



**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** April 24, 2018      **Time:** 5:22 p.m.  
**Location:** CMHA Group Room      **Page:** 1 of 3  
**Chair:** Brian Crockett      **Recorder:** Josie Melanson

<b>Board Members Present</b>	Jacqueline Walsh, Jerrod Boyse, Jessica Smith, Brian Crockett, Paul Hess, Marcin Egert
<b>Leadership Present</b>	Pat Baigent, Lynn Wardell, Brenda Dobranski, Sarah Aalbers
<b>Regrets</b>	Jennifer Ormsby, Mike McMahon
<b>Guests:</b>	Lucy Forman, Kim Poole

AGENDA ITEM	ACTION REQUIRED
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	<p><b>CMHA Mission Statement</b> – We pursue hope, recovery and resilience for all.</p> <p><b>CMHA Vision Statement</b> - *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>	
1.0	<b>Welcome and call to Order</b> – Acting Chair Brian Crockett called the meeting to order at 5:22 pm.	
2.0	<b>Declaration of Conflict</b> – None so declared	
3.0	<b>Consent Agenda -</b>	
3.1	<p><b>Executive Monitoring &amp; Interpretation –</b></p> <ol style="list-style-type: none"> <li>1. Quality &amp; Client Safety</li> <li>2. Community Fund Development –Deferred until June 2018</li> </ol>	
3.2	<b>Executive Directors Summary</b> – as presented	
3.3	<p><b>Motion</b> to approve Consent Agenda April 24 2018 as presented  <b>MOVED:</b> Jerrod Boyse  <b>SECONDED:</b> Jacqueline Walsh  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Consent Agenda April 24 2018 as presented.  <b>CARRIED:</b> All</p>	
4.0	<b>Agenda</b> – April 24 2018	
4.1	<b>Additions/Changes</b> to April 24 2018 Agenda - none	
4.2	<p><b>April 24 2018 Agenda –</b>  <b>Motion</b> to approve Agenda of April 24 2018.  <b>MOVED:</b> Jerrod Boyse  <b>SECONDED:</b> Marcin Egert  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Agenda of April 24 2018.  <b>CARRIED:</b> All</p>	
5.0	<b>Approval of the Minutes</b>	
5.1	<p><b>Motion</b> to approve the minutes of March 27 2018  <b>MOVED:</b> Jacqueline Walsh</p>	

	<p><b>SECONDED:</b> Paul Hess  <b>BIRT:</b> CMHA-Oxford Board of Directors to approve the minutes of March 27 2018  <b>CARRIED:</b> All</p>	
6.0	<p><b>Correspondence –</b></p> <ul style="list-style-type: none"> <li>• CMHA Board Package for April 24 2018 – emailed April 20 2018</li> <li>• Ed Summary – emailed April 23 2018</li> <li>• Reminder for Board to complete the Accreditation Survey – emailed April 24 2018</li> <li>• Finance Report – emailed April 25 2018</li> </ul>	
7.0	<p><b>Board Education – Governance Function Review (Accreditation) -Lucy Forman and Kim Poole</b></p> <ul style="list-style-type: none"> <li>• Surveys and Standards</li> <li>• Accreditation Canada itemizes 13 standards with sub-items for Governance</li> <li>• Governance Functioning Tool: 34 Questions</li> <li>• Brevity of the tool results in lack of direct correlation between each response (flag) and standard.</li> <li>• Governance Self-assessment: Direct Correlation to standards to elucidate responses from the Governance Function Too.=l.</li> </ul>	
8.0	<p><b>Financial Committee – Jerrod Boyse</b>  Financial Conditions &amp; Activity Monitoring – Statement to March 31 2018</p> <ol style="list-style-type: none"> <li>Reviewed Q4 Draft Statement March 31 2018</li> <li>Auditors coming May 7 – 10 2018</li> <li>Meeting scheduled with Auditors and the Executive Committee</li> <li>2018 – 2019 Draft budget</li> <li>Wilson House sale is complete</li> <li>YNCU Line of credit has been paid</li> </ol>	
9.0	<p><b>Policy &amp; Governance Committee – Brian Crockett</b></p> <ul style="list-style-type: none"> <li>• Mike McMahon and Brian Crockett have scheduled a meeting for May 3 2018</li> <li>• Issues about the policies will be brought back to the Board for the next meeting</li> </ul>	
10.0	<p><b>Quality Improvement and Client Safety -</b></p> <ul style="list-style-type: none"> <li>• As part of Accreditation CMHA will have to change the Terms of reference as they are currently outside the limitations</li> <li>• Minutes of March 27 2018 presented</li> <li>• MASS benchmark training to staff on data collection for continuity</li> <li>• Starting to roll out measures – stats training, Brief Model, Recovery Model</li> <li>• Meetings are scheduled prior to Board meetings in hopes that a couple of Board members will join in</li> <li>• Next meeting July 24 2018</li> </ul>	
11.0	<p><b>Nominating Committee – Jacqueline Walsh</b></p> <ul style="list-style-type: none"> <li>• Jacqueline reported CMHA Oxford has received an additional 8 applications</li> <li>• Two prior applications have been accepted</li> <li>• Broad range of skills will be brought to the Board this year</li> </ul>	
12.0	<p><b>Business Arising –</b></p>	
12.1	<p><b>Executive Committee – update</b></p> <ul style="list-style-type: none"> <li>• Plan for Executive Performance Review – look at how to get input from agency staff</li> <li>• Develop Revised Executive Limitations Policy – Delegation to the Executive Director – Meeting May 3 2018</li> </ul>	
13.0	<p><b>New Business</b></p>	
13.1	<p><b>CMHA Elgin Update</b></p> <ul style="list-style-type: none"> <li>• CMHA Elgin Investigation Report April 9 2018 – The investigation focused on three distinctive objectives 1) Governance oversight, 2) Management Oversight, and 3) Operations &amp; Financial management\</li> <li>• Recommended that future evaluations of the Executive Director a 360 component this time facilitated by a third party and</li> </ul>	

	<p>soliciting input from Board Members</p> <ul style="list-style-type: none"> <li>The Board Develop a strategy plan for the agency</li> </ul>	
14.0	<p><b>In Camera Session – 6.10pm</b>  <b>Motion</b> to go In-Camera for HR purposes  <b>MOVED:</b> Jacqueline Walsh  <b>SECONDED:</b> Paul Hess  <b>BIRT:</b> CMHA-Oxford Board of Directors to go In-Camera for HR purposes  <b>CARRIED:</b> All</p>	
15.0	<p><b>Rise from In Camera Session –</b>  <b>Motion</b> to go rise from In-Camera  <b>MOVED:</b> Jacqueline Walsh  <b>SECONDED:</b> Paul Hess  <b>BIRT:</b> CMHA-Oxford Board of Directors to go rise from In-Camera.  <b>CARRIED:</b> All</p>	
16.0	<p><b>Date of Next Meeting – April 24 2018</b></p>	
17.0	<p><b>ADJOURNMENT</b>  <b>MOTION:</b> The Board of CMHA Oxford adjourns the March 24 2018 meeting.  <b>MOVED:</b> Jerrod Boyse  <b>SECONDED:</b> Paul Hess  <b>BIRT:</b> CMHA-Oxford Board of Directors adjourns the March 24 2018 meeting.  <b>CARRIED:</b> All</p>	

Acting Chair: Brian Crockett

Executive Director – Mike McMahon

Date: