



## Minutes

### Board of Directors Meeting

**Date/Time:** May 26, 2021, 2:00 to 3:30 – Virtual via Microsoft Teams

**Attendees:** Scott Semple Chair, Jennifer Foster, Emily Leslie, Dr. David Messenger, Dr. Kim Morrison, Isabel Kerr, Brian Devlin, Pytor Hodgson, Marie-Line Jobin, Betty Jo Dean, Carol Ravnaas

**Regrets:** None

**Guests:** Colleen Grady, Research Manager, Centre for Studies in Primary Care (CSPC), Department of Family Medicine, Queen’s University, Catherine Donnelly, Director, Health Services and Policy Research Institute, Queens University, Mary Martin, Research Associate CSPC, Department of Family Medicine, Queen’s University, Robin Witzke, AMHS Program Manager, Crisis & Safe Bed

Item	Topic	MRP/Action
1.	<p><b>Welcome</b> S. Semple welcomed members and guests to the meeting.</p> <p><b>Declaration of Conflict of Interest</b> No conflicts of interest were declared.</p>	
2.	<p><b>Q&amp;A Planning</b> Item deferred to the June 23, 2021, meeting.</p>	
3.	<p><b>Board of Directors Development</b> Catherine Donnelly, Colleen Grady, and Mary Martin of Queen’s University have been engaged to evaluate the new Board. The Queen’s team recognize this project as Board development and developing a performance plan. C. Grady presented her team, timelines, and methods. A 60-minute individual phone interview with each Board member will inform the development of a Board Performance Tool, followed by a 45-minute full-board focus group a few months later to review and fine-tune the Board Performance Tool.</p>	<p>C. Grady to provide dates for interviews. D. Jones to set up interviews</p>
4.	<p><b>Orientation to AMHS – Crisis Services</b> Robin Witzke provided an orientation to the Board regarding Crisis Services at AMHS. Crisis Services supports clients, family members, and community partners. Information was provided on:</p> <ul style="list-style-type: none"> <li>• AMHS Crisis line,</li> <li>• Mobile services, including Mobile Crisis Rapid Response Team (MCRRT), Mobile Crisis Intervention Team (MCIT), and the Crisis Outreach and Support Team (COAST),</li> <li>• The Safe Bed Program, and</li> <li>• The Isolation program.</li> </ul>	<p>Further questions regarding Crisis Services can be forwarded to D. Jones</p>

5.	<p><b>Consent Agenda</b></p> <p>a) Approval of the Agenda b) Approval of Minutes of April 28, 2021</p> <p><b>Moved by B. Devlin, seconded by E. Leslie</b> <b>MOTION: That the Consent Agenda items of May 26, 2021, be approved.</b> <b>Carried</b></p>															
6.	<p><b>Client and Family Advisory Council Report</b></p> <p>Isabel Kerr provided an update report regarding CFAC's current members, work in progress, planning day activities, and next steps.</p>															
7.	<p><b>Review FLS Compliance</b></p> <p>A Briefing Note was pre-circulated to provide the Board with an update on the organizational progress on AMHS' work on French Language Services. B. Dean gave an overview of AMHS' current status, the re-instated AMHS FLS Committee, Ministry reporting, and collaboration with Ontario Health and the Reseau as well as next steps. Jeannine Proulx from Reseau has been asked to join the committee to provide support and insight. Marie-Line Jobin was invited to attend a future meeting to provide ideas and guidance.</p> <p>The next designation plan update will be submitted in early 2022.</p>	<p>M-L. Jobin to be invited to attend a future AMHS FLS meeting</p>														
8.	<p><b>Joint Executive Directors' Performance Targets</b></p> <p>The JED Performance Targets were reviewed and approved.</p> <p><b>Moved by Dr. Messenger, seconded by I. Kerr</b> <b>MOTION: That the Joint Executive Directors' Performance Targets be approved as submitted.</b> <b>Carried</b></p>															
9.	<p><b>Signing Authorities and Banking</b></p> <p>An official motion from the Board regarding banking and borrowing resolutions is required by the bank to have an update to AMHS signatories.</p> <p><b>Moved by P. Hodgson, seconded by Dr. Messenger</b> <b>THAT the Board approves the banking and borrowing resolutions for 2021 as presented and the following officers be confirmed to sign banking documents.</b></p> <table border="1" data-bbox="181 1560 685 1927"> <thead> <tr> <th><u>Position</u></th> <th><u>Name</u></th> </tr> </thead> <tbody> <tr> <td><b><u>Board Chair</u></b></td> <td><b><u>Scott Semple</u></b></td> </tr> <tr> <td><b><u>Board Vice-Chair</u></b></td> <td><b><u>Jennifer Foster</u></b></td> </tr> <tr> <td><b><u>Secretary</u></b></td> <td><b><u>Emily Leslie</u></b></td> </tr> <tr> <td><b><u>Treasurer</u></b></td> <td><b><u>Dr. David Messenger</u></b></td> </tr> <tr> <td><b><u>Executive Director, Operations</u></b></td> <td><b><u>Betty Jo Dean</u></b></td> </tr> <tr> <td><b><u>Executive Director, Client Services</u></b></td> <td><b><u>Carol Ravnaas</u></b></td> </tr> </tbody> </table> <p><b>Carried</b></p>	<u>Position</u>	<u>Name</u>	<b><u>Board Chair</u></b>	<b><u>Scott Semple</u></b>	<b><u>Board Vice-Chair</u></b>	<b><u>Jennifer Foster</u></b>	<b><u>Secretary</u></b>	<b><u>Emily Leslie</u></b>	<b><u>Treasurer</u></b>	<b><u>Dr. David Messenger</u></b>	<b><u>Executive Director, Operations</u></b>	<b><u>Betty Jo Dean</u></b>	<b><u>Executive Director, Client Services</u></b>	<b><u>Carol Ravnaas</u></b>	
<u>Position</u>	<u>Name</u>															
<b><u>Board Chair</u></b>	<b><u>Scott Semple</u></b>															
<b><u>Board Vice-Chair</u></b>	<b><u>Jennifer Foster</u></b>															
<b><u>Secretary</u></b>	<b><u>Emily Leslie</u></b>															
<b><u>Treasurer</u></b>	<b><u>Dr. David Messenger</u></b>															
<b><u>Executive Director, Operations</u></b>	<b><u>Betty Jo Dean</u></b>															
<b><u>Executive Director, Client Services</u></b>	<b><u>Carol Ravnaas</u></b>															

10.	<p><b>Annual General Meeting Date</b> A request was issued to hold the Annual General Meeting on September 22, 2021.</p> <p><b>Moved by B. Devlin, seconded by I. Kerr</b> <b>MOTION: That the Annual General Meeting Date for 2021 be approved for September 22, 2021.</b> <b>Carried</b></p>	
11.	<p><b>Joint Executive Directors' Report to the Board</b> C. Ravnaas and B. Dean provided an overview of their pre-circulated Joint Executive Directors' report to the Board.</p>	
12.	<p><b>Survey: Board Meeting Length and Summer</b> Results of a survey indicated Board members would like to have 30 minutes added to the beginning of meetings to hold educational sessions which would be optional to attend.</p> <p>A decision was made to hold one meeting in the summer. Suggestions that this meeting could be used to discuss items that would not have an opportunity to discuss at a regular meeting, be used as a strategic planning meeting, or used as a Board retreat.</p>	<p>S. Semple to send out an email and discuss the summer meeting agenda with JEL. D. Jones to send out a poll.</p>
13.	<p><b>New Business</b> No new business was presented.</p>	
14.	<p><b>Adjournment</b> The meeting was adjourned at 3:45 on a motion by M. Jobin, seconded by Dr. Morrison</p>	
15.	<p><b>Date of Next Meeting June 23, 2021</b></p>	

Chair: Scott Semple  
Vice-Chair: Jennifer Foster  
Secretary: Emily Leslie  
Treasurer: Dr. David Messenger