



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
August 25, 2021, 5:00 – 8:00 pm Via Zoom**

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

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

**REGRETS:** Jennifer Akitt, May, Ip, Lynda Legge

**GUESTS:** Jon Farmer; Tyler Laitenen and Gwynne Potter, Baker Tilly; Liam Nicoll, Youth Awareness Summer Student

**1.0** The meeting was called to order at 5:05 pm. Quorum was achieved. All were welcomed to the call and the Chair opened the meeting with the Mission, Values and Vision and the land acknowledgement.

**2.0 EDUCATION: JON FARMER, MEN’S PROGRAM SUPERVISOR**

Men’s Program was formerly with BGCFS but has been hosted by CMHA for a number of years.

3 core programs – Partner Assault Program (PAR), My Dad’s Group and Male Survivor program.

PAR is 12 group sessions for men and they partner with Women’s House Bruce Grey work for a women’s program. Intention is to help shift behaviours that are violent (physical, mental, emotional, financial). Client fees are based on income.

My Dad’s Group runs in two locations, three times a year. It helps men learn more about the ages and stages of child development and aims to improve their parenting/co-parenting self confidence.

Male Survivor Program is for those who have experienced sexual abuse and violence in their life and are looking for recovery.

The Chair thanked Mr. Farmer for his presentation.

*(5:30 pm Rebecca Raynsford joined)*

**3.0 CONFLICT OF INTEREST DECLARATIONS**

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

**4.0 APPROVAL OF AGENDA**

**MOVED BY:** Kylie Nowak

**SECONDED BY:** Susan Boron

***BE IT RESOLVED THAT the agenda for the Board meeting of August 25, 2021 be approved as presented.***

**CARRIED**

**5.0 CONSENT AGENDA**

**MOVED BY:** Susan Boron

**SECONDED BY:** Daryl Minifie

***BE IT RESOLVED THAT the consent agenda including the July 28, 2021 Board minutes and policies 2.11 through 2.16 be accepted as presented.***

**CARRIED**

**6.0 UPDATE ON ACTION ITEMS**

Item #1 – legacy Hope GB and G&B House investments will be highlighted in auditor’s report at this meeting (7.2)

Item #2 – deferred to September

**7.0 FINANCE**

**7.1 Report of the Finance Committee**

The committee met on August 27 with quorum achieved. The primary agenda item was review and discussion of the draft financial statements with Baker Tilly.

**7.2 Presentation of Audited Statements for FY20-21**

- Baker Tilly report a clean audit of FY2020-2021 financials with a strong balance sheet showing \$4.2 million in current assets and \$2.8 in current liabilities.
- Cash flow is positive, and liquidity is healthy as the organization has current assets well exceeding its current liabilities.
- \$155,797 excess revenue subject to recovery by the provincial government.
- Accrual of \$60,000 for human rights issue and an accrual of \$120,000 for union grievance regarding wage harmonization.
- Addiction funding, excluding problem gambling, had the largest surplus.
- The Brooke House mortgage that had been outstanding was advanced.
- Funds available for capital assets plus COVID funding, some of which is being deferred.
- Value of legacy funds that have been carried forward from prior years (page 14), \$108,315.
- Donation statement (page 28) earned \$354,783 illustrates good community support for mental health and addiction services especially during the pandemic.

Considerations for 2021-22 audit year:

- Reconciling LHIN revenue and ensuring appropriate allocation to the targeted program was a challenge. The Finance team now have that well in hand moving forward.
- Reconciling balance sheet accounts on a monthly basis a priority for coming year.

APPROVED MINUTES

- Donation revenues are unrestricted and careful consideration to be given to use of these discretionary funds.

**MOTION #2021.7**

**MOVED BY: Yvonne McCutcheon**

**SECONDED BY: Holly Gooding**

***BE IT RESOLVED THAT the audited Financial Statements for the fiscal year 2020-21 be approved as presented.***

**CARRIED**

*(6:00 pm Dave Evans and auditors departed)*

**8.0 GOVERNANCE**

**8.1 Committee Report**

Susan Boron reported for the Governance Committee which last met on August 12.

The Board meeting evaluation has been updated and the new link provided in this Board package. Going forward the feedback will be shared at the subsequent Board meeting for review.

Board candidate interviews are scheduled for September 9<sup>th</sup>.

**8.1.1 Indigenous Engagement TOR**

Will be an operational committee accountable to the Board through the CEO. A work plan to be developed. Composition includes CEO, director of client services, Indigenous leaders and up to seven CMHA staff/management. Committee can review and if necessary, revise the TOR.

**8.1.2 Board Retreat, Orientation**

Committee has investigated some different venues in which to hold an in-person session which would be a combined orientation and retreat. More information upcoming as planning progresses. COVID restrictions in the Fall months will dictate whether this is held in-person or virtually.

**MOVED BY: Kate Allan**

**SECONDED BY: Kylie Nowak**

***BE IT RESOLVED THAT the August 25, 2021 report of the Governance be accepted as presented.***

**CARRIED**

**9.0 ACCREDITATION**

**9.1 Update**

Policies complete and uploaded to ADP for staff to review and sign off on by mid September. Harmonizing policies is a significant milestone for the organization's integration and are also a significant accreditation component.

**APPROVED MINUTES**

Programs have all submitted an objective for the four strategic goals and together these will make up the operating plan.

Performance appraisals have not yet been consolidated but are coming together.

Quality Improvement (QI) have been doing site visits and identified some deficiencies. Sites will be given checklists of requirements and another QI visit held prior to accreditation at end of October.

**9.2 Review Evidence Sheets**

Governance is a significant component for not only the organization as a whole but for accreditation. This tool aims to help answer questions that may be posed by the accreditation team.

**ACTION: Set date for a mock accreditation.**

**10.0 QUALITY IMPROVEMENT**

**10.1 E-QIP Governance and Leadership Workshop**

Drafts for structure have been submitted with a follow-up meeting to be held in September then information will come before the Board.

Client satisfaction survey also being developed. OPOC (Ontario Perception of Care) tool currently in use however it's not used on an ongoing basis as need volume in order to send it out.

Also participating in a provincial data set pilot.

**11.0 APPRECIATION PROCESS/OPTIONS FOR DONORS AND LETTER TO BRIAN OSTERNDORF**

A letter from the Board is being sent to Mr. Osterndorf, owner of Robert's Farm who hosted a virtual fundraiser with country music artist, Gord Bamford in June. Proceeds were in support of mental health.

**ACTION: Fundraising Coordinator to develop formal process for donor recognition.**

**12.0 CMHA ONTARIO AGM**

The Ontario annual meeting will be held September 17, 2021 from 12:00 – 1:00 pm. Ejaye McComb will attend on behalf of the CMHAGB Board.

**13.0 CEO REPORT**

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

- CMHA Ontario have called a meeting to discuss CMHA's COVID policy.
- Review of consents has been taking place and have significantly consolidated with now only three consents in use.
- Version III of CRMS (web based clinic database) being tested.

**APPROVED MINUTES**

- Moving to a single number for the organization and a 1-888 number is also reserved. Soft launch in coming months and a more formal push to follow.
- OHT – Full draft of collaborative decision making agreement is complete and orientation of the advisory group is underway. Board members establishing TOR for Chairs’ Council. Draft Collaborative Decision Making Agreement (CDMA) for consultation available in coming weeks for feedback.
- Fundraising – Blackbaud’s Raiser’s Edge has been purchased and should be up and running by end of September.
- Hiring - Job descriptions for Manager of Housing and Digital Health Specialist being written. Director of Client Services interviews expected to begin in a couple of weeks. Informatics Specialist (tested as a remote working situation) did not work out and that position is being rewritten/reposted. Paralegal hired to oversee any tenant evictions.

**ACTION: Send TEND Academy webinar recordings to Board when they become available.**

**MOVED BY: Ejaye McComb**

**SECONDED BY: Yvonne McCutcheon**

***BE IT RESOLVED THAT the July 28 report of the Chief Executive Officer be accepted as presented.***

**CARRIED**

**14.0 IN CAMERA - None**

**15.0 ITEMS FOR INFORMATION/BOARD CORRESPONDENCE – information as noted in Board package.**

**16.0 MEETING EVALUATION**

**17.0 ADJOURNMENT & NEXT MEETING**

There being no further business, it was moved that the meeting be adjourned at 6:50 pm.

**Next meeting: September 22, 2021, 5:00 pm. AGM to follow at 8:00 pm.**

Minutes taken by: Brenda O’Neill

Approved on: September 22, 2021

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 Sean McMurray  
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Chair: \_\_\_\_\_ Sean McMurray

Secretary: \_\_\_\_\_ Clark MacFarlane