



Minutes of Board of Directors Meeting
October 26, 2022, 5:00 – 8:00 pm
CMHA Office, 1024 2nd Ave. East, Owen Sound

PRESENT: Paul Biggin, Susan Boron, Chelsea Bullock, Holly Goodings, Lynda Legge, Clark MacFarlane, Ejaye McComb, Yvonne McCutcheon, Sean McMurray, Allan Pearson

RECORDER: Brenda O’Neill

REGRETS: Lindsey Glazier, Ginelle MacDougall

GUESTS: --

1.0 WELCOME AND LAND ACKNOWLEDGEMENT

The meeting was called to order at 5:08 pm. Quorum achieved. Chair Sean McMurray opened the meeting with the Mission, Vision, Values 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: Lynda Legge

SECONDED BY: Allan Pearson

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

CARRIED

4.0 CONSENT AGENDA

MOVED BY: Lynda Legge

SECONDED BY: Yvonne McCutcheon

BE IT RESOLVED THAT the amended consent agenda consisting of the September 28, 2022 Board minutes and meeting feedback be accepted. New agenda item, 4.0.1, Policy #1.0.

CARRIED

4.0.1 Policy #1.0 – Introduction & Agency Overview

Quality Improvement Committee to be added to standing committee list.

List Ontario Health as funding source.

MOVED BY: Allan Pearson

SECONDED BY: Lynda Legge

BE IT RESOLVED THAT Policy #1.0 – Introduction & Agency Overview be approved with revisions as noted above.

CARRIED

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5.0 UPDATE ON ACTION ITEMS
#1 and #2 – Status remains In Progress

6.0 EDUCATION – ORIENTATION: AGENCY INTRODUCTION
CEO Clark MacFarlane provided a brief recap of history/amalgamation. Further introduction including board’s role and responsibilities to be provided at upcoming retreat.

7.0 DINNER

8.0 FINANCE COMMITTEE

8.1 Committee Report
Chair Holly Goodings reported that the committee met October 26 however did not have quorum.

Financial statements were reviewed, and it was noted that the agency showed a \$38,000 deficit in August and was reduced to \$25,000 in September. Although some inflationary challenges are impacting expenses, the agency is poised to be revenue neutral at year-end. Also, of note are \$19,657 in investment losses due to volatile markets. The Chair noted these are “paper losses” which would only be realized should investments be liquidated.

8.2 Financial Statements – No concerns noted.

8.3 Appointment of Treasurer

MOVED BY: Chelsea Bullock

SECONDED BY: Holly Goodings

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

CARRIED

MOTION #2022.09

BE IT RESOLVED THAT that the Board hereby appoints Holly Goodings as Treasurer of the Corporation, serving until the 2023 annual general meeting at which time the appointment can be reaffirmed for a designated period of time as determined by the voting membership and furthermore, that they shall sit on the Executive Committee and be added as an authorized signing authority.

MOVED BY: Allan Pearson

SECONDED BY: Yvonne McCutcheon

CARRIED

(Dave Evans departed 6:41 pm)

9.0 GOVERNANCE COMMITTEE

9.1 Committee Report

Chair Susan Boron reported that the committee met October 12. The Board Retreat has been rescheduled for November 12 in Walkerton. Orientation and recovery approach will be on the agenda.

The Ontario Not For Profit Corporations Act (ONCA) document was discussed and

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are inquiring about fee for legal review as well as inquiring if other branches already have completed a legal review and are willing to share feedback. More details to follow.

- 9.2 Proposed Engagement Tool
Endorsement given for the questionnaire with no revisions noted.

MOVED BY: Yvonne McCutcheon

SECONDED BY: Holly Goodings

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

CARRIED

10.0 QUALITY IMPROVEMENT COMMITTEE

Although the Quality Improvement Committee did not meet this month, Chair Lynda Legge provided a detailed summary of work progressing. Highlights include:

Accreditation

- Follow up items are due November 1 and information is being uploaded to portal.

Quality Improvement Plan

- OPOC (client feedback project)
 - Standard Operating Procedures being developed for 2 survey approaches - blitz format for 'long stay' programs/residences, and On Discharge procedures for shorter turnaround programs.
 - Custom survey being developed for launch in the spring to compare response rate to OPOC.
 - Based on OPOC results, the following projects have developed: a) Complaints procedure and improvements to comment cards along with development of comment card procedures in each office, and b) Outreach discharge project to aid in shortening average length of stay.
- Data Quality Project
 - 15 Standard Operating Procedures have been written and released pertaining to standardization of the Client Management System.
- Harm Reduction Project
 - Numbers are trending back up on safe use supply distribution after a drop this summer.
 - Goal of average distribution of 200 units/month is still being achieved.
 - Training plan in place for this Fall to achieve goal of 80% staff trained in harm reduction.

Central Intake

- Referrals and Intakes for Addictions and 2/3 of MH Counselling programs have rolled over to Central Intake.
- Days between Referral and Intake has been reduced from 9 days to 5.

MOVED BY: Susan Boron
SECONDED BY: Holly Goodings
BE IT RESOLVED THAT the October 2022 report of the Quality Improvement Committee be accepted as presented.
CARRIED

11.0 CEO REPORT

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

ACTION: Trauma informed framework to be shared with Board.

MOVED BY: Yvonne McCutcheon
SECONDED BY: Susan Boron
BE IT RESOLVED THAT the October 2022 report of the Chief Executive Officer be accepted as presented.
CARRIED

12.0 CMHA BRANCH/DIVISION COLLABORATION AGREEMENT

It was explained that the Charter is an agreement with Ontario division and is operational in nature thereby only requiring the CEO's sign-off. Ways to enhance governance support across branches is being explored by Ontario Division. No concerns regarding agreement noted.

MOTION #2022.10

MOVED BY: Susan Boron
SECONDED BY: Paul Biggin
BE IT RESOLVED THAT the board supports in principle the documents associated with the CEO performance appraisal, namely the job description, CEO performance appraisal policy and template, corporate evaluation policy and two survey documents (1 for board of directors, 1 for senior staff).
CARRIED

(Ejaye McComb departed 7:30 pm)

13.0 IN CAMERA

MOVED BY: Holly Goodings
SECONDED BY: Susan Boron
BE IT RESOLVED THAT the board proceed to in-camera discussion at 7:30 pm.
CARRIED

(Yvonne McCutcheon depart 7:55 pm)

MOVED BY: Chelsea Bullock
SECONDED BY: Holly Goodings
BE IT RESOLVED THAT the board resume its regular meeting at 8:04 pm.
CARRIED

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

15.0 MEETING EVALUATION

16.0 ADJOURNMENT

There being no further business, it was moved that the meeting be adjourned at 8:15 pm. Next meeting: November 23, 2022, CMHA Office, 1024 2nd Ave. East, Owen Sound followed immediately by Annual General Meeting

Minutes taken by: Brenda O’Neill

Approved on: November 23, 2022

DocuSigned by:
Sean McMurray
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Chair:

Sean McMurray

Secretary:

Clark MacFarlane