



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

DRAFT Minutes

Board of Directors Meeting

Date/Time: October 23, 2024, 4:00 pm – 6:00 pm

Location: Hybrid, 552 Princess Street, Board Room/Teams

Invitees: Linda Hall (Acting Chair), Emily Leslie, Brian Devlin, Pytor Hodgson, Marie-Line Jobin, Carrie Bailey, Betty Jo Dean, Carol Ravnaas, Jill Dupuis (Secretary)

Regrets: Jennifer Foster, Jonas Bonham, Dr. Kim Morrison

Item	Topic	Action
1.	Welcome Declaration of Conflict of Interest and Confirmation of Quorum L. Hall welcomed C. Bailey to the Board of Directors. No conflict of interest was declared, and quorum was confirmed.	
2.	Consent Agenda Items a) Approval of the Agenda b) Minutes of September 25, 2024, Board Meeting c) Minutes of the Governance Committee Meeting of September 4, 2024 d) BN AGM Survey Results Moved by M. Jobin, seconded by P. Hodgson. MOTION: That the Consent Agenda Items, be approved. Carried.	
3.	Standing Item: Final Report of the Governance Working Committee B. Dean and C. Ravnaas informed the Board that the Governance Committee has completed its work, and all necessary paperwork for ONCA-compliance and the AMHS-KFLA approved By-Laws and Articles of Incorporation have been filed. Board Policies will continue to be updated at Board Meetings throughout the year, with reviews conducted by the JEL to ensure ongoing compliance with ONCA legislation. Given the completion of the Governance Committee's work, it was recommended that the committee stand down and reconvene as needed. Moved by M. Jobin, seconded by E. Leslie MOTION: To approve the final report and to stand down the Governance Committee. Carried.	J. Dupuis will add the updated By-Laws to the Board Portal.

4.	<p>Client & Family Advisory Committee Report</p> <p>C. Ravnaas presented the Client & Family Advisory Committee (CFAC) report, highlighting recent updates. It is hoped that a representative from CFAC will soon be joining the AMHS-KFLA Board of Directors.</p> <p>Moved by B. Devlin, seconded by E. Leslie. MOTION: That the CFAC Report for October 2024 be accepted as presented. Carried.</p>	
5.	<p>Risk Event and Risk Management Report</p> <p>B. Dean and C. Ravnaas reviewed the risk report. The Board discussed the medication error risk category and requested a more detailed report on medication errors, including a breakdown of risk types, severity levels, and as applicable, plans to reduce the error rate.</p> <p>Moved by B. Devlin, seconded by E. Leslie MOTION: That the Risk Management Report be approved as presented. Carried.</p>	<p>B. Dean and C. Ravnaas will bring a detailed report on the medication error categories for the board in the next Risk Report.</p>
6.	<p>AMHS-KFLA Board Self Evaluation Survey – Results Review</p> <p>The Board reviewed the results of the Self-Evaluation Survey. It was decided to form a sub-committee to assess the report and develop a plan for Board improvements. This sub-committee will also create a customized survey tailored to better support the Board’s evaluation process.</p> <p>Moved by M. Jobin, seconded by B. Devlin MOTION: To form a sub-committee to review results and the current Board Evaluation Survey questions and make recommendations related to both as applicable. Carried.</p>	<p>J. Dupuis will send out a call for the Sub-Committee.</p>
7.	<p>Motion to move to in-camera.</p> <p>Moved by E. Leslie, seconded by B. Devlin MOTION: The AMHS Board of Directors move to In-Camera. Carried.</p> <p>Motion to move out of In-Camera</p> <p>Moved by M. Jobin, seconded by C. Bailey. MOTION: The AMHS Board of Directors move out of In-Camera. Carried.</p>	

8.	Joint Executive Leadership Report for October 2024 C. Ravnaas and B. Dean reviewed the JEL Report with the Board. Discussion occurred around succession planning for the JEL. B. Dean and C. Ravnaas will prepare a succession plan for the Board. Moved by B. Devlin, seconded by P. Hodgson. MOTION: The JEL Report for October 2024 is approved as presented. Carried.	B. Dean and C. Ravnaas will prepare a succession plan for review by the Board.
9.	Review of Board Policies <ol style="list-style-type: none"> Joint Executive Leadership Relationship Ministerial Requirements Signing Authority- the Secretary was removed from the Signing authority list. Moved by E. Leslie, seconded by M. Jobin MOTION: That the Board Policies reviewed be approved as presented. Carried.	
10.	Mission Moment	
11.	Other/New Business/Round Table <ol style="list-style-type: none"> Nothing discussed 	
12.	Correspondence and Items for Information <ol style="list-style-type: none"> Newsletter Frontenac Lennox and Addington Ontario Health Team 	
13.	Adjournment Moved by M. Jobin, seconded by E. Leslie MOTION for adjournment. Carried. The meeting was adjourned at 5:52 pm.	
14.	Date of the Next Board Meeting November 27, 2024 <ul style="list-style-type: none"> Education Session-Rural Services FLS Committee Report 2024/2025 Q2 Review of Joint Executive Workplan and QIP Report Waitlist Status Report 	

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

Chair: Jennifer Foster

Vice-Chair: Jonas Bonham

Treasurer: Linda Hall

Secretary: Jill Dupuis