

CMHA Oxford Board of Directors**July 30 2019 Minutes**

Location: CMHA Whitelaw Room

Recorder: Sarah Aalbers

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Canadian Mental
Health Association
Oxford County
Mental health for all

Board Members: Sherry Smith, Peter Harrison, Terri McCartney, Jacqueline Walsh, Shawn Shapton,

Leadership: Lynn Wardell, Pat Baigent, Kristin Toushan, Sarah Aalbers

Regrets: James Rijneveld, Jessica Happl, Tiffany Birtch

Guests: Kim Poole, Leroy Innanen (via phone)

Agenda Item	PRESENTER	ACTION REQUIRED
CMHA Mission Statement – We pursue hope, recovery and resilience for all		
1.0 WELCOME AND CALL TO ORDER: Chair Sherry Smith Called the meeting to order at 5:25 p.m.		
2.0 Declaration of Conflict of Interest – none so declared		
3.0 Consent Agenda		
3.1 Executive Monitoring & Interpretation No Monitoring		
3.2 Executive Directors Summary Questions regarding % of staff on accommodations/sick leaves, question as to whether this is standard across CMHA branches/mental health field Question about Oxford Health Team – in Development phase, see Sentinel Review article attached.	Lynn Wardell	
3.3 Executive Committee –	Sherry Smith	
3.4 Board Policy Review – Due to ongoing integration potential, policy review will be deferred until September 2019.		
3.5 Motion to Approve Consent Agenda Motion: Motion to approve Consent Agenda BIRT: CMHA-Oxford Board of Directors approves the Agenda of June MOVED: Terri McCartney SECONDED: Jacqueline Walsh CARRIED: All		Decision
4.0 Agenda July 30 2019		
4.1 Additions / Changes to the Agenda MCSS Transfer payment Funding Update Correspondence - Email From Paul Hess New Business – LHIN SAA Q4 Analysis	All	
4.2 Motion to Approve Agenda Motion: Motion to approve the Agenda for July 30 2019 BIRT: CMHA-Oxford Board of Directors approves the Agenda of May 22 2019 MOVED: Shawn Shapton SECONDED: Jacqueline Walsh CARRIED: All		Decision
5.0 Minutes of June 25 2019 and June 28 2019 No changes		

5.1	<p>Motion to Approve Minutes Motion: Motion to approve the minutes of June 25 2019 and June 28 2019. BIRT: CMHA-Oxford Board of Directors approves the minutes of June 25 2019 and June 28 2019. MOVED: Peter Harrison SECONDED: Shawn Shapton CARRIED: All</p>		Decision
6.0	<p>Correspondence CMHA Oxford Board Package Email from Brian Crockett (July 13, 2019) Letter from Paul Hess</p> <p>Motion to Accept Letters of Resignation Motion: Motion to accept letters of Resignation of Paul Hess and Brian Crockett. BIRT: CMHA-Oxford Board of Directors accepts the resignations MOVED: Terri McCartney SECONDED: Jacqueline Walsh CARRIED: All</p>	Sherry Smith	Decision
7.0	<p>Board Education – Post Accreditation Wrap Up Accredited with Commendation – PowerPoint attached, question period followed.</p>	Kim Poole	Information
8.0	<p>Finance Committee</p> <ul style="list-style-type: none"> - see finance documents in Board Package - Committee reviewed financial statements - Revisions – recognizing this property (522 Peel) as an asset – should be shown on the accounting books, numbers in June will reflect this. (note 11) - Changes in classification – shift between AR to AP - LHIN Surplus \$103,000 <p>Motion from Finance Committee to approve the Auditors Report BIRT: CMHA-Oxford Board of Directors approves the Auditors final report and statements. Moved: Peter Harrison Seconded: Jacqueline Walsh Carried: All</p> <p>Finance Committee Reviewed the Budget Financial Report</p> <ul style="list-style-type: none"> - Forecasting surplus through the year. - Insurance and membership costs spread over the year. - At this point the budget is showing 3 months of actual and 9 months of projected. - Satisfied with the reporting format from Finance Dept. <p>Finance committee will meet quarterly unless another meeting is necessary. Next meeting in October, date before Board Meeting. Leroy – balance sheet will come at the August Board Meeting</p> <ul style="list-style-type: none"> - Updated on properties owned, looking at a RBC mortgage to pay out CMHC, we have our own funds to pay this out if RBC is not in place in time. - Any new funding would be rent subsidy focused, not owned property focused - Peel St property was financed by a capital grant (1.5 million) which we cannot access a copy of. May have too 	Peter Harrison Leroy Innanen	Decision

	<ul style="list-style-type: none"> - Ministry approval to sell, or have to pay back capital grant before selling. Note on land title that refers to the capital grant. - Question asked as to whether Leroy should look further into the capital grant – this might be good for due diligence. - Should be clarified as to whether the full amount is repayable if an amount is used for furnishings and technology <p>Motion: That the Certification of \$15,643.00 funding received from MCSS and spent on pay equity signed by Lynn Wardell, Interim Executive Director together with the Transfer Payment Annual Reconciliation, be received and approved.</p> <p>BIRT: CMHA-Oxford Board of Directors approves the above motion.</p> <p>Moved: Terri McCartney</p> <p>Seconded: Shawn Shapton</p> <p>Carried: All</p> <p>Lynn Wardell and Sherry Smith to sign this form to be filed with MCSS. LHIN informed money for 1 FTE in Housing Program</p>		
9.0	<p>Nominating Committee –</p> <p>Two applications that did not follow up after connecting with them Reached out to former Board members that were not interested Email was sent around Police Station to inquire around interest Discussion around groups to reach out to – Legal, Advertise through LinkedIn, Chamber of Commerce,</p>	Jacqueline Walsh	
10.0	<p>Quality Improvement and Client Safety –</p> <p>Emergency Drill for the Board – could be done through orientation New Board Orientation needs to be done – could be done online or at a Board Orientation session</p>	Terri McCartney	Information
11.0	<p>Client and Family Council –</p> <p>No meeting in July, next meeting August 13, 2019 Recruiting new members, hopefully client advisors Have focused on several projects including Client Rights and Responsibilities posters</p>	Sarah Aalbers	Information
12.0	Business Arising		
12.1	<p>Strengthening Services and Care/Transition Council Update</p> <ul style="list-style-type: none"> - Have had 2 meetings - Focused on finding a facilitator with the ED's of the agencies, will be scheduling interviews soon with 3 candidates - LHIN is involved in an advisory role - Hoping to have funding from LHIN for the facilitator - Next meeting middle of August. 	Shawn Shapton Sherry Smith	Information
12.2	<p>Ontario Health Teams/Health Care Transformation</p> <ul style="list-style-type: none"> - Sentinel Review article re: Oxford OHT in package - Looking at a governance model - 74 applications, 31 approved to move forward with application and remainder are in development <p>Question around funding – one pocket of funding for each team</p>	Lynn Wardell	Information
12.3	<p>13th Annual London Addiction Recovery Breakfast Send email of interest to mercedespitters@cmhaoxford.on.ca</p>	Lynn Wardell	Information
13.0	New Business		
13.1	Women and Wellness update	Jacqueline Walsh	Information

	<ul style="list-style-type: none"> - September 27 at South Gate Center - Betty & Desiree Ford – story of Resiliency and Recovery - Difficulty in reaching out to sponsors from last year - On the waitlist from 100 Women Who Care to attend a mtg 		
13.2	Board Education/Orientation for the Fall	Lynn Wardell	Decision
13.3	Sentinel Review article re: OCCHC RAAM Clinic <ul style="list-style-type: none"> - Rapid Access to Addictions Medicine 	Lynn Wardell	Information
14.0	In Camera – Motion: Motion to go In Camera for HR discussions. BIRT: CMHA-Oxford Board of Directors approves to go in Camera for HR discussion. MOVED: Peter Harrison SECONDED: Jacqueline Walsh CARRIED: All		Decision
15.0	Rise from In Camera Motion: Motion to rise from In Camera MOVED: Jacqueline Walsh SECONDED: Peter Harrison CARRIED: All		Decision
16.0	Date of next meeting – September 24, 2019		Decision
17.0	Board Meeting Evaluation		
18.0	ADJOURNMENT Motion: Motion to Adjourn BIRT: CMHA-Oxford Board of Directors approves Adjournment. MOVED: Shawn Shapton SECONDED: Jacqueline Walsh CARRIED: All		Decision