



**Minutes of Board of Directors Meeting
January 26, 2022, 5:00 – 8:00 pm via Zoom**

PRESENT: **Board Members:** Jennifer Akitt, Paul Biggin, Susan Boron, Lindsey Glazier, Holly Goodings, May Ip, Lynda Legge, Ginelle MacDougall, Ejaye McComb, Yvonne McCutcheon, Sean McMurray (Chair), Daryl Minifie

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

REGRETS:

GUESTS: Anna Piszczkiewicz, CMHA Ontario

1.0 WELCOME AND LAND ACKNOWLEDGEMENT

The meeting was called to order at 5:00 pm. Quorum achieved. All were welcomed to the call and the Chair opened the meeting with the Mission, Values and Vision and land acknowledgement.

2.0 EDUCATION: Anna Piszczkiewicz, CMHA Ontario - BounceBack®

- Referrals come from all sources – primary care providers, self referrals, social workers/case workers, family members and friends
- Significant outreach on a regular basis with primary care providers to keep referrals top of mind
- General decrease in referrals across the province in recent months. Pandemic and family physicians meeting clients virtually is one reason the program numbers are down.
- With CBT now being funded by province, BounceBack is expanding.

(full slide deck available on SharePoint)

3.0 CONFLICT OF INTEREST DECLARATIONS

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

4.0 APPROVAL OF AGENDA

Additions: 17.0/In camera items and 7.1/Feedback regarding access to SharePoint

MOVED BY: Susan Boron

SECONDED BY: Lindsey Glazier

BE IT RESOLVED THAT the agenda for the Board meeting of January 26, 2022 be approved as amended.

CARRIED

5.0 CONSENT AGENDA

MOVED BY: Susan Boron

SECONDED BY: Paul Biggin

BE IT RESOLVED THAT the consent agenda consisting of the December 22, 2021 Board minutes be accepted as presented.

CARRIED

6.0 REVIEW FEEDBACK OF PREVIOUS MEETING – To be added as consent agenda item going forward.

7.0 UPDATE ON ACTION ITEMS

#3/MMHART DATA – Template from CMHA Oxford will now be used for data collection and will provide data to the Board in the near future.

7.1 Feedback Regarding Access to SharePoint – Some board members yet to get onto SharePoint. Project Manager will continue to help troubleshoot.

8.0 BUSINESS ARISING

8.1 Donor Recognition Process

- Blackbaud to be live in early February
- Sponsors and Third Party information should be linked to Blackbaud also
- Include community newspapers when sending out media announcements
- Staff and board to close donor recognition loop as appropriate based on relationship/connection

ACTION: Further define the donor recognition process and bring back to next meeting.

9.0 FINANCE

9.1 Committee Report – The Finance Chair acknowledged the good work of the Finance Manager in preparing forecast documents. Directors also asked to consider membership on Finance Committee as they require another member.

9.2 Financial Statements - Finance Manager explained that schedules 3, 4 and 5 are Ministry Funded programs which the agency aims to operate on a break even basis. Reallocation of some housing costs may be possible.

MOVED BY: Lindsey Glazier

SECONDED BY: Yvonne McCutcheon

BE IT RESOLVED THAT the January 2022 report of the Finance Committee be accepted as presented.

CARRIED

(6:25 pm Dave Evans departed)

10.0 GOVERNANCE COMMITTEE

10.1 Committee Report – The Governance Chair reported that the committee last met January 10 and will be meeting monthly.

The accreditation report and work plans were reviewed with some actions arising which the committee will be working on.

Orientation sessions will be held twice a year (April and October) and all board members are welcomed to attend.

A "Governance Functioning Tool" will be sent to the board annually to help inform areas of success and development.

Board skills assessment tool will also be provided in the near future to a) aid in board recruitment, and b) identify areas to introduce for board education. Any education recommendations/suggestions are welcome.

As the Fall 2021 retreat was cancelled because of Covid, the committee hopes to be able to organize an in-person board retreat for September 2022.

MOVED BY: Ejaye McComb

SECONDED BY: Lindsey Glazier

BE IT RESOLVED THAT the January 2022 report of the Governance Committee be accepted as presented.

CARRIED

11.0

QUALITY COMMITTEE

11.1 Committee Report – Committee Chair gave a report of January 18 meeting at which the Terms of References were approved. This committee is accountable to the Board and memberships includes 3 Board Members, CEO, Director of Clinical Services Director, QI Manager plus two community members.

All aims will be linked to the strategic plan.

Annual work plan cycle developed.

Goal of developing a balanced scorecard by end of 2023.

A Staff Quality Committee is being formed and aims have already been identified.

MOVED BY: Ejaye McComb

SECONDED BY: Daryl Minifie

BE IT RESOLVED THAT the January 2022 report of the Quality Committee be accepted as presented.

CARRIED

12.0

PROGRAMS AND SERVICES

12.1 CEO Update

12.1.1 Program Performance - Working on a coordinated access system. The By Names List is important component. By Names List consists of individuals who agree to provide their name for housing list. Steering Committee coordinating

housing needs. The way to enroll and triage efforts are the same regardless of where the individual presents (i.e. Y Housing, CMHA, etc.).

12.1.2 New Programs - MMHART hopeful for new funding (5 positions). Meeting upcoming to discuss details.

12.1.3 Program Pressures - Slight rise in waitlists. Greatest pressure is housing which reflects lack of housing inventory. Further strain as individuals are presenting with more complex issues which makes it challenging to find appropriate housing for them.

13.0 ENVIRONMENTAL SCAN

13.1 CEO Update

13.1.1 Emerging Issues - Providers facing staffing challenges in healthcare sector with fatigue and morale also a concern.

13.1.2 Risks and Opportunities

13.2 Board Discussion

14.0 STRATEGIC PLAN AND OPERATING PLAN

14.1 Progress Update

15.0 ORGANIZATIONAL HEALTH

15.1 CEO Update (as per written report)

One Number Initiative – Continue to have a significant number of calls coming in on old number. Suggested that QI team investigate where calls are coming from and follow-up with those parties as at this point in time there should be fewer calls happening on old number. Referral groups such as case workers, physicians may simply not have been informed and will need to update their records.

15.1.1 Vaccination Rate for Staff – As of February 7 everyone is fully vaccinated or has a medical exemption.

15.1.2 Updated Vaccination Policy – Third dose attestation now included which staff and board members are asked to complete and return.

15.1.3 Wellness Committee – Discontinued services of outside wellness vendor. Activities will now be coordinated inhouse.

15.1.4 Incident Reports – Report format is adequate. Flag with more detail only if there's a liability concern that the board should be apprised of.

16.0 APPROVAL OF CEO REPORT FROM SECTIONS AS NOTED ABOVE

MOVED BY: May Ip

SECONDED BY: Ginelle MacDougall

BE IT RESOLVED THAT the January 2022 report of the Chief Executive Officer be accepted as presented.

CARRIED

17.0 IN CAMERA

MOVED BY: Lindsey Glazier

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the board proceed to in-camera discussion at 7:45 pm.

CARRIED

MOVED BY: Lindsey Glazier

SECONDED BY: Ginelle MacDougall

BE IT RESOLVED THAT the board resume its regular meeting at 8:04 pm.

CARRIED

18.0 ITEMS FOR INFORMATION/BOARD CORRESPONDENCE – Information as noted in Board package.

Mr. Stephen Hogbin, father of former CMHA Board Member Rebecca Raynsford recently passed away. The Board Executive have sent a donation to Community Foundation Grey Bruce on behalf of the CMHA Board, Management and Staff.

19.0 MEETING EVALUATION

20.0 ADJOURNMENT & NEXT MEETING

There being no further business, the Chair moved that the meeting be adjourned at 8:10 pm.

Next meeting: February 23, 2022 via Zoom

Minutes taken by: Brenda O’Neill

Approved on: February 23, 2022

DocuSigned by:
Chair: Sean McMurray
483195488BE14B3

Sean McMurray

Secretary: Clark MacFarlane
Clark MacFarlane