



Minutes of Board of Directors Meeting
May 24, 2023, 5:00 – 7:00 pm
CMHA Office, 1105 1st Ave East, Owen Sound

Present: Paul Biggin, Susan Boron, Dave Evans, Lynda Legge, Clark MacFarlane, Ejaye McComb, Yvonne McCutcheon, Sean McMurray
Absent: --
Regrets: Chelsea Bullock, Lindsey Glazier, Holly Goodings, Mikayla Greig, Ginelle MacDougall
Guest: Emily Paterson

1.0 Welcome and Land Acknowledgement

The meeting was called to order at 5:10 pm. Quorum achieved. Chair Sean McMurray opened the meeting with the land acknowledgement.

2.0 Education: Emily Paterson, HR Manager, CMHA Grey Bruce

(presentation on Board SharePoint site → *Board Meetings & Info, Education Presentations*)

3.0 Conflict of Interest Declarations

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

4.0 Consent Agenda

Pull policies 2.08 and 2.17 for discussion.

MOVED BY: Ejaye McComb

SECONDED BY: Lynda Legge

BE IT RESOLVED THAT the amended consent agenda consisting of the April 26, 2023 minutes and meeting feedback be accepted as presented.

CARRIED

5.0 Review and Approval of Agenda

Addition: In-Camera (new 13.0)

MOVED BY: Ejaye McComb

SECONDED BY: Lynda Legge

BE IT RESOLVED THAT the amended agenda for the Board meeting of May 24, 2023 be approved.

CARRIED

6.0 Pulled from Consent Agenda

Minor edits noted for policy 2.08. Policy 2.17, section 2 a) add "or another board member as designated by the executive committee".

MOVED BY: Ejaye McComb

SECONDED BY: Susan Boron

BE IT RESOLVED THAT policy numbers 2.08 and 2.17 be approved with revisions as noted.

CARRIED

7.0 Finance Committee

7.1 Committee Report

7.2 Financial Statements

Acting Finance Chair Sean McMurray reported that the committee met May 24, 2023 and finance is projecting a small surplus of \$25,000 for FY22-23. One time funding received in March (\$680,00). The Finance Manager explained that the surplus sits in donations/fundraising. It was also explained that some staff are a shared resource, so those hours are coded across departments now rather than coded to a single program.

MOVED BY: Yvonne McCutcheon

SECONDED BY: Lynda Legge

BE IT RESOLVED THAT the May 2023 report of the Finance Committee be accepted as presented.

CARRIED

(Dave Evans departed 7:50 pm)

8.0 Governance Committee Report

Susan Boron reported that quorum was not achieved for May meeting however she did wish to pass along a couple of updates informally.

ONCA policy review is underway. Terms of office for board reviewed. Lynda Legge's term is complete as of July 2023. Actively recruiting for board vacancies. Self assessment survey went out and has provided some insight into possible education topics. A new survey on board engagement has been written and will be available to send soon.

MOVED BY: Ejaye McComb

SECONDED BY: Yvonne McCutcheon

BE IT RESOLVED THAT the May 2023 report of the Governance Committee be accepted as presented.

CARRIED

9.0 QI Committee Report

Chair Lynda Legge reported that the committee met May 23 with full attendance. A critical incident decision tree has been developed. Managers will be reviewing with roll-out expected in late summer. Staff training planned.

Update on QIP for 2022-23:

Goal 1 - Client feedback blitz. Surveys have commenced and will take place until end of June. Goal is to collect 235 surveys (25% return rate increase). This is a customized CMHA survey. 64 surveys collected already; 34 from the blitz and 30 year-to-date from ongoing surveys. Ipads provided for each site. Facilitators available to assist clients with the surveys.

Goal 2 - Data quality. Root cause analysis completed and identified that training is necessary in order to improve data collection. Will incorporate three more audits to measure progress.

Goal 3 – Outreach Project. Assessment tool decided upon. This will support a recovery plan and measure progress and outcomes for each individual. Staff will receive training on the tool and initial client assessments will occur in July and August. Expected that learnings can be parlayed over to other program as well.

Goal 4 - DBT Groups. This project is support by EQUIP. A survey of the DBT program has been developed, tested and will be provided to DBT graduates. Going forward, individuals in DBT will do a pre and post survey. Biannual meetings with DBT facilitators planned with first one to be held September 2023. A presentation to EQUIP in Toronto is upcoming.

QI Committee also discussed risk mitigation. An emergency preparedness exercise was recently held. HR are revising emergency plans based on learnings from the exercise.

As of September 2023, the QI Committee Chair will be Lindsey Glazier. Lynda Legge was commended for her involvement and guidance to this committee since it was created in November 2021.

MOVED BY: Yvonne McCutcheon

SECONDED BY: Paul Biggin

BE IT RESOLVED THAT the May 2023 report of the Quality Improvement Committee be accepted as presented.

CARRIED

10.0 Fundraising Committee Report

Ride Don't Hide (RDH) is underway. Planning committee meeting every 2 weeks. Community ride is the focus. Committee discussed having a minimum fundraising goal per person but RDH planning committee felt it disincentivizes people.

Call with Blackbaud has occurred and CMHA will be re-onboarded once the fundraising coordinator position is filled.

Committee looking at major gifts; developing pipeline and process.

Committee will also be a vetting mechanism for third party events.

MOVED BY: Susan Boron

SECONDED BY: Ejaye McComb

BE IT RESOLVED THAT the May 2023 report of the Fundraising Committee be accepted as presented.

CARRIED

11.0 Declaration of Compliance

MOTION #2023-05

MOVED BY: Paul Biggin

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the Board of the Canadian Mental Health Association Grey Bruce authorizes the Chair of the Board, Sean McMurry, to declare that after making inquiries of the Chief Executive Officer and other appropriate officers of the agency, that to the best of the Board's knowledge and belief, the Canadian Mental Health Association Grey Bruce has fulfilled, its obligations under the Agreement in effect during the Applicable Period.

CARRIED

12.0 CEO Report

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

Balanced scorecard work continues, and CEO hopes to bring that forward in the next few months at which time it will replace the Cascade report.

MOVED BY: Lynda Legge

SECONDED BY: Paul Biggin

BE IT RESOLVED THAT the May 2023 report of the Chief Executive Officer be accepted as presented.

CARRIED

13.0 In-Camera

MOVED BY: Lynda Legge

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the board proceed to in-camera discussion at 8:35 pm.

CARRIED

MOVED BY: Ejaye McComb

SECONDED BY: Susan Boron

BE IT RESOLVED THAT the board resume its regular meeting at 8:39 pm.

CARRIED

14.0 Information Items/Board Correspondence - Information as noted in Board package.

Susan Boron attended an event during National Police Week in which MMHART received recognition from Hanover Police Services. Positive comments from police regarding MMHART as crisis diversion has been very successful.

15.0 Meeting Evaluation

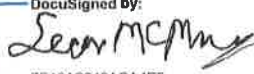
16.0 Adjournment

There being no further business, the Chair moved that the meeting be adjourned at 8:40 pm. Next meeting: date and location to be determined.

APPROVED MINUTES

Minutes taken by: Brenda O'Neill

Approved on: June 22, 2023

DocuSigned by:
Chair: 
7E40A2640ACA4E5...

Sean McMurray

Secretary:


Clark MacFarlane