



**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** May 26 2015      **Time:** 5:15 p.m.  
**Location:** CMHA Board Room      **Page:** 1 of 3  
**Chair:** Shirley Hanlon, Chair      **Recorder:** Josie Melanson

<b>Board Members Present</b>	Shirley Hanlon, Louise Wdowczyk, Mary Anne Silverthorn (left at 7pm), Jodi Helps (left at 8:15pm), Bonnie Hughes, Brian Crockett, Paul Hess, Michelle Priester, Shanda Whittman (arrived at 6:25pm)
<b>Leadership Present</b>	Mike McMahon, Lynn Wardell
<b>Regrets</b>	Jennifer Ormsby, Pat Baigent
<b>Guest</b>	Siobhan Murphy BDO

AGENDA ITEM		ACTION REQUIRED
1.0	<b>CMHA Oxford County Board Minutes as Presented</b> <b>Welcome and call to Order</b> Shirley Hanlon called the meeting to order at 5:15 pm.	
2.0	<b>Declaration of Conflict – No conflicts declared.</b>	
3.0	<b>Consent Agenda</b>	
3.2	Motion to approve Consent Agenda of May 26th, 2015. <u><b>MOVED:</b></u> Bonnie Hughes <u><b>SECONDED:</b></u> Louise Wdowczyk <u><b>BIRT:</b></u> CMHA-Oxford Board of Directors approves the Consent Agenda of May 26th, 2015. <u><b>CARRIED:</b></u>	
4.0	<b>Agenda for May 26 2015</b>	
4.1	<b>Additions / Changes to the May 26<sup>th</sup>, 2015 Agenda</b> Address 8.1 right after 5.1 following approval of the minutes	Deferred 7.0
4.2	Motion to approve the additions and/or changes the May 26 <sup>th</sup> , 2015 Agenda. <u><b>MOVED:</b></u> Brian Crockett <u><b>SECONDED:</b></u> Mary Anne Silverthorn <u><b>BIRT:</b></u> CMHA-Oxford Board of Directors approves the additions and/or changes to the May 26th, 2015 Agenda. <u><b>CARRIED:</b></u>	
5.0	<b>Approval of the Minutes for April 28th, 2015</b>	
5.1	Motion to approve the minutes of April 28th, 2015. <u><b>MOVED:</b></u> Brian Crockett <u><b>SECONDED:</b></u> Paul Hess <u><b>BIRT:</b></u> CMHA-Oxford Board of Directors approves the minutes April 28th, 2015. <u><b>CARRIED:</b></u>	
7.0	<b>Correspondence – Shirley Hanlon indicated that she received three letters.</b> 1. 2015 Quality Symposium June 4, 2015 at the Stratford Rotary Complex This year's theme is <i>Partners in Quality: Working Together to Transform the Health System</i> . The Quality Symposium will offer participants an overview of health system	

	<p>transformation happening across Canada and across the province.</p> <p>2. June 5 2015 Grand Opening of Harvey Woods Lofts. A formal presentation will take place at 3:30pm. Semi-guided tours to follow. All are welcome.</p> <p>3. June 11, 2015 - Woodstock Cowan Park, Banquet Hall, 895 Ridgewood Dr. All LHINs produce a three year plan for the local health system that describe its vision, priorities, strategies and proposed outcomes. The plan, called an Integrated Health Service Plan (IHSP), identifies strategic directions and steps to take to make our overall vision of an improved health system a reality.</p>	
<b>8.0</b>	<b>Business Arising</b>	
<b>8.1</b>	<p><b>Financial Reporting to Feb 28 2015 –</b> Siobhan Murphy from DBO presented and reviewed the 2014-2015 Financial Statements. Questions and answers followed.  Motion to accept the Financial Reporting for the 2014-2015 fiscal year from BDO.  <b>MOVED:</b> Jodi Helps  <b>SECONDED:</b> Paul Hess  <b>BIRT:</b> CMHA-Oxford Board of Directors accepts the Financial Reporting for the 2014-2015 fiscal year from BDO.  <b>CARRIED:</b></p>	5.30pm
<b>6.0</b>	<p><b>Board Education –</b> Lynn Wardell presented an overview of the “Walk in Counselling Program”. The main goal of Oxford County’s “Walk in Counselling Program” is to provide an outreach counselling service that is personalized, coordinated, accessible, impactful and timely. Programs will be located in Norwich, Tavistock, Ingersoll, Tillsonburg and Woodstock. The proposed start date is June 17, 2015 with initial soft launch in Tillsonburg.</p>	6.00pm
<b>10.0</b>	<p><b>In Camera Session –</b>  Motion to go In-Camera regarding Human Resources  <b>MOVED:</b> Mary Anne Silverthorn  <b>SECONDED:</b> Louise Wdowczyk  <b>BIRT:</b> Oxford Board of Directors go In-Camera regarding Human Resources  <b>CARRIED:</b></p>	6.30
<b>11.0</b>	<p><b>Rise from In Camera Session –</b>  Motion to rise from In-Camera.  <b>MOVED:</b> Jodi Helps  <b>SECONDED:</b> Paul Hess  <b>BIRT:</b> Oxford Board of Directors rise from In-Camera.  <b>CARRIED:</b></p> <p>Motion for the Executive Director to receive the annual performance incentive pay in the amount of 5% of \$98,600.00, base salary.  <b>MOVED:</b> Bonnie Hughes  <b>SECONDED:</b> Michelle Priester  <b>BIRT:</b> Motion for the Executive Director to receive the annual performance incentive pay in the amount of 5% of \$98,600.00, base salary.  <b>CARRIED:</b></p>	8.00 pm
<b>8.2</b>	<p><b>Update on Board Policy</b> (new Policies required as delegated from Bylaw Review Committee)  -Finance Committee Policy - Executive Committee Policy - Nominating Committee Policy</p>	Deferred
<b>8.3</b>	<b>Update on Quality and Safety Committee –</b>	Deferred
<b>8.4</b>	<b>Women and Wellness -</b>	Deferred

8.5	<b>Update on Ride, Don't Hide –</b>	Deferred
8.6	<b>Planning for AGM June 23 2015</b> – Shirley Hanlon indicated that the June 23 2015 Annual General Meeting will be held off site. (TBD) Each attendee will pay a \$15 fee towards their meal.	8..05pm
8.7	<b>Strategic Planning Update -</b>	deferred
3.1	<b>Executive Director Summary Report</b> – Mike McMahon answered question regarding the ED summary.	8:15pm
9.0	<b>New Business</b>	
9.1	<b>Update of Board Recruitment</b> – Mary Anne Silverthorn indicated that she currently has three candidates to interview. A discussion was held regarding qualifications.	.
9.3	<b>Financial Reports</b> – education for all Board members.	deferred
12.0	<b>Date of Next Meeting:</b> Next Board of Directors meeting will be June 23 2015 AGM – Location TBA.	
13.0	<b>Board Meeting Evaluation</b> – verbal feedback	.deferred
14.0	<b>Adjournment</b> Motion that the CMHA Board of Directors Board meeting adjourn at 8:30pm <b>MOVED:</b> Louise Wdowczyk	8:30pm

Chair: \_\_\_\_\_ Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_