



Minutes of Board of Directors Meeting  
 April 24, 2024, 5:15 – 8:00 pm  
 CMHA Office, 1024 2<sup>nd</sup> Ave. East, Owen Sound

**Present:** Paul Biggin, Beth Debrone, Claudia den Boer, Mikayla Greig, Lynda Legge, Tim Lewis, Karen Linner, Ginelle MacDougall, Ejaye McComb, Yvonne McCutcheon, Scott McKay, Sean McMurray, Stephen Musehl, Anita Sultmanis

**Regrets:** Susan Boron, Lindsey Glazier, Scott Murphy

**Guests:**

**1.0 Welcome and Land Acknowledgement**

The meeting was called to order at 5:05 pm. Quorum achieved. Chair Sean McMurray opened the meeting with the land acknowledgement.

**2.0 Introductions**

Stephen Musehl was welcomed to his first official Board meeting as CEO.

**3.0 Conflict of Interest Declarations**

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

**4.0 Consent Agenda**

**MOVED BY: Karen Linner**

**SECONDED BY: Ejaye McComb**

Be it resolved that the consent agenda consisting of the March 27, 2024 minutes, meeting feedback and policy number 2.32 be accepted as presented.

**CARRIED**

**5.0 Review and Approval of Agenda**

**MOVED BY: Yvonne McCutcheon**

**SECONDED BY: Ginelle MacDougall**

Be it resolved that the agenda for the Board meeting of April 24, 2024 be approved as presented.

**CARRIED**

**6.0 Pulled from Consent Agenda - None**

**7.0 Governance Committee**

7.1 Meeting Report

Paul Biggin reported that the committee last met on April 10<sup>th</sup>.

As recommended by the Board, the committee is reviewing policy 2.31, Board Self-Evaluation with particular attention to the need to ensure there's an adequate way to provide feedback on the performance of the Board Chair. This may simply be added to the existing survey that's completed following meetings however the Board Chair also

suggests an annual survey. Paul Biggin will be reviewing all current surveys and making recommendations. He noted that some surveys may be eliminated if considered redundant. Accreditation Canada standards to be considered in the review as well.

A stakeholder map being developed by Beth Debrone.

Committee is considering formalizing the nomination process for board executive. This was a learning from the CMHA Ontario Governance Symposium.

Board member orientation upcoming. Date and location to be determined.

- 7.2 Executive Roles – Treasurer, Secretary  
Start date for new Board Treasurer is not yet determined. Board Chair to advise once this has been revisited with the Board Member identified as ideal candidate.

As per bylaw 11.1.2, the “CEO shall serve as secretary unless otherwise determined by resolution of the Board”, it was noted that Stephen Musehl will now serve as Board Secretary. All in agreement.

**MOVED BY: Ejaye McComb**

**SECONDED BY: Anita Sultmanis**

Be it resolved that the April 2024 report of the Governance Committee be accepted as presented.

**CARRIED**

## **8.0 Quality & Risk**

Beth Debrone provided a first draft of a scorecard. Baseline data collected. Wait times and length of stay indicated. Exit disposition an area to improve data collection. Training being planned to ensure all users are collecting in the same manner. *Greenspace* platform being piloted, GuardingMinds survey work ongoing and technology footprint being audited for efficiencies and cost savings.

Incident report. No concerns noted. Correlation of events will be possible as data and reporting mechanism is enhanced.

## **9.0 Organizational & System**

This is first formal presentation of the strategic priorities report that was proposed at an earlier Board meeting. No questions nor concerns noted. Full endorsement for the reporting mechanism.

## **10.0 Finance Committee Report**

### **10.1 Meeting Report**

Sean McMurray reported that the committee last met on April 23<sup>rd</sup>.

Insurance costs have risen approximately 8% over the previous year. A Request for Proposal process will be undertaken for next renewal to ensure best coverage and premium possible.

Nortowne office lease was discussed. Based on the information available to this committee, comments received from legal counsel plus risk considerations of a month-to-month

situation, there was agreement to sign the 5-year renewal for space at Nortowne which houses administration, addictions, court support, and MMHART staff.

Investment policy being written which will come before the Board for approval once finalized.

- 10.2 MSA & Declaration of Compliance  
Tabled until financial statements are fully prepared.

**MOVED BY: Ginelle MacDougall**

**SECONDED BY: Yvonne McCutcheon**

Be it resolved that the April 2024 report of the Finance Committee be accepted as presented.

**CARRIED**

**11.0 In Camera**

**MOVED BY: Lynda Legge**

**SECONDED BY: Paul Biggin**

Be it resolved that the board proceed to in-camera discussion at 6:39 pm.

**CARRIED**

**MOVED BY: Ejaye McComb**

**SECONDED BY: Anita Sultmanis**

Be it resolved that the board resume its regular meeting at 7:42 pm.

**CARRIED**

**12.0 Information Items/Board Correspondence - Information as noted in Board package**

**13.0 Meeting Evaluation**

**14.0 Adjournment**

The Board presented outgoing CEO, Claudia den Boer with a thank you gift.

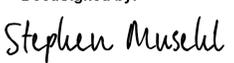
There being no further business, the Chair moved that the meeting be adjourned at 7:45 p.m.

Next meeting: May 22, 2024, 5:00 pm, 1024 2<sup>nd</sup> Ave East, Owen Sound.

Minutes taken by: Brenda O'Neill

Approved on: May 22, 2024

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 Chair: \_\_\_\_\_  
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 Secretary: \_\_\_\_\_  
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 Stephen Musehl