

Executive Committee Meeting Minutes

Thursday, May 26, 2022

Zoom - Virtual Meeting

LAND ACKNOWLEDGEMENT

The land acknowledgement was not read.

CALL TO ORDER

Andrew Bassingthwaighe called the meeting to order at 5:31 p.m.

ESTABLISHMENT OF QUORUM

Present: Andrew Bassingthwaighe, Matthew Mahler, Chris Ventura (non-voting), Tara McKendrick (ex officio), Christopher Yendt (joined at 6:30pm)

Regrets: Lindsay Marois, Dawn Shickluna, Sarah Cacilhas

Guest: Judy George (left meeting at 5:58 p.m.)

Recorder: Sherry Riddick

DECLARATIONS OF CONFLICT

No conflict of interest was declared.

AGENDA

There was a request to move the agenda to have the Finance reports and Quality reports discussed first and move other agenda items until quorum was established at 6:30pm.

Moved by: Matthew Mahler

Seconded by: Christopher Yendt

That the Agenda for the Executive Committee Meeting of May 26, 2022 be adopted as circulated except for a minor change to the agenda item order.

Carried.

MINUTES OF PREVIOUS BOARD MEETING

Moved by: Christopher Yendt

Seconded by: Matthew Mahler

That the Minutes of the Board Meeting held Thursday April 28, 2022 be adopted as circulated.

Carried.

Q4 Reports

- *Q4 Audit Format Balance Sheet*
- *Q4 CMHA & DC LHIN Admin Percentages*
- *Q4 CMHA Income Statement Consolidated Board (including NOHT)*
- *Q4 CMHA Income Statement Consolidated Board (NOT including NOHT)*
- *Q4 CMHA IS LHIN by Department*
- *Q4 Financial Report*

Judy provided an overview of the balance sheet and income statements. The income statement including the NOHT funding and one without the funding to have a better understanding of the dollar amounts. The audit is almost completed and will be ready for a draft board review at the June 14, 2022 finance meeting.

The presentation with MNP for changes to the IT network has been completed, waiting for the cost for the cloud first strategy.

Not all of the housing budget has been used, there is some subsidy dollars available. There are some interim strategies in place, but the pandemic has made this difficult. Some staff vacancies have also affected long term services and REAL work program. There were some recovery dollars from the Fort Erie Bingo as well as a loan was repaid under the "Sundry" category.

Andrew thanked Judy for all of the work and details in her report. Matt observed the Q3 numbers were off, but corrected in Q4 due to an error on the imported data by an employee that is no longer with the agency.

- *Q4 Client Safety Report*
- *Q4 Client Experience Report*
- *Q4 CORE Board Summary*

Tara reported on behalf of Heather as she is on vacation. The reports provided were very detailed. Chris V was concerned about the drug overdoses and what the CHMA policy was around using while on services. Currently, the CMHA is not an addictions site that provides Narcan. The policy states the client must be sober not using alcohol or marijuana to be referred for services. Prior to COVID, harm-reduction programs were introduced to clients. The incidents were considered accidental and the clients were not active with services or on-site. In the near future, CMHA will become a Naloxone distribution site, with trained staff on site. Those interested in the training can attend.

Chris asked who owns the OPAC data, CMHA or Ontario government. Tara to clarify with Heather, but believes it is a mixture of both, we extract our own data, but report to government.

**PRESENTATION – 2020-2022 STRATEGIC OPERATIONAL OBJECTIVES
2022-2023 STRATEGIC OPERATIONAL OBJECTIVES**

For the 2020-2022 Strategic Operational Objectives, there were 69 objectives listed. The status was listed as:

Green – Complete

Yellow – Progressing or carried over to next year

Red – Removed or changed

The legend was as follows:

R – Responsible (most responsible person)

A – Accountable

C – Consulted (needs to be consulted)

I – Informed (information)

Tara to add legend to the top of the document in the future. The 2022-2023 plan is a living document and will be utilized frequently as items require updating. There were 40 objectives listed, which seem more manageable. The full spreadsheet has tabs at the bottom which help each responsible person view their objectives at a quick glance. Line 14 will be a very large project which will look at all the programs and outcomes to identify what is working and which resources could be allocated elsewhere. Safe beds and housing are most likely going to be reviewed first. More evidence-based outcomes are the goals.

REPORT FROM THE EXECUTIVE DIRECTOR

Tara provided the ED report from April 28, 2022. She will provide the May and June ED Report at the next meeting, June 23, 2022.

The Welland MCRRT had a media post in early April, lots of positive feedback was received. Tara is hoping to have a call out to radio stations to promote all of the programs CMHA Niagara provides.

The Health and Safety/Facilities Coordinator was hired, Natalie Polich started on May 24, 2022. She will act as a liaison between the organization and public health. She will also ensure our First Aid/CPR training will be up to date as well as the non-violent crisis intervention training. Oversight of the cooks for the industrial kitchen for safe beds as well as keeping the standards of safe food handling in check. Natalie to be invited to a future Executive Committee meeting or Board meeting in the Fall.

There are no updates to provide about the Niagara Ontario Health Team at this time.

Moved by: Matthew Mahler
Seconded by: Christopher Yendt

That the ED Report of April 28, 2022 be accepted.

Carried.

CONSENT AGENDA – No Items to discuss

COMMITTEE MEETING ITEMS

Governance - Recruitment

Andrew Bassingthwaighte updated everyone on new board member recruitment. There were four individuals that applied to be board members. Three passed the pre-screen interviews and only two to be interviewed the week of June 6-9, 2022. Sherry to set up interviews with the two candidates, she has left messages for both. Sherry will send hold invites to Christopher and Andrew for their calendars for the possible interview dates and times. Once decisions are made, the successful candidate(s) will be invited to join the board and the newest member, Marlena Stadnik-Misener be invited to meetings in the near future

Moved by: Christopher Yendt
Seconded by: Matthew Mahler

Carried.

ADJOURNMENT

Andrew Bassingthwaighte moved to adjourn the meeting at 6:51 p.m.