

## Executive Committee Meeting Minutes

Thursday, March 24, 2022

Zoom - Virtual Meeting

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### LAND ACKNOWLEDGEMENT

Christopher Yendt read the land acknowledgement.

### CALL TO ORDER

Christopher Yendt called the meeting to order at 5:38 p.m.

### ESTABLISHMENT OF QUORUM

Present: Andrew Bassingthwaighte, Sarah Cacilhas (non-voting), Matthew Mahler, Chris Ventura (non-voting), Tara McKendrick (ex officio), Christopher Yendt

Regrets: Lindsay Marois, Dawn Shickluna

Guest: Judy George (left meeting at 7:14 p.m.)

### DECLARATIONS OF CONFLICT

No conflict of interest was declared.

### AGENDA

There was a request to move an Other Business agenda item ahead of the Committee Meeting Items.

Moved by: Matthew Mahler

Seconded by: Andrew Bassingthwaighte

**That the Agenda for the Executive Committee Meeting of March 24, 2022 be adopted as circulated except for a minor change to the agenda item order.**

**Carried.**

## **PRESENTATION - NIAGARA ONTARIO HEALTH TEAM**

Tara McKendrick provided a high-level overview about the progress made to date with the Niagara Ontario Health Team. The structure and timelines were reviewed and Tara spoke about the level of participation by CMHA in each of the working groups. Chris Ventura stated that he found the information helpful, but asked how it compared to working with the LHIN. Tara responded that the LHIN is still involved in making decisions. Chris asked about the consensus decision-making model. Tara stated that, despite the extra time involved, the decisions do seem to be more “durable”. Matthew Mahler asked about their staff recruitment. Tara replied that admin support and a communications coordinator have been hired, and some purchased services have been utilized, but a planning director is needed because the partners are still working off the side of their desks.

Tara asked if there was anything else the Board would like to know. Andrew Bassingthwaighte asked what the Board can do to support Tara’s time, and he wondered about the payoff for CMHA. Tara responded that the return on investment is certainly something to be considered. There are many unknowns, but her priority is to ensure that CMHA is sufficiently present throughout the process.

Christopher suggested that the Board be updated regularly - say, twice per year. There could be generative conversations around what to recommend back to Tara and where the Board would want to have areas of focus. Tara believes that the Year 2 Adult Mental Health and Addictions Priority Populations work will be more directly impactful, and regular updates will likely be more frequent.

## **MINUTES OF PREVIOUS BOARD MEETING**

Moved by: Matthew Mahler

Seconded by: Andrew Bassingthwaighte

**That the Minutes of the Board Meeting held Thursday January 27, 2022 be adopted as circulated.**

**Carried.**

## **REPORT FROM THE EXECUTIVE DIRECTOR**

Tara provided a quick update. The CCDI report is expected on April 6. The final Accreditation report is still outstanding, and everyone is anxious to receive it.

The unofficial proceeds from the Women & Wellness virtual event were, after costs, \$19,000.

The pilot team for the Welland MCRRT will start April 1<sup>st</sup>. There will be a media post in early April.

The Safe Beds funding proposal has been signed. The funding will allow for a part-time RPN, as well as the hiring of an addictions specialist. There will be more resources for cooks, and a Health and Safety/Facilities Coordinator can also be hired.

The second risk management workshop will be held on Saturday April 30<sup>th</sup>. The new Branch Division agreement is posted to the portal.

Karen Marazzo, Communications & Revenue Development Coordinator, has been working with CMHA National on website revisions, and Niagara has been chosen as the branch to pilot a new website across the country.

The finance team is experiencing some recruitment challenges.

Effective April 4<sup>th</sup>, the doors will be unlocked at Welland Avenue. (Some staffing challenges are preventing the concurrent unlocking at Morrison Street.)

Chris Ventura asked about the media postings. He wondered whether they could be provided to the Board, so that Board members could share the information on their social media channels. Tara will make this request of Karen Marazzo.

Matthew Mahler requested that the M-SAA extension be uploaded to the portal. Tara agreed, and added that this will be helpful for understanding the CAPS process.

Moved by: Matthew Mahler

Seconded by: Andrew Bassingthwaighte

**That the ED Report of March 24, 2022 be accepted.**

**Carried.**

## **CONSENT AGENDA**

*2021-12-31 Consolidated Income Statement by Funder*

*2021-12-31 Consolidated Income Statement with Forecast*

*2021-12-31 Statement of Financial Position*

*2021-12-31 LHIN Administrative Performance Indicators*

*2021-12-31 LHIN Funded Programs Income Statement*

*Q3 Financial Report Narrative*

*Q3 Client Safety Report*

*Q3 Client Experience Report*

*Q3 Core Indicators Report*

*Minutes from the February 8, 2022 Committee of the Whole Meeting*

Moved by: Andrew Bassingthwaighte

Seconded by: Matthew Mahler

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

**Carried.**

## **COMMITTEE MEETING ITEMS**

### **Governance - Recruitment**

Andrew Bassingthwaighte received an unsolicited enquiry a couple of weeks ago. An individual completed the Board Member application and an interview was held March 22<sup>nd</sup>. As Chair of Governance, he is recommending that this individual be invited to join the Board.

Moved by: Andrew Bassingthwaighte  
Seconded by: Matthew Mahler

**That Marlana Stadnik-Misener be invited to join the Board of Directors for CMHA Niagara.**

**Carried.**

Christopher Yendt stated that he would review the references with the hope that the onboarding can happen shortly.

### **Finance - Loan Recommendation**

Matthew Mahler asked Judy George to provide an overview. Judy referred to the pre-circulated briefing note. The loan is cash-secured and until now has been carried at a rate that is less than the interest rate on a significant portion of the agency's investments. Since the current floating loan interest rate will increase due to the recent central bank rate interest hike, a decision should be made about whether to maintain the loan with a variable rate or lock it in at a fixed rate. A further decision could also be made about paying down some of the loan with the proceeds from the sale of 15 Wellington. Judy and Matthew are in agreement about recommending (1) that the loan be locked in for one year at the rate prescribed by Meridian Credit Union and (2) applying the 15 Wellington proceeds to the loan principal.

Chris Ventura was supportive of paying down the principal and agreed that a floating rate is too risky with the anticipated impacts of inflation. Matthew acknowledged that the rates will increase if the loan goes down to \$500,000. Judy noted that a shorter term will provide the opportunity to make another decision in a year.

Moved by: Matthew Mahler  
Seconded by: Andrew Bassingthwaighte

**That the GIC acquired with the proceeds from the sale of 15 Wellington be applied to the loan when the investment matures on May 2, 2022.**

**Carried.**

It was agreed that there will be a forthcoming meeting regarding the interest rates.

### **Governance - Self-Assessment Results**

Andrew Bassingthwaighte reviewed the results from the recent Board Member Self-Assessment survey. He noted that there were no real red flags and the response rate was justified since a couple of Members are on leaves of absence from the Board. There was some discussion about Board Member education needs, and Tara stated that CMHA Ontario is working on the offer of more Governance training.

### **Governance - Membership Review**

Andrew Bassingthwaighte asked that Board Members review the matrix on the portal and provide any updates to Margaret. He then shared the existing matrix and noted there may be a gap with “legal” experience. He suggested that this gap may not be a critical one. Chris Ventura responded that the category should be maintained, because of a lawyer’s unique perspective. Christopher Yendt asked that a question be considered about interest in a leadership or executive position. Andrew referred to another document that Christopher developed that will be useful for succession planning, and asked if it should be uploaded to the portal. Christopher agreed, but stated that it needed to be updated first.

A recruitment policy was pre-circulated.

Moved by: Andrew Bassingthwaighte

Seconded by: Matthew Mahler

**That the Policy #604.01, Board Member Screening and Selection, be uploaded to the portal.**

**Carried.**

The policy document will also be revised for formatting and date edits.

### **Governance - Draft Application Package**

A draft Board Member application package was pre-circulated. Chris Ventura asked about the timeline, since the months didn’t line up. He added that he likes the idea of simplifying the process. Sarah Cacilhas asked whether the addition of a “no experience required” line might be considered. There was discussion about this. Andrew Bassingthwaighte suggested that “preference be given to” might be better wording. Christopher Yendt agreed that he’d prefer that board experience be considered a benefit, but that it did not need to be required. Tara suggested that there be a screening question about the difference between a governance and an operational board. She added that timeline wording such as “prior to the first meeting in September” would be effective. Sarah suggested that there be a tagline at the beginning - especially if it’s on social media. Christopher and Tara will continue to work on this. Matthew Mahler asked about when it would be available, and Andrew stated that he will send out an email such that it can be forwarded to Board Member contacts shortly.

**ADJOURNMENT**

Andrew Bassingthwaighte moved to adjourn the meeting at 7:55 p.m.