



**MINUTES**

**Board of Directors Meeting**

**Date/Time:** November 22, 2023, 4:00 pm – 6:00 pm  
**Location:** Hybrid, 552 Princess Street, Board Room/Teams  
**Attendees:** Jennifer Foster (Chair), Emily Leslie, Brian Devlin, Pytor Hodgson, Dr. David Messenger (left the meeting at 5:10 pm), Marie-Line Jobin, Linda Hall, Jonas Bonham, Betty Jo Dean, Carol Ravnaas, Jill Dupuis (Secretary)  
**Regrets:** Dr. Kim Morrison  
**Guests:** Sean Preston, Program Manager, Rural Services & Central Intake, Brooke Solc, Program Manager, Intensive and Transitional Case Management

| Item | Topic   | Action  |
|------|---|---|
| 1.   | <b>Education Session – AMHS Service Partnerships</b><br>C. Ravnaas, S. Preston, and B. Solc presented on the work that is done daily with our partners and highlighted the areas of focus and opportunities for growth.   | J. Dupuis will add the PowerPoint Presentation to the Board Portal. |
| 2.   | <b>Welcome and Call to Order at 4:40 p.m.</b><br><b>Declaration of Conflict of Interest</b><br>No conflict of interest was declared.  |   |
| 3.   | <b>Consent Agenda Items</b><br><br>a) <b>Approval of the Agenda</b><br>b) <b>Minutes of October 25, 2023</b><br>c) <b>French Language Service Committee Report</b><br><br><b>Moved by B. Devlin, seconded by E. Leslie.</b><br><b>MOTION:</b> That the Consent Agenda Items, be approved.<br><b>Carried</b> |   |
| 4.   | <b>Standing Item: Report of the Governance Working Committee</b><br><br><b>Deferred – there was no meeting in November.</b>   |   |
| 5.   | <b>Wait List Status Report</b><br>C. Ravnaas and B. Dean reviewed the Wait List Status report. The agency will continue to work towards its wait time goal of 21 days. ACESSMHA is expected to streamline the referral process which should help to reduce wait times.                                      |   |

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|      | <p><b>Moved by B. Devlin, seconded by L. Hall</b><br/> <b>MOTION:</b> That the report on the Wait List Status be approved as presented<br/> <b>Carried</b></p>   |  |
| 6.   | <p><b>Motion to Move In-Camera</b></p> <p><b>Moved by M. Jobin, seconded by E. Leslie</b><br/> <b>MOTION:</b> The AMHS Board of Directors move to In-Camera<br/> <b>Carried</b></p> <p><b>Moved by B. Devlin, seconded by E. Leslie</b><br/> <b>MOTION:</b> The AMHS Board of Directors move out of In-Camera.<br/> <b>Carried</b></p>   |  |
| 7.   | <p><b>2023/24 Q2 Review of Joint Executive Work Plan and QIP Report.</b></p> <p>C. Ravnaas and B. Dean reviewed the 2023/24 Q2 Joint Executive Work Plan and QIP Report.</p> <p><b>Moved by J. Foster, seconded by B. Devlin</b><br/> <b>MOTION:</b> That the 2023/24 Review of the JEL Work Plan and QIP report be approved as presented.<br/> <b>Carried</b></p>   |  |
| 8.   | <p><b>Joint Executive Leadership Report for October 2023, including:</b></p> <ul style="list-style-type: none"> <li>a) <b>Updated Agency Demographic Information Review, and</b></li> <li>b) <b>BN AGM survey results</b></li> </ul> <p>B. Dean and C. Ravnaas presented the JEL report which had been distributed with the board package. This included a review of updated Agency demographic information and the AGM survey results that were very positive.</p> <p><b>Moved by J. Bonham, seconded by P. Hodgson.</b><br/> <b>MOTION:</b> That the JEL report for the month of November 2023, be accepted.<br/> <b>Carried</b></p> | <p>J. Dupuis will add the link to the article “A case study of change and innovation: Addiction and Mental Health Kingston, Frontenac, Lennox, and Addington” to the Board Portal.</p> |
| 9.   | <p><b>Review of Board Policies:</b></p> <ul style="list-style-type: none"> <li>a) Role of Board Chair</li> <li>b) Orientation for Board Members</li> <li>c) Roles and Responsibility of the Board</li> <li>d) Joint Executive Leadership Relationships</li> </ul> <p><b>Moved by E. Leslie, seconded by B. Devlin</b><br/> <b>MOTION:</b> That the Board Policies reviewed for November 2023 be approved as</p>  |  |

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|      | presented.<br><b>Carried</b>   |        |
| 10.  | <b>Mission Moment</b>  |        |
| 11.  | <b>Other/New Business/Round Table</b><br><br>a)<br>b)  |        |
| 12.  | <b>Correspondence and Items for Information</b><br><br>The following information items were added to the Board Portal, in the November meeting correspondence folder:<br><br>1. A case study of change and innovation: Addiction and Mental Health Kingston, Frontenac, Lennox, and Addington – Article with B. Dean, C. Ravnaas, and B. Swan.<br>2. FLA OHT Town Hall Invitation. |        |
| 13.  | <b>Adjournment</b><br><br><b>Moved by J. Bonham, seconded by E. Leslie</b><br><b>MOTION</b> for adjournment.<br><b>Carried</b><br><b>The meeting was adjourned at 6:13 pm</b>  |        |
| 14.  | <b>Date of Next Meeting: December 20, 2023,</b><br><b>4:00 pm – 6:00 pm</b><br>• Location TBD.   |        |

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

Chair: Jennifer Foster

Vice-Chair: Pytor Hodgson

Treasurer: Emily Leslie

Secretary: Jill Dupuis