



**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** Sept 27<sup>th</sup>, 2016      **Time:** 5:22 p.m.  
**Location:** CMHA Oxford Group Room      **Page:** 1 of 4  
**Treasurer:** Jerrod Boyse      **Recorder:** Josie Melanson  
**ActingChair:** Jennifer Ormsby

<b>Board Members Present</b>	Louise Wdowczyk, Jeff Patterson, Marcin Egert, Jerrod Boyse, Bonnie Hughes, Jackie Walsh, Michelle Priester, Jennifer Ormsby (5:45pm) Andrew Szasz (5:45pm)
<b>Leadership Present</b>	Mike McMahon, Fiona Wilson, Lynn Wardell, Pat Baigent
<b>Regrets</b>	Brian Crockett, Paul Hess

AGENDA ITEM	ACTION REQUIRED
1.0 <b>Welcome and call to Order</b> Treasurer – Jerrod Boyse called the meeting to order at 5:22 pm.	
2.0 <b>Declaration of Conflict</b> – No conflicts declared.	
3.0 <b>Consent Agenda</b>	
3.1 <b>Executive Director’s Summary</b> – Executive Director, Mike McMahon reported the wait list for clients continues to be low. Mike spoke about the Board meeting monthly evaluations and then a final one at the end of the year.	
3.2 <b>Motion</b> to approve Consent Agenda of Sept 27 <sup>th</sup> , 2016. <b>MOVED:</b> Michelle Priester <b>SECONDED:</b> Jackie Walsh <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Consent Agenda of Sept 27 <sup>th</sup> , 2016. <b>CARRIED:</b> All	
4.0 <b>Agenda</b> for Sept 27 <sup>th</sup> , 2016, 2016. <b>MOTION:</b> to approve the Agenda for Sept 27 <sup>th</sup> , 2016 <b>MOVED:</b> Jeff Patterson <b>SECONDED:</b> Michelle Priester <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Agenda for Sept 27 <sup>th</sup> , 2016. <b>Carried:</b> All	
4.1 <b>Additions / Changes</b> – 10.2 Women & Wellness	
5.0 Approval of the Minutes for June 28 <sup>th</sup> , 2016.	
5.1 <b>Motion</b> to approve the minutes of June 28 <sup>th</sup> , 2016 as presented. <b>MOVED:</b> Louise Wdowczyk <b>SECONDED:</b> Michelle Priester	

	<p><b>BIRT:</b> CMHA-Oxford Board of Directors approves the minutes of June 28th, 2016.  <b>CARRIED:</b> All</p>	
6.0	<p><b>Correspondence</b> – no correspondence at this time. Discussion was held regarding tracking correspondence sent out to Board to review in regular meetings.</p>	
7.0	<p><b>Board Education –</b></p> <ul style="list-style-type: none"> <li>a) Our Service Region – Mike McMahon gave a brief outline on how the LHIN invests its funds with the service area and its providers in Oxford County.</li> <li>b) Our LHIN – Mike McMahon gave a brief outline about what the LHIN is and how it works. He indicated that we will have a joint meeting with the South West LHIN Board of Directors (Jeff Low, Chair) at the Tillsonburg Campus of Care on Oct 25<sup>th</sup>, 2016 before our regular Board meeting.</li> <li>c) Our Strategy – Mike McMahon reviewed the Strategic Plan - High Level -that was approved by CMHA Oxford Board on November 24<sup>th</sup>, 2015 regarding our Vision, Mission and Strategic Imperatives for 2016 – 2019.</li> <li>d) Our Board Calendar – Mike McMahon presented a draft of the Board Calendar with Operations Monitoring only. This included Board monthly meeting dates, executive monitoring and interpretation, plus the Board’s own policy.</li> <li>e) Pat Baigent will give a services update at the Board Retreat. (date to be announced)</li> </ul>	
8.0	<p><b>Financial Committee</b> – Jerrod Boyse presented the finance statements for month ending July 31, 2016 statement that will be submitted to the LHIN. He reviewed funds being committed to staff education in response to recent tragedies. (youth suicide) Jerrod also indicated that Finance Committee will meet once per month, but the finance reports will be presented to the Board Meetings quarterly. All Board Members are welcome to attend the Finance Committee meetings.</p>	
9.0	<p><b>Business Arising – Acting Chair</b> – Jennifer Ormsby took control of the meeting at this time.</p>	
9.1	<p><b>Co-ordinated Access One Number Update</b> – Reach Out <a href="http://www.reachout247.ca">www.reachout247.ca</a> 1-866-933-2023 – Mike McMahon indicated that earlier this year CMHA Oxford entered a partnership with CMHA Middlesex, CMHA Elgin and Addiction Services of Thames Valley to deliver a single access mental health and addictions service phone line named Reach Out. This number will be answered 24/7 by professional staff at Connex Ontario. Mike McMahon gave a brief outline on the Reach Out Preliminary Data. The launch date for Oxford County was Sept 8<sup>th</sup>, 2016.</p>	
9.2	<p><b>Integration CMHA Oxford &amp; OSHN</b> – Mike McMahon gave a brief update on the benefits of the new peer support model with the integration of CMHA Oxford and OSHN. Mike requested that two CMHA Board members create a steering committee to attend the OSHN Board meetings and report back at our regular meetings.  <b>MOTION:</b> Motion for CMHA Oxford Board of Directors creates a steering committee of two, to attend the OSHN Board meetings and report back to our regular meetings.  <b>MOVED:</b> Jerrod Boyse  <b>SECONDED:</b> Jackie Walsh  <b>BIRT:</b> CMHA-Oxford Board of Directors creates a steering committee to attend the OSHN Board meetings and report back to our regular meetings.  <b>CARRIED:</b> All  Michelle Priester volunteered to be one of our representatives.</p>	
9.3	<p>Youth Suicide Crisis – Update –</p> <ul style="list-style-type: none"> <li>a) Mike McMahon indicated that a new Suicide Prevention Oxford Leadership Coalition has been created. They have drafted a Terms of Reference and are looking for ideas on how to spend the donation of \$50,000 from Toyota</li> </ul>	

	<p>Canada.</p> <p>b) Mike also indicated that an initiative for an application for smart phone - called Be Safe. <i>Be Safe</i> was created by a dedicated team of youth, mindyourmind, the Centre for Addiction and Mental Health, and other partners in the <i>Systems Improvement through Service Collaboratives</i> initiative in London, Ontario and surrounding area to improve access to and coordination of mental health and addictions services for children, youth and families. Learn more about the development process in <a href="#">this article from EENet</a> or <a href="#">this post on the CAMH website</a>. Many of these regions are also available in French.</p> <p>c) Lynn Wardell reported that CATER (Community Action Tragic Events Response) comprised of agencies and community members who are signatories to this Community Action Tragic Events Protocol has been re-enacted and there will be training in the near future to ensure those on the CATER Team have the appropriate training.</p> <p>d) Fiona Wilson reported that CMHA Oxford has reached 96% of CMHA Oxford's donation/fund raising goal. Looking at reporting back to the community on how these funds are being spent. (example: erect a billboard advertising the new Reach Out number for mental health)</p>	
10.0	<b>New Business –</b>	
10.1	<b>Board Retreat</b> – Mike McMahon indicated that due the September Board Retreat being cancelled, he is looking to rebook Theresa Kane (Accountability Group Excellence in Governance: How to thrive in our Association, Our Community) in November. An email will be sent with the suggested dates.	
10.2	<b>Women &amp; Wellness</b> – Michelle Priester indicated that the 2 <sup>nd</sup> Annual Women & Wellness Breakfast Buffet, Silent and Live Auction event will be this Saturday October 1 <sup>st</sup> , 2016 from 8am to 1pm at the Quality Inn and Suites. Tickets are \$20 with proceeds going to Walk In Counselling. She indicated that a number of tickets are still available.	
10.3	<b>Committee Dates – location CMHA Oxford - time</b> Finance Committee – 3 <sup>rd</sup> Wednesday of the month Policy Committee – 1 <sup>st</sup> Monday of the month – Policy Committee to meet the 1 <sup>st</sup> Friday of October to catch up from over the summer Quality & Client Safety Committee – Oct 19 <sup>th</sup> , 2016 and January 18 <sup>th</sup> , 2017	
11.0	<b>In Camera Session –</b> <b>MOTION:</b> Motion for CMHA Oxford Board of Directors goes In-Camera for HR update. <b>MOVED:</b> Louise Wdowczyk <b>SECONDED:</b> Bonnie Hughes <b>BIRT:</b> CMHA-Oxford Board of Directors accepts the motion to go In-Camera for HR. <b>CARRIED:</b> All	
12.0	<b>Rise from In Camera Session –</b> <b>MOTION:</b> Motion for CMHA Oxford Board of Directors rise from In-Camera. <b>MOVED:</b> Louise Wdowczyk <b>SECONDED:</b> Jacqueline Walsh <b>BIRT:</b> CMHA-Oxford Board of Directors to rise from In-Camera. <b>CARRIED:</b> All	

	<p><b><u>MOTION:</u></b> Motion for after CMHA Oxford Board of Directors rose from In-Camera that "CMHA Oxford board approves the continuing the employment agreement for the Executive Director of CMHA Oxford, dated June 6, 2012 as amended, effective April 1, 2015."  <b><u>MOVED:</u></b> Michelle Priester  <b><u>SECONDED:</u></b> Jennifer Ormsby  <b><u>BIRT:</u></b> Motion for after CMHA Oxford Board of Directors rose from In-Camera that "CMHA Oxford board approves the continuing the employment agreement for the Executive Director of CMHA Oxford, dated June 6, 2012 as amended, effective April 1, 2015."  <b><u>CARRIED:</u></b> All</p>	
13.0	<p><b>Date of Next Meeting</b> –October 25<sup>th</sup>, 2016 at the Tillsonburg Campus of Care – 157 Rolph St Tillsonburg, ON  Directions to be provided with board package.</p>	
14.0	<p><b>Adjournment at 7:30 pm</b>  <b><u>Motion:</u></b> Motion for CMHA Oxford Board of Directors to adjourn the Sept 17<sup>th</sup>, 2016 meeting.  <b><u>MOVED:</u></b> Bonnie Hughes  <b><u>SECONDED:</u></b> Jeff Patterson  <b><u>BIRT:</u></b> CMHA-Oxford Board of Directors accepts the motion to adjourn the Sept 27<sup>th</sup>, 2016 meeting.  <b><u>CARRIED:</u></b> All</p>	

Acting-Chair: \_\_\_\_\_  
Jennifer Ormsby

Treasurer \_\_\_\_\_  
Jerrod Boyse

Executive Director: \_\_\_\_\_  
Mike McMahon

Date: \_\_\_\_\_