



BOARD OF DIRECTORS MEETING MINUTES

Date: December 22nd, 2015 **Time:** 5:20 p.m.
Location: CMHA Board Room **Page:** 1 of 3
Chair: Brian Crockett **Recorder:** Josie Melanson

Board Members Present	Jerrod Boyse, Jeff Patterson, Mary Anne Silverthorn, Shirley McCall-Hanlon, Bonnie Hughes, Brian Crockett, Jennifer Ormsby
Leadership Present	Mike McMahon, Pat Baigent, Lynn Wardell, Fiona Wilson
Regrets	
Absent	Louise Wdowczyk, Paul Hess, Michelle Priester

	AGENDA ITEM	ACTION REQUIRED
1.0	CMHA Oxford County Board Minutes as Presented Welcome and call to Order Chair – Brian Crockett called the meeting to order at 5:20 pm.	
2.0	Declaration of Conflict – No conflicts declared.	
3.0	Consent Agenda	
3.1	Executive Directors Summary – Mike McMahon answered questions from the Board regarding the Executive Directors Summary.	
3.2	Motion to approve Consent Agenda of December 22 nd , 2015. MOVED: Mary Anne Silverthorn SECONDED: Shirley McCall-Hanlon BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda of December 22 nd , 2015. CARRIED:	
4.0	Agenda for December 22 nd , 2015	
4.1	Additions / Changes to the December 22 nd , 2015 Agenda Under business arising 9.3 Peer Support Program – meeting update – Brian Crockett	
4.2	Motion to approve the additions and/or changes the December 22 nd , 2015 Agenda. MOVED: Jerrod Boyse SECONDED: Mary Anne Silverthorn BIRT: CMHA-Oxford Board of Directors approves the additions and/or changes to the December 22 nd , 2015 Agenda. CARRIED:	
5.0	Approval of the Minutes for November 24 th , 2015.	
5.1	Motion to approve the minutes of November 24 th , 2015 as presented. MOVED: Bonnie Hughes SECONDED: Mary Anne Silverthorn BIRT: CMHA-Oxford Board of Directors approves the minutes November 24 th , 2015. CARRIED:	
6.0	Correspondence – Board Engagement (deferred from November meeting)	

	Shirley McCall-Hanlon indicated that the next South West LHIN Board of Directors meeting is January 19, 2016 at the Tillsonburg District Multi-Service Centre, 96 Tillson Ave Tillsonburg, ON. (Room H in the Livingston Centre). At 2pm. Board members are encouraged to attend.	
7.0	Board Education – Board Policy Manual – Mike McMahon outlined the process by which the achievement of the VISION, MISSION and VALUES statement of the agency is the highest level instruction to the Executive Director. Actions taken towards this end must be prudent ethical and legal. This task has been assigned to the Executive Director by the board, with limitations provided in policy. The Dialogue suggested that the creation of a Governance/Policy Committee that will interpret Board Policy is best way to move forward. Jennifer Ormsby has volunteered to lead a committee doing this work and will be doing some self-education over the holiday season to get more comfortable with CMJA Oxford policy. Committee members will be invited at the January meeting.	
8.0	Financial Committee - Jerrod Boyse, CMHA Oxford treasurer reported that the Finance Committee met to review the financial statement of operations LHIN Funded Programs for the seven months ending October 31 st , 2015. Operations are tracking in the right direction. In December 2015 there will be a three pay month. Motion to accept the Financial Statement of Operations for LHIN Funded Programs for the seven months ending October 31 st , 2015. MOVED: Jerrod Boyse SECONDED: Shirley McCall-Hanlon BIRT: CMHA-Oxford Board of Directors accepts the Financial Statement of Operations for LHIN Funded Programs for seven months ending October 31st, 2015. CARRIED:	
8.1	Policy Interpretation: a) Financial Conditions and Activities – Jerrod Boyse indicated that the Finance Committee met to review the pay equity update and how it affects the budget. Suggestions for continual monitoring on risk management and bring it back to the board. Jerrod indicated that two candidates for CMHA Oxford 2016/2017 auditors submitted proposals. BDO (current auditor) and Millard's. Finance Committee met with Millard's and noted that Millard's is currently auditing other CMHA sites as well as a number of hospitals. In addition their quote is much lower than BDO. A special general meeting will be called in early January 2016. Jennifer Ormsby and Mike McMahon are looking into creating an internal Board Calendar listing each meeting so Board members will know what policy is coming up to be interpreted and bring to the Board to review. Shirley McCall-Hanlon indicated that it is critical that we work from the current report. b) Asset Protection – Wilson House update – Mike indicated that the potential sale of Wilson House is going slowly. Any proposal will be submitted for the Board to review.	
9.0	Business Arising	
9.1	Walk In Counselling update - Lynn Wardell gave an update on the Norwich Walk in Counselling. Norwich, the last of the clinic's to open, will be at the Emily Stowe Public School on Thursdays from 6:00-9:00pm. Since June 2015, 335 people have had appointments between the 5 locations. Woodstock Hospital/Ingersoll/Tavistock/Tillsonburg and Norwich.	
9.2	Strategic Plan Implementation – see 7. Board Education.	
9.3	Peer Support Program - Brian Crockett indicated that along with Lynn Wardell, Laura Earle, and Larry Woodhouse they attended a meeting hosted by the LHIN regarding the Peer Support Program. Brian indicated that it was educational and informative and would encourage other Board members to attend such meetings or programs offered by the LHIN..	
10.0	New Business	

10.1	Nominations Committee – recruiting and reappointment update – Mary Anne Silverthorn and Shirley McCall-Hanlon will be retiring after the 2016 Annual General Meeting after 6 years of volunteer service. CMHA Oxford will be looking to recruit 4 new Board members to have a full Board. Advertising will begin in early January to attract new members.	
10.2	Oxford Health Link Business Plan Proposal – is looking to collectively review health system utilization data and demographic information on the community’s highest cost health system users and identify the most significant health care gaps for the target population. The initial focus of the Oxford Health Link will be to those who have a high care need followed by those with 4+ chronic/high conditions. WACHC (Woodstock and Area Community Health Centre) will be receiving the funds. The Health Links Project Operations Team members will report directly to CMHA Oxford and WACHC lead organizations. In addition, there will be an informal advisory relationship between Operations Team Members and Steering Committee. 2014 06 19 Final Oxford Health Links Readiness Assessment to be email to Board Members.	
11.0	In Camera Session – Motion to In Camera for HR discussions. MOVED: Shirley McCall-Hanlon SECONDED: Mary Anne Silverthorn BIRT: CMHA-Oxford Board of Directors go In Camera for HR discussions. CARRIED:	
12.0	Rise from In Camera Session – Motion to Rise from In-Camera session. MOVED: Mary Anne Silverthorn SECONDED: Bonnie Hughes BIRT: CMHA-Oxford Board of Directors Rise from In-Camera session. CARRIED:	
13.0	Date of Next Meeting – January 26 2016	
13.0	Board Meeting Evaluation – verbal feedback	
14.0	Adjournment Motion that the CMHA Board of Directors Board meeting adjourn at 7.10pm MOVED: Brian Crockett	

Chair: _____
Brian Crockett

Executive Director: _____
Mike McMahon

Date: _____