



## Executive Committee Meeting Minutes

Thursday, June 23, 2022

Zoom - Virtual Meeting

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### LAND ACKNOWLEDGEMENT

The land acknowledgement was read by Andrew Bassingthwaighe.

### CALL TO ORDER

Christopher Yendt called the meeting to order at 5:36 p.m.

### ESTABLISHMENT OF QUORUM

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

Regrets: Lindsay Marois, Dawn Shickluna

Recorder: Sherry Riddick

### DECLARATIONS OF CONFLICT

No conflict of interest was declared.

### AGENDA

There was a request to add agenda item Extra Expenses incurred by MNP Discussion.

Moved by: Matthew Mahler  
Seconded by: Andrew Bassingthwaighe

**That the Agenda for the Executive Committee Meeting of June 23, 2022 be adopted as circulated except for one additional item to the agenda, as noted above.**

Carried.

### MINUTES OF PREVIOUS BOARD MEETING

Moved by: Andrew Bassingthwaighe  
Seconded by: Matthew Mahler

**That the Minutes of the Board Meeting held Thursday May 26, 2022 be adopted as circulated.**

**Carried.**

## **REPORT FROM THE EXECUTIVE DIRECTOR**

Tara provided the ED report for June, 2022.

Final documents were received from Canadian Centre for Diversity and Inclusion, which outlines action steps for a CMHA Niagara Roadmap for inclusion, Diversity, Equity and Accessibility (IDEA). First steps are included in 2022-23 operational objectives, assigned to Manager of People and Wellness, and activities will commence upon completion of other priorities and return of the HR Assistant towards manageable workloads. Anticipated to start in Fall 2022, including a presentation to the Board in September to orientate to the roadmap.

In honor of **PRIDE month**, an all agency Town Hall was hosted by a CMHA Employment Counsellor who identities as 2SLGBTQQIA+, which shared history and meaning of the month from a factual and personal perspective.

In honor of **National Indigenous Peoples Day**, an all agency Town Hall was hosted by Heather Gillespie, who shared history and meaning of the day, as well as a deeper dive into the reasons for land acknowledgements and further understanding of components of Land Acknowledgements.

CMHA Niagara is partnering with Pen Financial to assess and improve trauma informed care (TIC) across the Niagara region. With project management provided by The Armstrong Strategy Group, and funding provided by Pen Financial, the partnership leverages CMHA experience with the University of Buffalo (UoB) in trauma informed care initiatives. The team from UoB surveyed health service providers and educators across the region to assess level of need for TIC training, resources and practices to improve care. Results of the survey indicated high level of need to improve client and provider experiences and outcomes. Next steps will see service providers applying to participate in a learning collaborative with UoB to develop TIC implementation plans and action items in their organizations. This free initiative will be for up to 12 agencies.

The Safety and Facilities Coordinator performed hand hygiene audit this month and will be the oversight of the industrial kitchen. Recruitment is in process for a part-time cook.

Ontario Structured Psychotherapy (OSP) application has been accepted, with official notice of CMHA Niagara becoming a service delivery site. Information sessions are being held in July and further information will be provided to the Board as available. Anticipated that OSP service would be made available in Niagara in December 2022, pending any further unanticipated delays. ED has been attending the Provincial Advisory Committee which is hosted/ led by Ontario Health Mental Health and Addiction Centre of Excellence.

In support of increasing community presence and impact, an application was submitted to participate in the Grape and Wine Festival Grand Parade, which was accepted. Board members are asked to *HOLD THE*

*DATE of September 24* in their calendars and plan to walk with clients, staff, advisors, family and friends. This is a family friendly event, all are welcome, and further details will follow.

Recruitment for Board members was actioned, interviews completed and recommendations are provided in separate cover for Board consideration.

Bernadette Ngwanguong, Finance Coordinator, has resigned, effective June 30, 2022, to relocate to Alberta in support of family job opportunity. Bernadette will be missed, and has offered to provide support and transition to the finance team remotely from her new location to greatest extent possible, including onboarding and knowledge transfer to incoming Finance Coordinator.

Henry D'Angela started with the agency on June 20, 2022 as a part time Finance Coordinator. He has been working with Bernadette for knowledge transfer and is being introduced to the roles and responsibilities. Recruitment continues for additional potential Finance Coordinator role, as well as vacant Finance Assistant role(s). Welcome Henry!

Recruitment of staffing continues to be a challenge and is impacting program delivery and agency operations. Management is problem solving and looking for solutions to this challenge, which is shared across departments, sectors and the province.

CMHA Niagara will continue with our vaccination policy (requiring full vaccination for active staff) and will continue to monitor need for changes to this policy as environment (e.g., legal, partners, and impact on service delivery) changes.

CMHA Niagara will continue with requiring staff to wear masks and other protective equipment as relevant, on site and during community visits. In addition, screeners, hand hygiene, disinfecting, physical distancing and gathering limits will remain in effect for the foreseeable future.

Clients seeking services will not be asked for vaccination status, except as it pertains to special circumstances (e.g., transportation requests/needs in staff vehicles). In addition, clients will be encouraged to wear a mask, but will not be denied service if they choose not to. The exception to this is clients in congregate living programs (e.g., Safe Beds) will continue to be required to wear a mask while in this setting.

Moved by: Matthew Mahler  
Seconded by: Andrew Bassingthwaigte

**That the ED Report of June 23, 2022 be accepted.**

**Carried.**

**CONSENT AGENDA – No Items to discuss**

**COMMITTEE MEETING ITEMS – No Items to discuss**

## **OTHER BUSINESS**

### **ANNUAL REPORT**

See attached



CMHA\_Niagara\_AR\_2  
022\_V4\_Low.pdf

Moved by: Andrew Bassingthwaighe  
Seconded by: Matthew Mahler

**Carried.**

**That the Annual Report for CMHA Niagara 2021-2022 be adopted as circulated.**

### **MNP ADDITIONAL EXPENSES FOR AUDIT**

Matthew asked if the board was able consider approving extra funds for MNP as there was an additional cost of \$18,000 to complete the audit. This would be a one-time agreement, at a discounted rate of \$8000.00 to compensate MNP. It was acknowledged that Finance was under additional stress because of the lack of resources and MNP supported to ensure the audit was completed successfully. Everyone agreed that it was a good decision and the right course of action.

Moved by: Andrew Bassingthwaighe  
Seconded by: Christopher Yendt

**Carried.**

### **ADJOURNMENT**

Christopher Yendt moved to adjourn the meeting at 5:58 p.m.