



Addiction & Mental Health Services | services de lutte contre les dépendances et de santé mentale  
Kingston Frontenac Lennox & Addington  
EMPOWERMENT INCLUSION WELL-BEING | AUTONOMISATION INCLUSION BIEN-ÊTRE

## Minutes

### Board of Directors Meeting

**Date/Time:** November 27, 2024, 4:00 pm – 6:00 pm  
**Location:** Hybrid, 552 Princess Street, Board Room/Teams  
**Invitees:** Jennifer Foster (Chair), Emily Leslie, Brian Devlin, Pytor Hodgson, Dr. Kim Morrison, Marie-Line Jobin (joined at 4:36 pm), Linda Hall, Jonas Bonham, Carrie Bailey, Betty Jo Dean, Carol Ravnaas, Jill Dupuis (Secretary)

**Regrets:** Sean Preston, Program Manager, L&A Rural Crisis, CM, Access/Intake

**Guests:**

Item	Topic	Action
1.	<b>Education Session – Rural Services</b> S. Preston was unable to attend the meeting. C. Ravnaas gave an update on the Rural Service Provision. Topics included an overview of the area served, statistics, challenges to service provision, and things that are working well.	
2.	<b>Welcome</b> <b>Declaration of Conflict of Interest and Confirmation of Quorum</b> J. Foster welcomed Board members to the meeting. No conflicts of interest were declared, and quorum was confirmed.	
3.	<b>Consent Agenda Items</b>  a) Approval of the Agenda b) Minutes of October 23, 2024, Board Meeting c) FLS Report  <b>Moved by B. Devlin, seconded by P. Hodgson</b> <b>MOTION:</b> That the Consent Agenda Items, be approved <b>Carried.</b>	
4.	<b>2024/25 Q2 Review of the Joint Executive Work Plan and Quality Improvement Plan (QIP) Report</b> C. Ravnaas and B. Dean reviewed the 2024/25 Q2 Joint Executive Work Plan and QIP report, confirming the Agency is on track to meet this year's objectives, with a few indicators under improvement. The Board discussed client re-entry rates and average wait times for services.  The JEL and Leadership team are developing a new Organizational Plan to align with the new Strategic Plan.  <b>Moved by L. Hall, seconded by K. Morrison</b>	

Item	Topic	Action
	<b>MOTION:</b> The Joint Executive Work Plan and QIP Report be approved as presented. <b>Carried.</b>	
5.	<b>Motion to Move In-Camera</b>  <b>Moved by K. Morrison, seconded by E. Leslie</b> <b>MOTION:</b> That the AMHS Board of Directors move to In-Camera. <b>Carried.</b>  <b>Motion to move out of In-Camera</b>  <b>Moved by K. Morrison, seconded by E. Leslie</b> <b>MOTION:</b> That the AMHS Board of Directors move out of In-Camera. <b>Carried.</b>	
6.	<b>Joint Executive Leadership Report for November 2024</b> C. Ravnaas and B. Dean reviewed the Joint Executive Leadership Report for November 2024. A Ribbon Cutting Ceremony has been planned for the new Stabilization program location at 206 Concession Street has been planned. The official invitation will be shared with Board Members once it is received from the city.  <b>Moved by P. Hodgson, seconded by L. Hall</b> <b>MOTION:</b> The JEL Report for November 2024 is approved as presented. <b>Carried.</b>	J. Dupuis will share the invitation to the ribbon-cutting ceremony at 206 Concession Street with the Board.
7.	<b>Waitlist Status Report</b> C. Ravnaas and B. Dean reviewed the Waitlist Status Report, highlighting average client wait times for services. They reviewed the factors affecting wait times, with JEL and Leadership actively monitoring and working to reduce them.  <b>Moved by B. Devlin, seconded by K. Morrison</b> <b>MOTION:</b> That the Waitlist Status Report be accepted as presented. <b>Carried.</b>	
8.	<b>Other/New Business/Round Table</b>  a)	
9.	<b>Correspondence and Items for Information</b>	
10.	<b>Adjournment</b>  <b>Moved by K. Morrison, seconded by L. Hall</b> <b>MOTION</b> for adjournment	

Item	Topic	Action
	<b>Carried.</b> The meeting adjourned at 5:50 pm.	
11.	<b>Date of the Next Board Meeting December 18, 2024</b> <ul style="list-style-type: none"> <li>A Year in Review</li> </ul> <b>Time:</b> 4:00 – 6:00 pm <b>Location:</b> <i>The Cove</i> at the Warf and Feather, Holiday Inn, 2 Princess Street Parking in the Holiday Inn Lot is free, tickets will be validated at the restaurant.	

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

Chair: Jennifer Foster

Vice-Chair: Jonas Bonham

Treasurer: Linda Hall

Secretary: Jill Dupuis