



**Minutes of Board of Directors Meeting
February 23, 2022, 5:00 – 8:00 pm via Zoom**

PRESENT: Board Members: 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: Jennifer Akitt

GUESTS: --

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 CONFLICT OF INTEREST DECLARATIONS

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

3.0 APPROVAL OF AGENDA

MOVED BY: Susan Boron

SECONDED BY: Lindsey Glazier

BE IT RESOLVED THAT the agenda for the Board meeting of February 23, 2022 be approved as circulated.

CARRIED

4.0 CONSENT AGENDA

MOVED BY: Ejaye McComb

SECONDED BY: Paul Biggin

BE IT RESOLVED THAT the consent agenda consisting of the January 26, 2022 Board minutes and feedback of previous meeting be accepted as presented.

CARRIED

5.0 UPDATE ON ACTION ITEMS

#1 – Briefing note about data points provided for context. Keep on action list.

#2 – In progress.

6.0 BUSINESS ARISING

6.1 Background and Context for Mobile Mental Health and Addiction Response Team - Suggestion to include date and time of call in MMHART information. Also interest in tracking follow-up after calls including when referrals to CMHA services or other

agencies are made as well as number of contacts with person and an outline of their support system (ie. family, workers, teachers, etc.). Hospital diversion is primary goal of MMHART.

9.0 FINANCE

- 9.1 Committee Report – No meeting held in February.
- 9.2 Financial Statements – Finance Manager spoke to changes from prior month with no concerns noted.

Management team surveyed about any upcoming purchase requirements in order to develop purchase priorities in the event of a surplus. Funds would need to be spent by March 31. Purchase requests from managers have been reviewed by CEO and Finance Manager and prioritized.

Operational items – current operational surplus will fund (i.e. education software).

Request to reallocate operational funds to capital expenditures made to Ministry. Balance sheet remains relatively unchanged from prior month.

Investments – funds carried forward from G&B House. Part of Board's discretionary funds.

Request for Riverview Apartments HVAC \$20,000 as part of CIRF application (Critical Infrastructure Renewal Fund).

MOVED BY: Lindsey Glazier

SECONDED BY: Ginelle MacDougall

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

CARRIED

(5:45 pm Dave Evans departed)

10.0 GOVERNANCE COMMITTEE

- 10.1 Committee Report – Met February 9. Inquiry made to CMHA Toronto about their Opening Doors program as committee is interested in offering education around this initiative.

Work cycle in board package.

Board Orientation scheduled for April 7.

Daryl Minifie is completing his term as of this meeting and Jennifer Akitt will be stepping away summer 2022 due to a move to Western Canada. Recruitment of two new members commencing. Finance and legal backgrounds to be highlighted in recruitment messaging.

MOVED BY: Ejaye McComb

SECONDED BY: May Ip

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

CARRIED

11.0 QUALITY COMMITTEE

11.1 Committee Report – Karlie Maskell, Community Health & Wellness Coordinator with Safe & Sound has joined the committee as well as Lindsey Glazier. A representative from the health unit also being sought.

Draft QI plan reviewed and final draft will be available to the board in March for review and approval.

MOVED BY: Lindsey Glazier

SECONDED BY: Susan Boron

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

CARRIED

10.0 CEO REPORT

The CEO reviewed highlights of the report and invited comments or clarification.

Interest in having monthly and cumulative churn rates as well as industry benchmarks.

ACTION: Inquire with HR Manager about monthly and cumulative churn rates as well as industry benchmarks. (Clark)

MOVED BY: Ginelle MacDougall

SECONDED BY: Yvonne McCutcheon

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

CARRIED

11.0 REQUEST TO USE DONATION FUNDS

Requested that three quotes be obtained and brought back to the Board for approval.

17.0 IN CAMERA

MOVED BY: Susan Boron
SECONDED BY: Lindsey Glazier
BE IT RESOLVED THAT the board proceed to in-camera discussion at 6:58 pm.
CARRIED

MOVED BY: Susan Boron
SECONDED BY: Yvonne McCutcheon
BE IT RESOLVED THAT the board resume its regular meeting at 7:07 pm.
CARRIED

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

19.0 MEETING EVALUATION

20.0 ADJOURNMENT

There being no further business, the Chair moved that the meeting be adjourned at 7:10 pm.

The Chair extended thanks on behalf of the entire Board to Daryl Minifie for his contributions over the past 3 years.

Next meeting: March 23, 2022, CMHA Office, 1024 2nd Ave. East, Owen Sound

Minutes taken by: Brenda O’Neill

Approved on: March 23, 2022

DocuSigned by:
Chair: Sean McMurray
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Secretary: 
Clark MacFarlane