



BOARD OF DIRECTORS MEETING MINUTES

Date: November 26th, 2013 **Time:** 5:15 p.m.
Location: CMHA Board Room **Page:** 1 of 3
Chair: Shirley Hanlon, Chair **Recorder:** Josie Melanson

Board Members Present	Kyle Burnside, Brian Crockett, Fraser de la Plante, Shirley Hanlon, Jodi Helps, Paul Hess, Rosilee Peto, Mary Anne Silverthorn, Louise Wdowczyk, Paul Hess
Leadership Present	Mike McMahon, Carrie Heron, Lynn Wardell
Regrets	Rosilee Peto, Bruce Genge, Pat Baigent

AGENDA ITEM		ACTION REQUIRED
1.0	Welcome and call to Order Shirley Hanlon called the meeting to order at 5:15 pm.	
2.0	Declaration of Conflict – No conflicts declared.	
3.0	Consent Agenda	
3.1	Financial Report – A brief question and answer period was held regarding explanations of rental revenue and donations.	
3.2	Chair’s Report from CMHA Ontario meeting Sept. 27/28 2013 – Shirley Hanlon gave a brief report on the two day event. It provided the opportunity to connect with other Branch Chairs from across Ontario, as well as those on the Ontario Board.	
3.3	Nominating Committee Report - Mary Anne Silverthorn was named as chair for the committee. An ad was placed in local papers to recruit candidates to fill the two vacancies.	
4.0	Additions and Approval of the Agenda Under New Business Quality Improvement 6.10	
5.0	Approval of the Previous Minutes Motion to approve the minutes of October 22 nd , 2013. MOVED: Louise Wdowczyk SECONDED: Fraser de la Plante BIRT: CMHA-Oxford Board of Directors approves the minutes of Oct 22 nd , 2013. CARRIED: Unanimous	
6.0	Additions and Approval of the Agenda: Under New Business – Quality Improvement and risk management. 6.10 Motion to Approval the Agenda as amended: MOVED: Mary Anne Silverthorn SECONDED: Brian Crockett BIRT: CMHA-Oxford Board of Directors approves the agenda as amended. CARRIED: Unanimous	
6.0	New Business	

6.1	By Law Review: Mary Anne Silverthorn, Bruce Genge and Brian Crockett to meet in November.	Deferred
6.2	Accreditation Mock Tracer – Mike McMahon thanked board members for attending the Mock Tracer on Oct 4 th , 2013. It was a valuable tool for the upcoming Accreditation survey. The survey will be on Dec 9 th , 10 th , and 11 th , 2013.	
6.3	Board of Directors Self-Evaluation Survey update –	Deferred
6.4	Discussion of Review of the 3 Governance Policy samples – Mike McMahon distributed a draft of the CMHA Oxford County Manual of Board Polices for review. Discussion was held for additions and changes that should be added. It was agreed that the Committee reviewing the By-Laws would also review the draft Board Policy Manual.	Mike McMahon to provide clean copy of Draft to Louise Wdowczyk.
6.5	Overview of Agenda for Oct 24th, IHSP meeting in Ingersoll – Discussion was held and agreed that a number of the Board Members would attend the meeting. IHSP meeting is to focus on making a difference in key areas to support people to live healthy, independently and safely at home. South West LHIN is looking for a strategic direction.	
6.6	Board Orientation - binders not ready yet Oxford County Mental Health & Addictions Network – Mike McMahon presented how CMHA Oxford branched is engaged with LHIN Partners locally at the Oxford County Mental Health and Addictions Network. Additionally the Board learned about how the Network is engaged with Southwest LHIN partners at the Southwest Addiction and Mental Health Coalition. Oxford Human Service and Justice Coordinating Committee – “ Shadow ” Orientation Opportunity – Board members were encouraged to participate in a “Shadowing” employees from CMHA Oxford opportunity to better understand the services that are provided.	Deferred Deferred Board members are to contact Josie with three available dates.
6.7	Declaration of Compliance – Mike McMahon distributed a copy of Schedule G – Form of Compliance Declaraton. This Form is to be sent each year to the LHIN to comply with the Local Health System Integration Act, 2006. This states that to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligations under the accountability agreement (the “M-SAA”) in effect during the Applicable Period.	
6.8	Oxford Self Help Network Update – Mike McMahon indicated that OSHN will be moving into CMHA Oxford facility on May 1 2014. Discussion was held in regards to putting a name to the CMHA Oxford building.	
6.9	Vice Chair Report on National -	Deferred
6.10	Quality Improvement and Risk Management – Mike McMahon requested a Board member to sit on a committee with staff to meet monthly/quarterly basis. Motion to approve Rosilee Peto sits on the Quality Improvement and Risk Management Committee. MOVED: Bruce Genge SECONDED: Brian Crockett BIRT: CMHA-Oxford Board of Directors approves Rosilee Peto sit on the Quality Improvement and Risk Management Committee. CARRIED: Unanimous	
7.0	IN-CAMERA SESSION Motion to approve CMHA Oxford goes In Camera. MOVED: Bruce Genge SECONDED: Brian Crockett BIRT: CMHA-Oxford Board of Directors goes in Camera.	

	CARRIED: Unanimous	
8.0	RISE FROM IN-CAMERA SESSION Motion to approve CMHA Oxford Rise from In-Camera. MOVED: Bruce Genge SECONDED: Louise Wdowczyk BIRT: CMHA-Oxford Board of Directors Rise from In-Camera CARRIED: Unanimous	
9.0	Date of Next Meeting: Next Board of Directors meeting will be Jan 28 2014 at CMHA-Oxford Woodstock Board Room 5:15 pm.	
10.0	MOVED: Bruce Genge BIRT: CMHA-Oxford Board of Directors Adjourn the Meeting. CARRIED: Unanimous	

Time of Adjournment: 7.30 pm

Chair: _____
Shirley Hanlon

Executive Director: _____
Mike McMahon

Date: _____