



BOARD OF DIRECTORS MEETING MINUTES

Date: January 24th, 2017 **Time:** 5:15 p.m.
Location: CMHA Group Room **Page:** 1 of 3
Chair: Brian Crockett **Recorder:** Josie Melanson

Board Members Present	Jeff Patterson, Jacqueline Walsh, Michelle Priester, Brian Crockett, Louise Wdowczyk, Jennifer Ormsby, Marcin Egert, Paul Hess
Leadership Present	Mike McMahon, Lynn Wardell, Pat Baigent, Fiona Wilson
Regrets	Bonnie Hughes, Jerrod Boyse, Andrew Szasz
Absent	

AGENDA ITEM	ACTION REQUIRED
<p>CMHA Mission Statement – We pursue hope, recovery and resilience for all. CMHA Vision Statement - *Individuals are valued as a whole person *Dignity, respect and empowerment guide our relationships *Safe, Quality, multi-faceted mental health services are accessible and inclusive to a diverse community *Mental health services are close to home *There are no wait lists for services *Psychiatric services are timely, effective and meaningful *There are no transportation barriers to receive services *Mental health awareness and public education, erase stigma, breakdown barriers and promote health *Access to safe and affordable housing is readily available.</p>	
<p>1.0 Welcome and call to Order – CMHA Oxford Board Chair, Brian Crockett called the meeting to order. 5:15 p.m.</p>	
<p>2.0 Declaration of Conflict – no conflicts declared</p>	
<p>3.0 Consent Agenda</p>	
<p>3.1 Executive Monitoring & Interpretation – General Constraints on Executive Director</p> <ol style="list-style-type: none"> 1. Treatment of Staff - DEFERRED 2. Quality & Client Safety - DEFERRED <p>Boards Own Policy</p> <ol style="list-style-type: none"> 1. Boards Role – presented by Jeff Patterson 2. Board Meeting Evaluation – presented by Mike McMahon 	
<p>3.2 Executive Directors Summary – as presented</p>	
<p>3.3 Motion to approve Consent Agenda of Jan 24 2017. MOVED: Louise Wdowczyk SECONDED: Jacqueline Walsh BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda of Jan 24 2017. CARRIED: All</p>	
<p>4.0 Jan 24 2017 Agenda</p>	
<p>4.1 Additions / Changes – Add 9.1 Proposal for Future Maintenance of manual of Board Policies Add 9.2 Proposal for Additional Document control of Manual of Board Policies</p>	

5.0	Approval of the Minutes for Dec 20 2016.	
5.1	Motion to approve the minutes of as revised for Dec 20, 2016. MOVED: Michelle Walsh SECONDED: Jacqueline Walsh BIRT: CMHA-Oxford Board of Directors approves the minutes of Dec 20 2016. CARRIED: All	
6.0	Correspondence – SWLHIN Board Meeting Highlights – Dec 2016 – per Brian Crockett – Jan 3 rd , 2017 SWLHIN Holiday Greetings – per Brian Crockett – Jan 3 rd , 2017 OSHN Jan 2017 News Letter – Jan 3 rd 2017 SWLHIN Integration Activities – Jan 3 rd 2017 Executive Director Report – resent Jan 3 rd 2017 Health Chatt updates – Jan 3 rd 2017 Email from Bonnie Hughes – Jan 23 2017	
7.0	Board Education – nothing at this time	
8.0	Financial Committee – The November 2016 Statement of Operations – LHIN Funded Programs was presented. A one-time funding request has been sent to the LHIN to offset the predicted deficit in the 2016/2017 budget, LHIN staff have updated that the request is making its way through the approval process, but that some items did not qualify for one time funding of this type.	
9.0	Policy & Governance Committee – The policy committee met via teleconference on Jan 9 2017. The committee discussed the final draft of CMHA Policy regarding Duties and Responsibilities of Directors (formerly Directors Code of Conduct) Jeff Patterson also presented two other Policies: Future Maintenance of Manual of Board Policies, and Additional Document Control of Manual of Board Policies. Next Policy & Governance Committee meeting will be Feb 13 2017. Motion for CMHA Oxford County to approve the following Policies – Duties and Responsibilities (formerly Directors Code of Conduct), Future Maintenance of Manual of Board Policies and Additional Document Control of Manual of Board Policies. MOVED: Jeff Patterson SECONDED: Jennifer Ormsby BIRT: for CMHA Oxford County to approve the following Policies – Duties and Responsibilities (formerly Directors Code of Conduct), Future Maintenance of Manual of Board Policies and Additional Document Control of Manual of Board Policies. CARRIED: All	
10.0	Quality Improvement & Client Safety – 2016 Incident Summary - Mike McMahon presented a summary of 2016 incident reports and how every incident is investigated and tracked. Question period followed. Accreditation Postpone Letter – Mike McMahon presented a letter from Accreditation Canada giving CMHA Oxford a postponement until September 2018. The exact survey dates and the name of the surveyor(s) will be announced as soon as available.	
11.0	Business Arising	
11.1	OSHN/CMHA Integration Activity Summary – Mike McMahon presented an approved draft Policy: Integration Steering Committee. The Integration Steering Committee is an Ad Hoc committee of the CMHA Oxford Board of Directors and is delegated the role of monitoring and reporting on Executive Directors Compliance with the Integration Activity Summary, approved January 17, 2017 at SW LHIN. Reporting Timeline Updates will be Feb 28 2017, Mar 28 2017, April 25 2017 and final report and dissolution, June 27 2017. MOTION: Motion for CMHA Oxford Board of Directors to approve the Policy: Integration Steering Committee as presented. MOVED: Louise Wdowczyk SECONDED: Jacqueline Walsh	

	<p>BIRT: CMHA-Oxford Board of Directors approves the Policy: Integration Steering Committee as presented. CARRIED: All</p>	
11.2	<p>Nominating Committee – The following Board Members volunteered to be on the Nominating Committee. Jennifer Ormsby, Brian Crockett, Michelle Priester and Louise Wdowczyk as Chair, Advertising for Board positions should begin late February 2017.</p>	
12.0	<p>New Business</p>	
13.0	<p>In Camera Session – MOTION: Motion for CMHA Oxford Board of Directors goes In-Camera for Human Resources update. MOVED: Jeff Patterson SECONDED: Michelle Priester BIRT: CMHA-Oxford Board of Directors accepts the motion to go In-Camera for Human Resources update. CARRIED: All</p>	
14.0	<p>Rise from In Camera Session – MOTION: Motion for CMHA Oxford Board of Directors rise from In-Camera. MOVED: Jacqueline Walsh SECONDED: Michelle Priester BIRT: CMHA-Oxford Board of Directors to rise from In-Camera. CARRIED: All</p> <p>MOTION: Motion for CMHA Oxford Board of Directors grants Bonnie Hughes a two month leave of absence effective Jan 24 2017. MOVED: Marcin Egert SECONDED: Paul Hess BIRT: CMHA-Oxford Board of Directors grants Bonnie Hughes a two month leave of absence effective Jan 24 2017. CARRIED: All</p>	
15.0	<p>Date of Next Meeting – Feb 28 2017 CMHA Group Room</p>	
16.0	<p>Adjournment at 6:15 pm Motion: Motion for CMHA Oxford Board of Directors to adjourn the Jan 24 2017 meeting. MOVED: Michelle Priester SECONDED: Louise Wdowczyk BIRT: CMHA-Oxford Board of Directors accepts the motion to adjourn the Jan 24 2017 meeting. CARRIED: All</p>	

Chair - Brian Crockett

Executive Director – Mike McMahon

Date: