



Canadian Mental  
Health Association  
Niagara  
*Mental health for all*

## BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 26, 2020 at 5:30 p.m.  
Zoom - Virtual Meeting

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### CALL TO ORDER

Christopher Yendt called the meeting to order at 5:40 p.m.

### ESTABLISHMENT OF QUORUM

Present: Matthew Mahler, Chris Ventura, Christopher Yendt, Tara McKendrick (ex officio)

Regrets: Andrew Bassingthwaighte, Lindsey Marois, Dawn Shickluna

Guests: Kayla Carneletto, Heather Gillespie

### DECLARATIONS OF CONFLICT

No conflict of interest was declared.

### AGENDA

An agenda discussion about the strategic plan objectives was questioned due to the low meeting attendance. It was agreed to record the meeting for the benefit of those not present.

Moved by: Chris Ventura

Seconded by: Matthew Mahler

**That the Agenda for the Board Meeting of November 26, 2020 be adopted as circulated.**

**Carried.**

### PRESENTATION

- **Accreditation**

The Executive Director welcomed Heather Gillespie, Director of Service Quality and Capacity, to the meeting and introduced Kayla Carneletto, Accreditation Coordinator. Heather and Kayla provided a detailed PowerPoint presentation about the Accreditation process. It was

determined that the information will be new to many on the Board, so the recorded presentation will be beneficial.

Accreditation has a four year cycle, and the goal has been to make it less of an event and more of a way of doing business. The survey had been initially scheduled for October of 2020, but COVID resulted in a revised survey date of June 7<sup>th</sup> to 10<sup>th</sup>, 2021. It is not yet clear about whether this will be a virtual or an on-site survey.

Accreditation involves measurement against the following five established standards: (1) community based mental health, (2) governance, (3) leadership, (4) medication management, and (5) infection prevention and control. The Governance Committee will be responsible to review the ninety-six Governance standards and to ensure that there is evidence that the Board is, at least, working toward meeting the measures.

Heather and Kayla left the meeting at 6:20 p.m.

#### **MINUTES OF THE PREVIOUS MEETING**

Moved by: Matthew Mahler

Seconded by: Chris Ventura

**That the Minutes of the Board Meeting held Thursday September 24, 2020 be adopted as circulated.**

**Carried.**

#### **REPORT FROM THE EXECUTIVE DIRECTOR**

- **November 26, 2020 ED Report**

The Executive Director reviewed her pre-circulated report and highlighted several items. She added that a significant amount of her time continues to involve Niagara Ontario Health Team activities.

Moved by: Matthew Mahler

Seconded by: Chris Ventura

**That the ED Report of November 26, 2020 be accepted.**

**Carried.**

## CONSENT AGENDA

*Q1 2020-06-30 Client Safety Report*  
*Q1 2020-06-30 Client Experience Report*  
*2020-21 Budget - Condensed*  
*2020-21 Budget - by Funder*  
*2020-21 Budget Narrative*  
*Q1 2020-06-30 Consolidated Income Statement by Funder*  
*Q1 2020-06-30 Statement of Financial Position*  
*Q1 2020-06-30 Forecast to Year-end*  
*Q1 2020-06-30 LHIN Administrative Performance Indicators*  
*Q1 2020-06-30 LHIN Funded Programs Income Statement*  
*Q1 2020-06-30 Financial Report Narrative*  
*Proceeds from Wellington Sale - Investment Decision*  
*Minutes from the 2020-10-13 Committee of the Whole Meeting*  
*Q2 2020-09-30 Client Safety Report*  
*Q2 2020-09-30 Client Experience Report*  
*Q2 2020-09-30 Consolidated Income Statement by Funder*  
*Q2 2020-09-30 Statement of Financial Position*  
*Q2 2020-09-30 Forecast to Year-end*  
*Q2 2020-09-30 LHIN Administrative Performance Indicators*  
*Q2 2020-09-30 LHIN Funded Programs Income Statement*  
*Q2 2020-09-30 Financial Report Narrative*  
*2020-21 Surplus Planning Report*  
*Minutes from the 2020-11-10 Committee of the Whole Meeting*  
*Policy 600.04 - Attendance Policy for Members of the Board and Members of Board Committees*  
*Policy 601.00 - Environmental Scanning Policy*  
*Policy 603.00 - Accountability of the Executive Director*

Moved by: Chris Ventura

Seconded by: Matthew Mahler

**That the Consent Agenda information be received.**

## NEW BUSINESS

- **Strategic Plan Objectives**

The Executive Director presented a Powerpoint on 2019-2021 Strategic Plan Objectives (which had been uploaded prior to the meeting). Two of the significant achievements in 2019-20 involved moving to 264 Welland Avenue and implementing the organizational redesign. The objectives in progress for the current year, 2020-21, were reviewed. Some are nearing

completion (or have been completed) and a few may be carried over into 2021-22 due to COVID. The anticipated objectives for 2021-22 were also listed for information.

It was agreed that there should be a generative discussion dedicated to how the Board is considering the indigenous population and incorporating land acknowledgments into meetings. Chris Ventura suggested that Karl Dockstader, Executive Director of Niagara Regional Native Center, would be a good resource.

Chris Ventura commended the Executive Director for operationalizing the strategic objectives in the midst of a pandemic, and Matthew Mahler added that the format presented is and will be helpful.

- **Environmental Scan**

The Environmental Scan will be presented at an upcoming meeting, when the Vice President is present.

- **Branch/Division Agreement**

CMHA Ontario has produced a PowerPoint about revisions to the Branch/Division agreements. It and a recording of the meeting where the content was presented have been uploaded to the portal. CMHA Ontario has consulted with all of the Branch Executive Directors and a new agreement is forthcoming.

## **OTHER BUSINESS**

- **Recruitment Update**

The President reported that four interviews have been completed and a meeting of the Recruitment Committee members will be held shortly. If there is a recommendation for the Board, then there may be an e-poll in December.

There was additional discussion about outreach strategies and targeted recruitment.

## **ADJOURNMENT**

Chris Ventura moved to adjourn the meeting at 7:21 p.m.

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Recorder Margaret Rankin

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President Christopher Yendt