



BOARD OF DIRECTORS MEETING MINUTES

Date: September 22nd 2015 **Time:** 5:15 p.m.
Location: CMHA Board Room **Page:** 1 of 3
Chair: Brian Crockett, Chair **Recorder:** Josie Melanson

Board Members Present	Shirley Hanlon, Louise Wdowczyk, Mary Anne Silverthorn (left at 7pm), Jennifer Ormsby(came at 5:30pm), Brian Crockett,
Leadership Present	Jerrold Boyse, Jeff Patterson,
Regrets	Mike McMahon, Lynn Wardell, Pat Baigent
Absent	Michelle Priester Bonnie Hughes, Paul Hess

AGENDA ITEM	ACTION REQUIRED
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1.0	CMHA Oxford County Board Minutes as Presented Welcome and call to Order Brian Crockett called the meeting to order at 5:15 pm.	
2.0	Declaration of Conflict – No conflicts declared.	
3.0	Consent Agenda	
3.2	Executive Directors Summary – Mike McMahon answered questions from the Board regarding - CMHA Oxford’s new Web Site - Coordinator Access will have Addictions Services being the lead agency - Accreditation Canada final follow up, November 11, 2015.	
3.3	Motion to approve Consent Agenda of September 22 nd 2015. MOVED: Shirley McCall-Hanlon SECONDED: Jerrod Boyse BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda of September 22 nd , 2015. CARRIED:	
4.0	Agenda for September 22 nd , 2015	
4.1	Additions / Changes to the September 22 nd , 2015 Agenda 9.6 CMHA Oxford – Staff & Volunteer Appreciation and 30 th Anniversary Dinner	
4.2	Motion to approve the additions and/or changes the September 22 nd , 2015 Agenda. MOVED: Mary Anne Silverthorn SECONDED: Louise Wdowczyk BIRT: CMHA-Oxford Board of Directors approves the additions and/or changes to the September 22 nd , 2015 Agenda. CARRIED:	
5.0	Approval of the Minutes for May 26 th , 2015 Approval of the Minutes for July 23 rd , 2015 (Wilson House, Teleconference)	
5.1	Motion to approve the minutes of May 26 th , 2015. MOVED: Louise Wdowczyk SECONDED: Mary Anne Silverthorn	

	<p>BIRT: CMHA-Oxford Board of Directors approves the minutes May 26th, 2015.</p> <p>CARRIED:</p> <p>Motion to approve the minutes of July 23rd, 2015 (Wilson House, Teleconference)</p> <p>MOVED: Shirley McCall-Hanlon</p> <p>SECONDED: Jeff Patterson</p> <p>BIRT: CMHA-Oxford Board of Directors approves the minutes of July 23rd, 2015 (Wilson House, Teleconference)</p> <p>CARRIED:</p>	
6.0	<p>Board Education – Update on Walk-In-Counselling – Lynn Wardell indicated that the “Walk-In-Counselling” has been met with great success. 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. Schedule is as follows: Monday – Tillsonburg, Tuesday – Ingersoll, Wednesday – Tavistock and coming soon, Thursday – Norwich. A soft marketing approach will focus on a press release and launch of radio ads starting in October 2015.</p>	
7.0	<p>Correspondence – no correspondence presented at this time</p>	
8.0	<p>Business Arising</p>	
8.1	<p>Financial Reporting for 5 months ending August 31st, 2015 – Jerrod Boyse, CMHA Oxford new treasurer met with the Finance Committee for the first time on September 15th, 2015. He reported that it projection to year end will be provided in November with the 2nd Quarter Financials (to September 30th, 2015).</p> <p>Motion to approve the Financial reports ending August 31st, 2015.</p> <p>MOVED: Jennifer Ormsby</p> <p>SECONDED: Shirley McCall-Hanlon</p> <p>BIRT: CMHA-Oxford Board of Directors accepts the Financial Reporting ending August 31st, 2015.</p> <p>CARRIED:</p>	
8.2	<p>Quality and Client Safety Committee – Mike McMahon indicated that the Quality and Client Safety Committee met on July 7th, 2015. A Webinar (#1 How Quality is defined?) http://www.ocsa.on.ca/gi-tools-and-resources.html was viewed prior to the meeting. The committee struggled with using the MSAA statistical requirements to determine quality of care and possibly look at the additional Stats which contain more meaningful data.</p>	
8.3	<p>Strategic Plan – High Level Strategy – Mike McMahon discussed the summarized approach that CMHA Oxford would like to take in the next 3-5 years. This approach would increase the value of the health system for the people in Southwest Ontario. The Board has deferred the report until the next meeting, allowing members to review.</p>	Deferred – Mike to send out revised format.
9.0	<p>New Business</p>	
9.1	<p>Indwell Agreement for Subsidy & Space Sharing – Mike McMahon indicted that this agreement would provide housing subsidies to at least eight CMHA Oxford clients, housed at Harvey Woods Lofts. The initial term of the agreement will be two years with two automatically renewing terms of four years</p> <p>Motion to approve the Indwell Agreement for Subsidy & Space Sharing agreement.</p> <p>MOVED: Jeff Patterson</p> <p>SECONDED: Jerrod Boyse</p> <p>BIRT: CMHA-Oxford Board of Directors approves the Indwell Agreement for Subsidy & Space Sharing agreement.</p> <p>CARRIED:</p> <p>City of Woodstock Award – Jennifer Ormsby attended the City of Woodstock beautification ceremony. THE CITY BEAUTIFUL AWARDS; were established to give recongition, to those private, insututional and corporate citizens who have taken the time to beautify and maintain their properties thereby contributing to a more attractive neighbourhood and community. CMHA Oxford was</p>	

	presented with 1 st Place in the Institutional Category. The plaque will hang in the front entrance of CMHA.	
9.2	Ribfest – Mike McMahon indicated that the Woodstock Ribfest that was held early in September indicated on the ticket that CMHA Oxford (along with our logo) was noted as an official Charity partner. CMHA Oxford was not a partner and the event used our trademark without permission. Mike did make contact with the event coordinator but his calls are not being returned. CMHA Oxford will consider if formal steps need to be taken.	
9.3	Situation Table – (formally called Oxford Continuity) – Mike McMahon indicated that CMHA Oxford representatives meet with the Situation Table group that uses information sharing across services to identify individuals in need of immediate support. In sharing information across sectors we are able to build a complete picture of an individual’s needs and get them the help they need before crisis happens. The Situation Table is not an organization: it is a rapid and results driven conversation that happens once a week for an hour. It does not open cases but instead relies on the existing services in our community to execute an immediate and very client focused support plan, usually within less than 24 hours. Sharing information and working together.	
9.4	LHIN Community Engagement Session – September 15 th , 2015. Attended by Brian Crockett, Jeff Patterson, Jerrod Boyse and Shirley McCall-Hanlon. All CMHA Oxford Board Members that attended agreed that this was a very informative meeting. Community engagement refers to the methods by which LHINs and HSPs interact, share and gather information from and with their stakeholders. The purpose of community engagement is to inform, educate, consult, involve, and empower stakeholders in both health care or health service planning and decision-making processes to improve the health care system.	
9.5	Innerkip Umpire Association – Mike McMahon reported on funds donated by the Innerkip Umpire Association during a weekend tournament held the weekend of June 3 rd , 2015. CMHA Oxford received approximately \$6000 donations. (minus funds spend by CMHA Oxford for advertisement) Final dollar amount to be presented at next meeting.	Exact funds to be reported next meeting.
9.6	CMHA Oxford – Staff & Volunteer Appreciation and 30th Anniversary Dinner – Lynn Wardell indicated that a Staff & Volunteer Appreciation and 30 th Anniversary Dinner will be held this Fall. The tentative date is November 5 th , 2015 to be held at the Unifor Hall on Beale Street in Woodstock. Catering will be from Southgate Centre Catering Services. Louise Wdowczyk has volunteered to assist in the planning of event. Lynn will request additional volunteers from staff.	
10.0	In Camera Session – Motion to go In-Camera regarding Human Resources MOVED: Shirley McCall-Hanlon SECONDED: Louise Wdowczyk BIRT: Oxford Board of Directors go In-Camera regarding Human Resources CARRIED:	
11.0	Rise from In Camera Session – Motion to rise from In-Camera. MOVED: Louise Wdowczyk SECONDED: Jerrod Boyse BIRT: Oxford Board of Directors rise from In-Camera. CARRIED:	
12.0	Date of Next Meeting – October 27 th , 2015	
13.0	Board Meeting Evaluation – verbal feedback	
14.0	Adjournment Motion that the CMHA Board of Directors Board meeting adjourn at 6:51pm MOVED: Jennifer Ormsby	

Chair: _____
Brian Crockett

Executive Director: _____
Mike McMahon

Date: _____