



**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** January 28 2014

**Time:** 5:15 p.m.

**Location:** CMHA Board Room

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**Chair:** Shirley Hanlon, Chair

**Recorder:** Josie Melanson

<b>Board Members Present</b>	Kyle Burnside, Brian Crockett, Fraser de la Plante, Shirley Hanlon, Jodi Helps, Paul Hess, Mary Anne Silverthorn, Louise Wdowczyk, Jennifer Ormsby, Shanda Whittman, Bruce Genge
<b>Leadership Present</b>	Mike McMahon, Carrie Heron, Lynn Wardell
<b>Regrets</b>	Pat Baigent

AGENDA ITEM		ACTION REQUIRED
1.0	<b>Welcome and call to Order</b> Shirley Hanlon called the meeting to order at 5:15 pm.	
2.0	<b>Declaration of Conflict</b> – No conflicts declared.	
3.0	<b>Consent Agenda</b> <b>MOVED:</b> Mary Anne Silverthorn <b>SECONDED:</b> Louise Wdowczyk <b>BIRT:</b> CMHA-Oxford Board of Directors approves the amended Consent Agenda. <b>CARRIED:</b> Unanimous	
3.1	<b>Financial Report</b> – A brief question and answer period was held regarding explanations of balances regarding advertising.	
3.2	<b>Executive Directors Report</b> – Mike McMahon provided Executive Director’s Report	
3.3	<b>Nominating Committee Report</b> - nothing to report at this time	
4.0	<b>Additions and Approval of the Agenda</b> Shirley Hanlon - 5.2 Correspondence Fraser de la Plante – 6.9 Wait times Carrie Heron – 6.10 Budget Housing Jodie Helps – 6.11 Merger Approval of the Amended Agenda Motion to approve the Amended Agenda. <b>MOVED:</b> Louise Wdowczyk <b>SECONDED:</b> Fraser de la Plante <b>BIRT:</b> CMHA-Oxford Board of Directors approves the amended agenda. <b>CARRIED:</b> Unanimous	
5.0	<b>Approval of the Previous Minutes</b>	
5.1	Motion to approve the minutes of Nov 26 2013 as amended. <b>MOVED:</b> Brian Crockett <b>SECONDED:</b> Jodi Helps <b>BIRT:</b> CMHA-Oxford Board of Directors approves the minutes November 26, 2013 as amended.	

	<b>CARRIED:</b> Unanimous	
5.2	<p><b>Correspondence</b>  Shirley Hanlon received and read a letter of resignation from Rosilee Peto, Past Chair and Director of CMHA. Shirley Hanlon to compose a letter of thank you.  Motion to accept, with regret, the resignation of Rosilee Peto.  <b>MOVED:</b> Mary Anne Silverthorn  <b>SECONDED:</b> Fraser de la Plante  <b>BIRT:</b> CMHA-Oxford Board of Directors to accept, with regret, the resignation of Rosilee Peto.  <b>CARRIED:</b> Unanimous</p>	
6.0	<b>New Business</b>	
6.1	<p><b>Strategic Planning:</b> Mike McMahon indicated that each of the Board Members received a survey to complete. Mike reported on a telephone reference check he and Chair, Shirley Hanlon participated in. The outcome was very positive as to the skills that Ted Ball has and utilizes with Board Strategic Planning. Discussion ensued regarding the dates for CMHA Oxford Strategic Planning Retreat. There appeared to be some challenges. The Board Members will receive a poll from Mike McMahon as to what dates the Board members could be available for the Retreat.</p>	Board Members to respond to poll ASAP
6.2	<p><b>Accreditation Decision and Summary</b> – Mike McMahon indicated that CMHA Oxford has only to complete one more item. If extra accreditation standing is to be pursued then additional paper work would need to be completed before July.</p>	
6.3	<p><b>Community One-Time Infrastructure Funding</b> – Mike McMahon indicated that CMHA Oxford and OSHN have each been approved for one time infrastructure funding from the SW LHIN. The funding will allow changes to the existing CMHA Oxford Woodstock office to accommodate OSHN.</p>	
6.4	<p><b>Report on Thank-A-Donor Experience</b> – Shirley Hanlon discussed a new initiative where volunteers would call donors and thank them for their contribution to CMHA Oxford. This is not a request for more money. Shirley Hanlon called seven of our major donors in December 2013 and reported a very positive experience with each of our benefactors. It was proposed that an adhoc committee be formed soon to look at donor stewardship.</p>	Formation of Board Stewardship Committee
6.5	<p><b>Women and Wellness</b> – Shirley Hanlon informed the Board of the CMHA Women &amp; Wellness initiative started by CMHA New Brunswick. Shirley Hanlon received an invitation to attend a Women and Wellness event go in the Niagara region on Feb 20 2014. Donations from the Women and Wellness event go to the local CMHA Branch. At these events a guest speaker tells about her journey with mental illness. Please see Shirley if you wish to attend in Niagara.</p>	
6.6	<p><b>Governance Education Session – South West LHIN</b> – The South West LHIN is hosting three full-day governance education sessions throughout the LHIN, open to all health service providers board governors and administrators. Anyone wishing to attend please see Mike McMahon.</p>	
6.7	<p><b>Update on Board Calendar</b> – Shirley Hanlon presented an updated calendar.</p>	
6.8	<p><b>Board “Job Shadowing” experience feedback</b> – Shirley Hanlon discussed her enlightening experience with job shadowing the newsletter group meeting. Client newsletter is available on the CMHA Oxford website. <a href="http://oxfordcounty.cmha.ca/files/2013/06/summer-2013.pdf">http://oxfordcounty.cmha.ca/files/2013/06/summer-2013.pdf</a> Anyone on the Board interested in “job shadowing” please contact Josie Melanson.</p>	
6.9	<p><b>News Article on Wait Times</b> - Fraser de la Plante submitted an article from Friday Jan 24 2014 in the Tillsonburg paper. This article was also in the Woodstock Sentinel Review. <a href="http://www.woodstocksentinelreview.com/2014/01/22/wait-times-for-mental-health-treatment-counselling-and-case-management-in-oxford-are-spiraling">http://www.woodstocksentinelreview.com/2014/01/22/wait-times-for-mental-health-treatment-counselling-and-case-management-in-oxford-are-spiraling</a> Wait-times for mental health treatment counselling and case management in Oxford are spiraling. An enlightening discussion was held regarding adequate medical staff and wait times for clients. Shirley Hanlon will compose a letter for the Board to review that can be sent to the Editor in response to this article.</p>	

6.10	<p><b>Budget for Housing Program</b> - Carrie Heron presented the Ministry of Health and Long-Term Care, Private NP Operating budget and Mental Health &amp; Addictions Housing Programs Budget. Motion to approve the Ministry of Health and Long-Term Care Budgets. <b><u>MOVED:</u></b> Bruce Genge <b><u>SECONDED:</u></b> Jodi Helps <b><u>BIRT:</u></b> CMHA-Oxford Board of Directors to approve the Ministry of Health and Long-Term Care Budgets <b><u>CARRIED:</u></b> Unanimous</p> <p>Motion to amend the motion to approve the Ministry of Health and Long Term Care Budgets in principal, subject to review of the Finance Committee and to be reviewed at the next Board of Directors meeting on Feb 25 2014. <b><u>MOVED:</u></b> Brian Crockett <b><u>SECONDED:</u></b> Paul Hess <b><u>BIRT:</u></b> CMHA-Oxford Board of Directors to approve the Ministry of Health and Long-Term Care Budgets in principal, subject to review of the Finance Committee and to be reviewed at the next Board of Directors meeting on Feb 25 2014. <b><u>CARRIED:</u></b> Unanimous</p>	
6.10	<p><b>Update on WOTCH merger</b> – Jodi Helps gave a brief update on the WOTCH merger. An announcement has been made that the new CEO will be Don Seymour (former ED of WOTCH) as of Feb 1 2014.</p>	
7.0	<p><b>IN-CAMERA SESSION</b> Motion to In-Camera. <b><u>MOVED:</u></b> Mary Anne Silverthorn <b><u>SECONDED:</u></b> Louise Wdowczyk <b><u>BIRT:</u></b> CMHA-Oxford Board of Directors motion to go In-Camera <b><u>CARRIED:</u></b> Unanimous</p>	
7.1	<p><b>RISE FROM IN-CAMERA SESSION</b> Motion to rise from In-Camera. <b><u>MOVED:</u></b> Bruce Genge <b><u>SECONDED:</u></b> Jennifer Ormsby <b><u>BIRT:</u></b> CMHA-Oxford Board of Directors motion to rise from In-Camera <b><u>CARRIED:</u></b> Unanimous</p>	
8.0	<p><b>Date of Next Meeting:</b> Next Board of Directors meeting will be February 25 2014 at CMHA-Oxford Woodstock Board Room 5:15 pm.</p>	
9.0	<p><b>Board Meeting Evaluation</b></p>	
9.0	<p><b>Adjournment</b> Motion to Adjourn meeting. Moved by: Bruce Genge</p>	

Time of Adjournment: 7.30 pm

Chair: \_\_\_\_\_  
Shirley Hanlon

Executive Director: \_\_\_\_\_  
Mike McMahon

Date: \_\_\_\_\_