



**Canadian Mental  
Health Association**  
Oxford County  
Mental health for all

### BOARD OF DIRECTORS MEETING MINUTES

**Date:** Oct 2018

**Time:** 5:20 p.m.

**Location:** CMHA Group Room

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**Acting  
Chair:** Brian Crockett

**Recorder:** Josie Melanson

Board Members	Brian Crockett , Peter Harrison, Jessica Happl, Sherry Smith, Jacqueline Walsh, Paull Hess, Tiffany Birtch, Terri McCartney, Sherry Smith,
Leadership Regrets Absent	Mike McMahon, Lynn Wardell, Sarah Aalbers, Brenda Dobranski Jerrod Boyse, James Rijnveld

AGENDA ITEM		ACTION REQUIRED
	<b>CMHA Mission Statement</b> – We pursue hope, recovery and resilience for all.  <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.	
1.0	<b>Welcome and call to Order</b> – Chair Brian Crockett called the meeting to order at 5:20 pm.	
2.0	<b>Declaration of Conflict</b> – none so declared	
3.0	<b>Consent Agenda -</b>	
3.1	<b>Executive Monitoring &amp; Interpretation –</b> 1. Executive Director's role - Deferred 2. Delegation to the Executive Director - Deferred	
3.2	<b>Executive Directors Summary –</b> - Board members review ED summary - CMHA Oxford has been awarded Accreditation Status	
3.3	<b>Executive Committee – Minutes</b> <b>Motion:</b> Minutes of July 24 2018 <b>BIRT:</b> CMHA-Oxford Board of Directors motion to accept the Executive Committee minutes of July 24 2018 <b>MOVED:</b> Peter Harrison <b>SECONDED:</b> Jessica Smith <b>CARRIED:</b> All	
3.4	<b>Board Policy Review –</b> 1. Directors Code of Conduct 2. Duties and Responsibilities of Directors	

	<p><b>BIRT:</b> CMHA-Oxford Board of Directors motion to accept the Revisions of the Directors Code of Conduct and Duties and Responsibilities Policies as presented  <b>MOVED:</b> Peter Harrison  <b>SECONDED:</b> Jessica Smith  <b>CARRIED:</b> All</p>	
3.5	<p><b>United Way</b>  1. Statement of Interest  2. Walk In Counselling Stat's, Budget for Saturday Drop In,  3. Peers</p>	
3.6	<p><b>Motion:</b> Motion to approve Consent Agenda  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Agenda of Sept 25 2018.  <b>MOVED:</b> Peter Harrison  <b>SECONDED:</b> Jessica Smith  <b>CARRIED:</b> All</p>	
4.0	<p><b>Agenda – Oct 23, 2018</b></p>	
4.1	<p><b>Additions / Changes to the Agenda</b>  13.2 Letters of Resignation</p>	
4.2	<p><b>Motion:</b> Motion to approve the Agenda of Oct 23 2018  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Agenda of Oct 23 2018.  <b>MOVED:</b> Jessica Smith  <b>SECONDED:</b> Peter Harrison  <b>CARRIED:</b> All</p>	
5.0	<p><b>Minutes of Aug 28 2018</b>  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Minutes of Aug 28 2018.  <b>MOVED:</b> Jessica Smith  <b>SECONDED:</b> Peter Harrison  <b>CARRIED:</b> All</p> <p><b>Minutes of Sept 25 2015</b>  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Minutes of Sept 25 2018 (with date change)  <b>MOVED:</b> Tiffany  <b>SECONDED:</b> Peter Harrison  <b>CARRIED:</b> All</p>	
6.0	<p><b>Correspondence –</b>  1. CMHA Board Package of Sept 25 2018 – emailed Sept 21 2018  2. Notice of Columbia Store discount – emailed Oct 3 2018</p>	
7.0	<p><b>Board Education – Read &amp; Reflect: Managing Transformation – A Modernization Action Plan for Ontario</b></p>	
8.0	<p><b>Financial Committee – Mike McMahon/Brian Crockett</b>  1. Financial Conditions and Activities  - 2d Quarter Finance Review  2. Statement ending Sept 30 2018  - Financial Conditions and activities were discussed as a “Committee of the Whole” Question period</p>	

9.0	<b>Nominating Committee</b> – Jacqueline Walsh CMHA Board will actively seek two new Board members.	
10.0	<b>Quality Improvement and Client Safety</b> – no report	deferred
11.0	<b>Client and Family Council</b> – Next meeting to be advised	
12.0	<b>Business Arising –</b>	
13.0	<b>New Business</b>	
13.1	Letter of Resignation – Brian Crockett 1. Jennifer Ormsby 2. Jessica Smith <b>BIRT:</b> CMHA-Oxford Board of Directors accepts the resignation of Jennifer Ormsby. <b>MOVED:</b> Peter Harrison <b>SECONDED:</b> Tiffany Birtch <b>CARRIED:</b> All  <b>BIRT:</b> CMHA-Oxford Board of Directors accepts the resignation of Jessica Smith; <b>MOVED:</b> Jessica Happl <b>SECONDED:</b> Tiffany Birtch <b>CARRIED:</b> All	
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> Paul Hess <b>SECONDED:</b> Jacqueline Walsh <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> Paul Hess <b>SECONDED:</b> Jacqueline Walsh <b>CARRIED:</b> All  <b>Motions arising from In Camera session</b> <b>BIRT:</b> CMHA-Oxford Board of Directors accepts the resignation of Jennifer Ormsby. <b>MOVED:</b> Peter Harrison <b>SECONDED:</b> Tiffany Birtch <b>CARRIED:</b> All  <b>BIRT:</b> CMHA-Oxford Board of Directors has received and ratified the Collective Agreement for 2018-2019. <b>BIRT:</b> CMHA-Oxford Board of Directors approves the scope and context for the Executive-LHIN exploratory meeting on October 31 2018. <b>BIRT:</b> CMHA-Oxford Board of Directors appoints Lynn Wardell, as Interim Executive Director, subject to ensuring a contract addendum is reached with Lynn, drawn in consult with legal counsel, outlining in single terms the expectations for the interim period and remuneration for same, in addition to her current compensation and duties. Agreement to be	

	reached by the November 2018 Board meeting and to be effective November 5 2018.  <b>MOVED:</b> Jacqueline Walsh <b>SECONDED:</b> Peter Harrison <b>CARRIED:</b> All	
16.0	<b>Date of Next Meeting</b> – Nov 27, 2018	
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> CMHA-Oxford Board of Directors adjourns October 23 2018 board meeting. <b>MOVED:</b> Jacqueline Walsh <b>SECONDED:</b> Paul Hess <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: