



BOARD OF DIRECTORS MEETING MINUTES

Date: Oct 25th, 2016 **Time:** 5:22 p.m.
Location: Tillsonburg Campus of Care **Page:** 1 of 4
Chair: Brian Crockett **Recorder:** Josie Melanson

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

AGENDA ITEM	ACTION REQUIRED
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	<p>Meet and Greet Members of the Tillsonburg Hospital Board 5:22pm Tillsonburg’s Hospital Chair, Mel Getty, indicated that the journey to have CMHA Oxford coming to the Campus of care started one year ago. This would give each an opportunity to learn from each other and plan a more coordinated level of care. Enhance healthcare delivery and achieve efficiencies improve patient access to high quality services. This concept whereby, a single location or site provides for a range of health care services from a range of service providers. The goal is to offer a range of healthcare services, to make it easier for patients and family having to navigate the healthcare system. It also minimizes confusion and offers one-stop shopping for patients and their families. CMHA Oxford Board Chair, Brian Crockett agreed that a safe, quality, multifaceted mental health services are accessible and inclusive to a diverse community. Mental health services are close to home. Mental health awareness and public education erase stigma break down barriers and promote health.</p> <p>Both agencies agreed that any questions or issues should be brought forward.</p>	
1.0	<p>Welcome and call to Order – CMHA Oxford Board Chair, Brian Crockett called the meeting to order. 5:45pm</p>	
2.0	<p>Declaration of Conflict – No conflicts declared.</p>	
3.0	<p>Consent Agenda Motion to approve Consent Agenda of October 25th, 2016. MOVED: Michelle Priester SECONDED: Jackie Walsh BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda of October 25th, 2016. CARRIED: All</p>	
3.1	<p>Community Fund Development -</p>	Deferred
3.2	<p>Executive Succession Monitoring – Mike McMahon submitted a revised Executive succession monitoring plan for the Board to review and is interpreted to mean that the Interim Executive Director would be able to serve in an interim role for up to one year if required by the Board of Directors.</p>	Follow up next meeting
3.3	<p>Executive Director’s Summary – Executive Director, Mike McMahon reported the wait list for clients continues to be low. Mike indicated that should a recovery client require service due to recurrence of illness, the clients may access service without a wait list. Board members are invited to job shadow an employee for learning to see how our professionals serve clients on the road to recovery.</p>	

4.0	<p>Agenda for October 25th, 2016, 2016. MOTION: to approve the Agenda for October 25th, 2016 MOVED: Jackie Walsh SECONDED: Jeff Patterson BIRT: CMHA-Oxford Board of Directors approves the Agenda for October 25th, 2016. Carried: All</p>	
4.1	<p>Additions / Changes – 11.2 Reach Out Performance Summary 12.2 Oxford Suicide Prevention Overview & Funding</p>	deferred deferred
5.0	Approval of the Minutes for September 27 th , 2016.	
5.1	<p>Motion to approve the minutes of September 27th, 2016 as amend to include: - Adjourn: Bonnie Hughes and motion presented when Board rose from IN Camera. MOVED: Jackie Walsh SECONDED: Jeff Patterson BIRT: CMHA-Oxford Board of Directors approves the minutes of September 27th, 2016 as amend to include: - Adjourn: Bonnie Hughes and motion presented when Board rose from IN Camera. CARRIED: All</p>	
6.0	<p>Correspondence – Indwell Celebration Dinner - <i>email to be resent (Oct 26th, 2016)</i> South West LHIN governance education – <i>email to be resent (Oct 26th, 2016)</i> Board Retreat – Nov 19th, 2016 CMHA Oxford Group Room. (Theresa Kane) – Mike McMahon indicated that the Retreat will be from 8:30am – 1:00pm. CMHA Oxford Board will incorporate the remainder of the Board Education into regular scheduled monthly meetings. November to focus on the Board Policy Manual.</p>	
7.0	<p>Board Education – Engagement Opportunity with TDMH Board of Directors (before Board Meeting Begins) Strategy Overview – Brian Crockett b) Services Overview – Pat Baigent deferred</p>	
8.0	<p>Financial Committee – Email message from Jerrod Boyse, Treasurer read by Fiona Wilson, Finance & Administration Manager. – We reviewed September Financials, which are moving in the right direction for the year. The financials will be reviewed by the board each quarter as decided by the board at the last meeting. Fiona has done a great job at creating a summary page for the financials that highlights some of the key areas we have been monitoring at the Finance Committee. You will see an example of this in your board package for the August financials. Overall, we are on track for the first 6 months of the fiscal year. Community Generated Funds Monitoring Report - We had a sneak peek at this report at our Finance meeting. I think the report does a great job in letting us know where the money is coming from. For obvious reasons, we have had an influx of community and corporate donations in 2016. Further discussion on how to best expend these funds will take place at the board meeting I believe. Wilson House Update - You will hear at the board meeting that we have an accepted conditional offer for the sale of Wilson House. Mike will provide a further update at the board meeting this evening. Regards, Jerrod. Mike McMahon indicated that the reporting procedures new format is working very well. Management is currently working on the 2017 – 2018 Budget in month in November.</p> <p>Community Generated Funds Monitoring Report – Mike McMahon indicated, on how best expend these funds will take place at the next board meeting.</p>	

9.0	<p>Policy & Governance Committee –</p> <p>a) Board Calendar – Mike McMahon indicated that as the Policy Committee has reviewed policies they will present them at the monthly Board Meeting - an interpretation and if clarification is needed.</p> <p>b) Board Meeting Evaluation – Mike McMahon presented a sample of a Board Meeting Evaluation from other CMHA agencies that we could revise for CMHA Oxford to use. This evaluation could be sent with the minutes and can help with the planning of the next meeting. There would also be an annual evaluation. These evaluations are required for accreditation.</p>	
10.0	Quality Improvement & Client Safety – no report	
11.0	Business Arising	
11.1	<p>Oxford Self Help/CMHA Integration –</p> <p>Mike McMahon indicated that now that CMHA Board has created a Integration Steering Committee to be composed of Board, Staff, Clients, Members from each organization. The steering committee will make recommendations to the CMHA Oxford Board in respect of the integration work. An email was sent out to call for nominees for staff that would like to be part of the steering committee. Mike will meet with Laura Earle for future planning.</p>	
11.2	Reach Out Performance Summary -	deferred
12.0	New Business -	
12.1	<p>HealthChat –</p> <p>Mike McMahon presented the HealthChatt site to the Board of Directors, this is an Online Collaboration Site. Board Members will be sent an invitation to join the site. This site will give access to the most current information and is funded by SW LHIN CMHA Oxford is the first board to participate.</p>	
12.2	<p>Oxford Suicide Prevention Overview & Funding –</p> <p>McMahon indicated that he has incomplete information at this time. In the future we will look at who in the community is collaborating to create suicide safe community. Example: Sign in community wash rooms – to stimulate suicide safety.</p> <p>Jackie Walsh indicated that she is part of a parent group on Facebook that discusses suicide and prevention. (there is also a Facebook site for youth) The group is asking where the funds are and how they were being used in the community.</p> <p>Mike McMahon indicated that the Reach Out staff is trained in triage and are the right folks to do the right work.</p>	deferred
13.0	<p>In Camera Session –</p> <p>MOTION: Motion for CMHA Oxford Board of Directors goes In-Camera for HR update.</p> <p>MOVED: Jackie Walsh</p> <p>SECONDED: Jeff Patterson</p> <p>BIRT: CMHA-Oxford Board of Directors accepts the motion to go In-Camera for HR.</p> <p>CARRIED: All</p>	
14.0	<p>Rise from In Camera Session –</p> <p>MOTION: Motion for CMHA Oxford Board of Directors rise from In-Camera.</p> <p>MOVED: Michelle Priester</p> <p>SECONDED: Marcin Egert</p> <p>BIRT: CMHA-Oxford Board of Directors to rise from In-Camera.</p> <p>CARRIED: All</p>	
15.0	Date of Next Meeting – November 22 nd , 2016 – CMHA Group Room	
16.0	<p>Adjournment at 7:00 pm</p> <p>Motion: Motion for CMHA Oxford Board of Directors to adjourn the Sept 17th, 2016 meeting.</p>	

<p><u>MOVED:</u> Michelle Priester <u>SECONDED:</u> Jeff Patterson <u>BIRT:</u> CMHA-Oxford Board of Directors accepts the motion to adjourn the Sept 27th, 2016 meeting. <u>CARRIED:</u> All</p>	
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Chair - Brian Crockett

Executive Director – Mike McMahon

Date: