



**MINUTES**

**Board of Directors Meeting**

**Date/Time:** June 28, 2023, 3:30 pm – 6:00 pm via Microsoft Teams  
**Attendees:** Jennifer Foster (Chair), Dr. David Messenger, Emily Leslie, Dr. Kim Morrison, Brian Devlin, Pytor Hodgson (left at 5:44 pm), Marie-Line Jobin, Linda Hall, Betty Jo Dean, Jill Dupuis (Secretary)  
**Regrets:** Carol Ravnaas  
**Guests:** Dr. Marie Gojmerac, AMHS Psychiatrist, Victoria Wilson, Advanced Practice Clinician, Jessica Dressler, Finance Manager, Katie Mahon, Partner, Audit, KPMG

Item	Topic	Action/MRP
1.	<p><b>Education Session</b>            With the consent of the Board and Dr. Gojmerac, the presentation was recorded.</p> <p>Dr. Gojmerac joined the board meeting to present information related to the MAiD legislation, which is under a sunset clause until March 2024. Dr. Gojmerac gave a brief history of MAiD and the difference between the law for those with physical illness and those with mental illness. She also shared various issues when deciding if MAiD is the best choice for someone with no health illness but with severe mental illness. Resources were provided to the Board for more information.</p>	<p>J. Dupuis will send the Reference page Dr. Gojmerac created to Board members, it is also available on the Board Portal</p>
2.	<p><b>Welcome</b>  <b>Declaration of Conflict of Interest</b>            No conflict of interest was declared.</p>	
3.	<p><b>Consent Agenda Items</b></p> <ul style="list-style-type: none"> <li>a) Approval of the Agenda</li> <li>b) Minutes of May 24, 2023, Board Meeting</li> <li>c) Minutes of the May 15, 2023, Governance Working Committee Meeting</li> </ul> <p><b>Moved by D. Messenger, seconded by K. Morrison</b>  <b>MOTION: That the Consent Agenda Items, be approved.</b>  <b>Carried</b></p>	
4.	<p><b>Audit Report</b>            Katie Mahon our Auditor from KPMG presented an overview of the 2022-2023 Audit Report and audited financial statements. A more in-depth review was provided to J. Foster, Board Chair, E. Leslie, Board Treasurer, Jessica Dressler,</p>	

Item	Topic	Action/MRP
	<p>Manager Finance, and B. Dean in a meeting on June 21, 2023. The Agency has a clean audit report with no significant findings noted.</p> <p><b>Moved by D. Messenger, seconded by B. Devlin</b>  <b>MOTION: That the Board approve the transfer of \$97,176 from unrestricted and externally restricted net assets to internally restricted net assets as reported in the draft March 31, 2023, audited financial statements.</b>  <b>Carried</b></p> <p><b>Moved by E. Leslie, seconded by D. Messenger</b>  <b>MOTION: That the Board accept the Auditor’s report and approve the March 31, 2023, audited financial statements as presented.</b>  <b>Carried</b></p>	
5.	<p><b>Standing Item: Report of the Governance Working Committee</b>  B. Dean and C. Ravnaas are working with the lawyers to prepare for ONCA which will include By-Law and Articles of Incorporation changes.</p>	
6.	<p><b>MSAA Declaration of Compliance</b>  B. Dean reviewed a Briefing Note on the Agency’s Multi-Sector Accountability Agreement (MSAA) for the past fiscal year ending March 31, 2023. It requires that an annual declaration of compliance be issued within 90 days of year-end. In summary, the MSAA remained unchanged, and the Agency is in compliance.</p> <p><b>Moved by K. Morrison, seconded by E. Leslie</b>  <b>MOTION: That the Board authorize the Board Chair to sign the Declaration of Compliance for the period April 1, 2022, to March 31, 2023.</b>  <b>Carried</b></p>	
7.	<p><b>Motion to Move In-Camera</b></p> <p><b>Moved by K. Morrison, seconded by D. Messenger</b>  <b>MOTION to move In-Camera</b>  <b>Carried</b></p> <p><b>Moved by D. Messenger, seconded by B. Devlin</b>  <b>MOTION: The AMHS Board of Directors move out of In-Camera.</b>  <b>Carried</b></p>	
8.	<p><b>Skills Matrix review for the current board members</b>  The summary skills matrix was provided in the board package. This information showed that the AMHS-KFLA board has a strong and broad set of skills among their membership. The skills matrix can be used as a tool moving forward.</p>	

Item	Topic	Action/MRP
9.	<p><b>Joint Executive Leadership Report for June 2023</b></p> <p>B. Dean reviewed the JEL Leadership Report for June 2023. Highlights included work being done on the Mother and Child Program, the pilot funded by the City of Kingston for Downtown Outreach working jointly with the Downtown Business Improvement Association, and Psychiatry coverage for the agency.</p> <p><b>Moved by K. Morrison, seconded by B. Devlin</b></p> <p><b>MOTION: The JEL report for the month of June is approved as presented.</b></p> <p><b>Carried</b></p>	
10.	<p><b>JEL Performance Targets for 2023</b></p> <p>Speaking on behalf of C. Ravnaas and herself, B. Dean reviewed the recommended JEL Performance Targets for this year. The approach to develop these targets was similar to last year, connecting back to the approved organizational workplan. Targets recommended reflect a balance of client, organization, and system accountabilities. Once approved, these goals will be used to measure and evaluate the JEL performance for the 2023/24 fiscal year.</p> <p><b>Moved by D. Messenger, seconded by K. Morrison</b></p> <p><b>MOTION: The JEL Performance Targets for 2023 be approved as presented.</b></p> <p><b>Carried</b></p>	
11.	<p><b>Mission Moment</b></p> <ul style="list-style-type: none"> <li>• L. Hall gave an update on the CFAC drop-in. Twelve people came and six OPAC surveys were completed. The next drop-in will be at 35 Lyon’s Street.</li> <li>• E. Leslie- commented to B. Devlin at another function that K. Mahon from KPMG shared in the Audit meeting that this is the first clean audit in years. She acknowledged the work of the Agency including J. Dressler and the Finance team in achieving this result and commented that the agency is on the right track.</li> <li>• D. Messenger – AMHS was a great presence at the Kingston Pride this year, nice to see.</li> </ul>	
12.	<p><b>Other/New Business / Round Table</b></p> <p>a) b)</p>	
13.	<p><b>Correspondence and Items for Information</b></p> <p>Please refer to the meeting folder on the portal for information items. Included this month are:</p>	

Item	Topic	Action/MRP
	<b>1) Resources from the United Way’s Leadership Development Services workshop on Roles &amp; Responsibilities of Boards of Directors.</b> a) Roles & Responsibilities of a Board of Directors Slides b) Post Workshop Resources <b>2) FLAOT Partnership Council Town Hall</b> a) FLAHOT Town Hall Agenda b) FLA OHT Strategic Plan 2023 - 2008	
14.	<b>Adjournment</b>  <b>Moved by D. Messenger, seconded by B. Devlin</b> <b>MOTION for adjournment</b>	
15.	<b>Date of Strategic Planning Meeting July 26, 2023, 4:00 pm – 6:00 pm</b> <ul style="list-style-type: none"> <li>• Meeting location is 552 Princess Street</li> <li>• Review the Strategic Plan Survey with Rob Wood.</li> </ul> <b>Date of Next Meeting August 23, 2023</b> <ul style="list-style-type: none"> <li>• 2023/24 Q1 Review of Joint Executive Work Plan QIP report</li> <li>• Summer Board Meeting Generative Discussion – Topic TBD</li> </ul>	

Board Portal: <https://board.amhs-kfla.ca/wp-login.php>

Chair: Jennifer Foster

Vice-Chair: Pytor Hodgson

Treasurer: Emily Leslie

Secretary: Jill Dupuis