



**BOARD OF DIRECTORS MEETING MINUTES** Revised

**Date:** December 18 2018      **Time:** 5:20 p.m.  
**Location:** CMHA Whitelaw Room      **Page:** 1 of 3  
**Acting Chair:** Brian Crockett      **Recorder:** Josie Melanson

Board Members Leadership Regrets Absent Guest	Brian Crockett , Peter Harrison, Jessica Happl, Sherry Smith, Jacqueline Walsh, Paull Hess, Terri McCartney Lynn Wardell, Sarah Aalbers, Brenda Dobranski James Rijnveld Tiffany Birtch, Leroy Innanen
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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	<p><b>Welcome and call to Order</b> – Chair Brian Crockett called the meeting to order at 5:20 pm. Brian Crockett welcomed Leroy Innanen, Chartered Accountant from TCOBI Management Consulting and Contracting. Leroy will be supporting us in our Finance Department.</p>	
2.0	<p><b>Declaration of Conflict</b> – none so declared</p>	
3.0	<p><b>Consent Agenda</b> – Leroy Innanen, Chartered Accountant from TCOBI Management Consulting and Contracting. Leroy will be supporting us in our Finance Department</p>	
3.1	<p><b>Executive Monitoring &amp; Interpretation</b> –</p> <ol style="list-style-type: none"> <li>1. Employment Compensation &amp; Benefits - Deferred</li> </ol>	
3.2	<p><b>Executive Directors Summary</b> –</p>	
3.3	<p><b>Executive Committee</b> – no report</p>	
3.4	<p><b>Board Policy Review</b> –</p> <ol style="list-style-type: none"> <li>1. Role of the Board Chair - Deferred</li> <li>2. Orientation of New directors - Deferred</li> <li>3. Consent Agenda - Deferred</li> </ol>	
3.5	<p><b>Motion:</b> Motion to approve Consent Agenda  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Agenda of Nov 27 2018.  <b>MOVED:</b> Tiffany Birtch  <b>SECONDED:</b> Peter Harrison</p>	

	<b>CARRIED:</b> All	
4.0	<b>Agenda – Dec 18 2018</b>	
4.1	<b>Additions / Changes to the Agenda</b>	
4.2	<b>Motion:</b> Motion to approve the Agenda of Nov 27 2018 <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Agenda of Nov 27 2018. <b>MOVED:</b> Jaqueline Walsh <b>SECONDED:</b> Peter Harrison <b>CARRIED:</b> All	
5.0	<b>Minutes of Oct 23 2018</b> <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Minutes of Oct 23 2018. <b>MOVED:</b> Jessica Happl <b>SECONDED:</b> Jacqueline Walsh <b>CARRIED:</b> All	
6.0	<b>Correspondence –</b> 1. CMHA Board Package of Nov 27 2018 – emailed Nov 22 2018	
7.0	<b>Board Education – MHEART Presentation – Scott Morrison</b> MHEART is a new mobile crisis intervention program, also known as the Mental Health Engagement and Response Team, will be available in Oxford County. MHEART consists of CMHA crisis workers embedded with Oxford OPP and Woodstock Police. A crisis worker will accompany officers on mental health calls for service and can help police de-escalate a situation, determine whether there's a need to apprehend someone under the Mental Health Act or divert an individual to community-based mental health supports.	
8.0	<b>Financial Committee – Lynn Wardell/Brian Crockett</b> 1. Financial Planning/Budgeting 2019 – 2020 Budget – Deferred to Jan 2019 2. Finance Statements fund 2 & fund 3, ending Oct 2018 – In Camera 3. Budget forecast to March 31 2019 and Budget Restraint Plan – discussion – In Camera	
9.0	<b>Nominating Committee – Jacqueline Walsh</b> CMHA Board will actively seek two new Board members.	
10.0	<b>Quality Improvement and Client Safety – no report</b>	
11.0	<b>Client and Family Council – Next Meeting Dec 11 2018</b>	
12.0	<b>Business Arising –</b>	
13.0	<b>New Business</b>	
13.1	<b>Ride Don't Hide – CMHA Oxford is investigating as to continuing with the Ride Don't Hide fund raiser in May 2019.</b> Brenda to send out financial information to Board.	
13.2	<b>Back Office – CMHA Oxford has agreed to do the back office finances for the Community Health Centre, payroll starting Jan 1 2019 and payables/receivables April 1 2019.</b>	
13.3	<b>CMHA Ontario conference 2019 – Due to changes in the agenda, CMHA Oxford Board members will not be attending this year.</b>	
13.4	<b>Policy and Governance Committee – Board to review Terms of Reference</b>	
14.0	<b>In Camera Session</b> <b>BIRT:</b> CMHA-Oxford Board of Directors motion to go In Camera for Human Resources Discussion	

	<b>MOVED:</b> Jacqueline Walsh <b>SECONDED:</b> Peter Harrison <b>CARRIED:</b> All	
15.0	<b>Rise from In Camera Session</b> <b>BIRT:</b> CMHA-Oxford Board of Directors motions to rise from In Camera <b>MOVED:</b> James Rijneveld <b>SECONDED:</b> Jerrod Boyse <b>CARRIED:</b> All  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Minutes of Oct 23 2018. <b>MOVED:</b> Jessica Happl <b>SECONDED:</b> Jacqueline Walsh <b>CARRIED:</b> All	
16.0	<b>Date of Next Meeting</b> – Dec 18 2018 - potluck	
17.0	Board Meeting Evaluation <ul style="list-style-type: none"> <li>• To be completed after each meeting</li> </ul>	
18.0	<b>ADJOURNMENT</b> <b>BIRT:</b> Time to present interim Executive Director document to Lynn extended to end of December 2018.. <b>MOVED:</b> Jerrod Boyse <b>SECONDED:</b> Jacqueline Walsh <b>CARRIED:</b> All	

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Chair: Brian Crockett

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Interim Executive Director Lynn Wardell

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Date: