



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
September 22, 2021, 5:00 – 8:00 pm Via Zoom**

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

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

**REGRETS:** Ejaye McComb

**GUESTS:** Beth Debrone, Paul Biggin

**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.

A number of local events recognizing National Day for Truth & Reconciliation were shared.

Paul Biggin and Beth Debrone were welcomed to the call.

**2.0 EDUCATION: BETH DEBRONE, QUALITY INFORMATION MANAGER**



Accreditation Board  
Presentation.pptx

**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:** Susan Boron

**SECONDED BY:** Yvonne McCutcheon

***BE IT RESOLVED THAT the agenda for the Board meeting of September 22, 2021 be approved as presented.***

**CARRIED**

**5.0 CONSENT AGENDA**

It was requested that policy #2.21 be pulled from the consent agenda to review section 2.225. (added as item 10.2).

**MOVED BY: Kylie Nowak**

**SECONDED BY: Susan Boron**

***BE IT RESOLVED THAT the consent agenda including the August 25, 2021 Board minutes and policies 2.18, 2.19 and 2.22 be accepted as presented.***

**CARRIED**

**6.0 REVIEW FEEDBACK OF PREVIOUS MEETING**

Positive feedback about the new questionnaire was shared. Will be used as a measure of board effectiveness and all were thanked for taking the time to complete following the meetings.

**7.0 UPDATE ON ACTION ITEMS**

#1 – Income statement will be divided by program area compared to budget going forward but a consolidated statement provided in the interim.

#2 – Mock accreditation will be reviewed at October 15 education meeting.

#3 – In Progress

#4 – Complete

**8.0 UPDATE FROM CMHA ONTARIO AGM**

Tabled until October

**9.0 FINANCE**

**9.1 Report of the Finance Committee**

The Finance Chair reported that quorum was achieved for their September 22 meeting.

The Finance Manager provided consolidated statements for August and these will be provided each month going forward. To provide a clearer and more meaningful picture of revenues and expenses, these statements will be broken out by program group in the near future.

The organization is tracking towards a balanced budget with no concerns noted.

Jennifer Akitt will be assuming the role of Finance Chair as Kate Allan's term is now complete. Holly Goodings will provide backup support to the Chair.

**MOVED BY: Susan Boron**

**SECONDED BY: Lynda Legge**

***BE IT RESOLVED THAT the September 22, 2021 report of the Finance Committee be accepted as presented.***

**CARRIED**

*(6:00 pm Dave Evans departed)*

**10.0 GOVERNANCE**

10.1 Vaccination Policy for Board  
 CMHA GB's vaccination policy as it relates to personnel, students, volunteers and third-party contractors was included in the board package. As this doesn't explicitly pertain to board members, Clark MacFarlane inquired if the board wished to create a board-specific policy or to discuss and pass a motion with an attestation as to status. This would be to facilitate being able to come together in person. After some discussion the decision was made to adapt the staff policy to include board members as then it's one standard, consistent policy for both staff and board.

10.2 Consent agenda item 2.21.  
 An inquiry came to the table regarding section 2.225 of the Finance Committee policy #2.21 about the expectations of the committee to review the regular financial statements and the time commitment involved.

The finance committee chair clarified that while they do receive the monthly updates it's the year end financials that are to be reviewed and recommended to the board for approval.

#### 11.0 ETHICS COMMITTEE

Committee has been formed and first meeting held to review terms of reference. Second meeting with ethicist being held September 30. Ejaye McComb is board representative on this committee.

**ACTION: Send recording to the board of September 30<sup>th</sup> Ethics Committee meeting.**

#### 12.0 QUALITY IMPROVEMENT

12.1 E-QIP Governance and Leadership Workshop  
 Have participated in E-QIP governance and leadership committees. Guidance on developing a sound QI plan has been shared along with clear information regarding the board's role and relationship with staff. Quality plan to be thorough but not so robust or complicated that gains and wins are difficult to recognize. Important to focus on a culture of continuous improvement. Staff quality committee will build, recommend and oversee QI plan (clinical and service delivery). Finance, learning and growth, organizational health, client experience and service delivery are part of building a balanced score card.

#### 13.0 CEO REPORT

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

- Have moved to OHT candidate position and attestation provided in package. TOR for Chairs' Committee being finalized and Sean McMurray sits on this group on behalf of the CMHAGB board. Community Advisory Council proceeding.
- Power BI data was shared which tracks call volumes, usage, calls answered/unanswered, etc.
- While the board previously approved the MOU for the Bayview project this is a

**Approved Minutes**

significant commitment and the board wish to discuss further. Developer is on City of Owen Sound’s September 27 council agenda to request site plan approval.

**ACTION: Update about status of the Bayview Project to be gathered and shared at next board meeting.**

**MOVED BY: Yvonne McCutcheon**

**SECONDED BY: Kylie Nowak**

***BE IT RESOLVED THAT the September 22 report of the Chief Executive Officer be accepted as presented.***

**CARRIED**

**14.0 FAREWELL/SEND OFFS**

The contributions of Kylie Nowak, Rebecca Raynsford and Kate Raynsford were acknowledged as they each complete their terms as of this meeting. Tokens of thanks are being delivered to each.

**15.0 IN CAMERA - None**

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

**17.0 MEETING EVALUATION**

**18.0 ADJOURNMENT & NEXT MEETING**

There being no further business, the Chair was moved that the meeting be adjourned at 8:00 pm.

**Next meeting: October 27, 2021, 5:00 pm.**

Minutes taken by: Brenda O’Neill

Approved on: October 27, 2021

DocuSigned by:  
*Sean McMurray*  
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Chair:

Sean McMurray

Secretary:



Clark MacFarlane