



### Minutes

#### Board of Directors Meeting

**Date/Time:** May 24, 2023, 4:00 pm – 6:20 pm via Microsoft Teams

**Attendees:** Jennifer Foster (Chair), Emily Leslie, Dr. Kim Morrison, Brian Devlin, Pytor Hodgson Marie-Line Jobin, Linda Hall, Betty Jo Dean, Carol Ravnaas, Jill Dupuis (Secretary)

**Regrets:** Dr. David Messenger

**Guests:** Cathy Szabo, President & CEO, Terry Landry, Regional Director – Community Adult Mental Health, Michelle Podhy, Board Chair, Providence Care Board of Directors, Mark Varin, Director, Providence Care Board of Directors.

Item	Topic	Actions
1.	<p><b>Providence Care Hospital Board to Board Presentation</b></p> <p>Members of the Providence Care Board of Directors, Cathy Szabo and Terry Landry attended the AMHS Board Meeting. C. Szabo presented a high-level overview of the history of Providence Care, the services provided, and their strategic priorities.</p> <p>T. Landry described the strong partnership with AMHS from the Leadership level to the front-line services. Both agencies provide services to the most vulnerable individuals with complex needs. The agencies have worked hard to increase communication and remove barriers to provide seamless services to our shared clients.</p> <p>M. Podhy encouraged future collaboration between the Boards.</p> <p>J. Foster thanked everyone on behalf of the AMHS Board for the presentation and looks forward to further collaboration with the Providence Care Board.</p>	
2.	<p><b>Welcome</b></p> <p><b>Declaration of Conflict of Interest</b></p> <p>No conflicts were declared</p>	
3.	<p><b>Consent Agenda Items</b></p> <p>a) Approval of the Agenda</p> <p>b) Minutes of April 26, 2023, Board Meeting</p> <p>c) Minutes of the April 5, 2023, Governance Working Committee Meeting</p> <p><b>Moved by E. Leslie, seconded by M. Jobin</b></p> <p><b>MOTION: That the Consent Agenda Items be approved.</b></p> <p><b>Carried</b></p>	

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4.	<p><b>Standing Item: Report of the Governance Working Committee</b>  <b>Briefing Note: ONCA Law Firm Recommendation</b>  The Board discussed the criteria used to rate the Firms.</p> <p><b>Moved by B. Devlin, seconded by K. Morrison</b>  <b>MOTION: The Board moves forward with hiring the recommended law firm, Carters Professional Corporation, to aid in the ONCA work.</b>  <b>Carried</b></p>	
5.	<p><b>2022/23 Q4 Report on Joint Executive Work Plan and QIP Report</b>  B. Dean and C. Ravnaas presented the 2022/23 Q4 Report and QIP Report. They highlighted the effort of Leadership to increase the percentage of Employee Performance Reviews completed. The Board discussed the OCAN and GAINS assessments and the plans to increase participation in these assessments.</p> <p><b>Moved by M. Jobin, seconded by K. Morrison</b>  <b>MOTION: That the 2022/23 Q4 Report on the Joint Executive Work Plan and QIP be approved.</b>  <b>Carried.</b></p>	
6.	<p><b>Motion to Move In-Camera</b>  <b>Moved by E. Leslie, seconded by K. Morrison</b>  <b>MOTION to Move In-Camera</b>  <b>Carried.</b></p> <p>B. Dean and C. Ravnaas were not present for the 2022/23 Report on JEL Performance Targets discussion.</p> <p><b>Moved by P. Hodgson, seconded by B. Devlin.</b>  <b>MOTION to Move Out of Camera</b>  <b>Carried</b></p> <p><b>Motions were passed at the In-Camera session regarding the Joint Executive Leaders performance appraisals.</b></p>	
7.	<p><b>Briefing Note: Waitlist Status Report Jan-March 31, 2023</b>  C. Ravnaas and B. Dean reviewed the Waitlist Status Report. The Board discussed the data collection process.</p> <p><b>Moved by M. Jobin, seconded by P. Hodgson</b>  <b>MOTION: That the Waitlist Status Report be accepted as presented.</b>  <b>Carried</b></p>	

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8.	<p><b>FLS Committee Report</b> B. Dean and C. Ravnaas reviewed the FLS report. AMHS will be represented by T. Smith at a new inter-agency community committee to build capacity and partnership among French Language Service Providers in our community.</p> <p><b>Moved by E. Leslie, seconded by P. Hodgson</b> <b>MOTION: That the FLS Committee Report for May 2023 be accepted as presented.</b> <b>Carried</b></p>	
9.	<p><b>Strategic Planning Update</b> A kick-off Strategic Planning Advisory Group meeting with Rob Wood was held last week. The group reviewed the timelines and activities. R. Wood will send a survey to the Board about their priorities. After some time to review and complete the survey, Rob will meet with the Board to discuss their thoughts. The Board recommended this conversation be held outside of regular Board meetings. An in-person, Strategic Planning meeting for the Board will be booked for July.</p>	<p>J. Dupuis with R. Wood will coordinate a meeting for the Board Strategic Plan discussion.</p>
10.	<p><b>Review of Board Policies: (deferred from the March and April Board meeting)</b></p> <ul style="list-style-type: none"> <li>• Board Meetings</li> <li>• Committees of the Board</li> <li>• Minutes of the Board</li> <li>• Collaborative Governance</li> </ul> <p><b>Review of Board Policies:</b></p> <ul style="list-style-type: none"> <li>• Vision-Mission-Values</li> <li>• Code of Conduct</li> <li>• Criminal Reference Check</li> <li>• Ministerial Requirements</li> <li>• Signing Authorities</li> </ul> <p>The Board recommended that the policy review could be added to the consent agenda, as any item can be pulled out to be reviewed if questions arise.</p> <p><b>Moved by K. Morrison, seconded by E. Leslie.</b> <b>MOTION: That the Board Policies reviewed for May 2023 be approved as presented.</b> <b>Carried.</b></p>	
11.	<p><b>Joint Executive Leadership Report for May 2023</b> C. Ravnaas and B. Dean reviewed the JEL Report for May 2023. Discussed the issues with psychiatry coverage which hopefully, will be resolved before it</p>	

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	<p>becomes an emergency. Emergency and contingency planning is underway just in case. The Auditors will be presenting their report at the June Board meeting.</p> <p><b>Moved by K. Morrison, seconded by M. Jobin</b>  <b>MOTION: The JEL report for May 2023 is accepted as presented.</b>  <b>Carried</b></p>	
12.	<b>Skills Matrix review for current board members. – Defer to the June meeting</b>	J. Dupuis will add the Skills Matrix Review to the agenda for the June meeting.
13.	<p><b>Mission Moments</b>  P. Hodgson spoke at an event at KCHC. While there, many people discussed the lifesaving support that is received at the Stabilization Program. The program was described as a quality and compassionate, supportive program that is life changing.</p>	
14.	<p><b>Other/New Business / Round Table</b></p> <p>a)</p>	
15.	<p><b>Adjournment</b></p> <p><b>Moved by B. Devlin, seconded by E. Leslie</b>  <b>MOTION for adjournment.</b>  <b>Carried</b></p>	
16.	<p><b>Date of Next Meeting June 28, 2023</b></p> <ul style="list-style-type: none"> <li>• Audit Report</li> <li>• MSAA Declaration of Compliance</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