.

### 6. Other

Insurance renewal was in April, just as COVID was becoming an issue. Next year's renewal may come with some exclusions resulting from the pandemic but at the present time, CMHA's provider has not announced amendments that limit disease-related coverage.

In addition to the written report, Clark also updated the Board about an invitation received regarding an event on June 23<sup>rd</sup> relating to a community mental health and addiction concern. Clark attended along with Alison Govier, Owen Sound Police, the Owen Sound Mayor and several council members. While he acknowledged that it's primarily a policing issue at the present time, CMHAGB looks forward to helping develop support mechanisms. Immediate/medium term support and longer term options as well as funding for a pilot project to be discussed.

CMHA have heard from the Ministry of Health regarding pandemic pay but are awaiting information from the LHIN. Kate Allan noted that the budget shows pandemic pay as a revenue line however it should also be offset as an expense (\$79,500).

**ACTION: Clark to follow-up with Finance Manager to ensure pandemic pay is reflected as both a revenue and expense in operating budget.**

**MOVED BY: Susan Boron**

**SECONDED BY: Daryl Minifie**

**THAT** the CEO Report be adopted as presented

**CARRIED**

## 6.3 Declaration of Compliance

### MOTION #2020.2

**MOVED BY: Mike Latimer**

**SECONDED BY: Susan Boron**

*"THAT, the CMHAGB Board of Directors authorize the CEO to sign the Declaration of Compliance pending WSIB information."*

**CARRIED**

## 6.4 Board Recruitment

Mike Latimer shared that there are two Board vacancies to fill; one left when Kim Wingrove stepped down and his seat which will be open when his term is completed as of the Fall 2020 AGM.

One candidate from the previous recruitment process will be approached to see if they're interested in being considered for this next term.

Discussion held about skillsets and experience for the vacancies. Policing background, Board experience and ensuring good representation from across Grey Bruce were noted.

**MOTION #2020.3**

**MOVED BY:** Kate Allan

**SECONDED BY:** Alex Constantin

*"THAT, the CMHAGB Governance Committee proceed with recruitment for two current Board vacancies."*

**CARRIED**

**ACTION:** Brenda to assemble recruitment package and advertisement calling for Board members. Once finalized, package will also be sent to current Board so they can share with potential applicants.

**7.0 ITEMS FOR DISCUSSION OR DIRECTION**

**7.1 Strat Plan & the Service Delivery Model Redesign**

Clark noted that the Service Delivery Model portion is not yet complete as the pandemic has impacted ability to move from planning to development stage.

**7.2 QI Manager Position**

Discussion held about the QI Manager position with recruitment expected to be early in the 3<sup>rd</sup> quarter (October 1).

**8.0 IN CAMERA**

**Business covered in 6.1.4 In-Camera session**

**Rise and Report:** The Board provided the CEO with authority to negotiate renewal of current collective agreement.

**9.0 ITEMS FOR INFORMATION**

**9.1 Additional Settlement Services available for newcomers in Grey Bruce**

Information shared and received.

**10.0 MEETING EVALUATION**

Sean McMurray reminded Board Members to complete the Survey Monkey evaluation.

**11.0 ADJOURNMENT**

There being no further business, Susan Boron moved that the meeting be adjourned at 6:43 pm. The next meeting will be held on July 22, 2020.

Minutes taken by: Brenda O'Neill

Approved on: July 22, 2020

Chair:   
Sean McMurray

Secretary:   
Clark MacFarlane