



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: March 26, 2025, 4:00 pm – 6:00 pm

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

Invitees: Jennifer Foster (Chair), Emily Leslie, Pytor Hodgson, Dr. Kim Morrison, Marie-Line Jobin (until 5:30 p.m.), Brian Devlin, Linda Hall, Carrie Bailey, Betty Jo Dean, Carol Ravnaas, Jill Dupuis (Secretary)

Regrets: Jonas Bonham

Item	Topic	Action
1.	Education Session – FLAOHT K. Morrison reviewed the PowerPoint presentation on the FLA OHT that was included in the board meeting package. The presentation included information on the Organizational Structure, Health Homes, the Primary Care Network, and the FLA OHT strategic goals. The Board was very thankful for this important information.	
2.	Welcome Declaration of Conflict of Interest and Confirmation of Quorum No conflict, quorum achieved.	
3.	Consent Agenda Items a) Approval of the Agenda b) Minutes of February 26, 2025, Board Meeting c) Minutes of the Board Evaluation Sub-Committee of January 16, 2025, and February 13, 2025. d) Joint Executive Leadership Report for March 2025. e) Revised Board Work Plan – 2025 Moved by K. Morrison, seconded by E. Leslie. MOTION: That the Consent Agenda Items be approved Carried	
4.	AMHS Board Self-Evaluation Sub-Committee Briefing Note: Summary and Recommendations from the 2024 Board Self-Evaluation Survey. M. Jobin reviewed the briefing note from the AMHS Board Self-Evaluation Sub-Committee, highlighting key themes and the recommended plan for implementing these recommendations. The next step for the Sub-Committee is to propose revisions to the Board Evaluation survey based on feedback from the board.	B. Dean will bring a proposal to the Board outlining the process of conducting a skills review and guiding future Board Member Recruitment.

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	<p>The Board also discussed strategies to ensure new member recruitment addresses any existing skill gaps. As a result, the Board requested that B. Dean develop a proposal and consider external consulting resources to enhance the process for conducting a skills review and guiding future Board Member recruitment.</p> <p>Moved by B. Devlin, seconded by P. Hodgson. MOTION: That the Board of Directors approve the recommendations of the AMHS-KFLA Board Self-Evaluation Committee. Carried.</p>	
5.	<p>2025/2026 Budget Request</p> <p>B. Dean reviewed the 2025/2026 Budget Request. Overall, the budget takes a conservative approach to ensure the core services and needs of the Agency are met and to maintain the stable financial position of the Agency.</p> <p>Moved by L. Hall, seconded by K. Morrison. MOTION: That the 2025/2026 Budget Report be approved as presented. Carried</p>	
6.	<p>Risk Event and Risk Management Report</p> <p>C. Ravnaas reviewed the Risk Event Report, which presents a fairly consistent level and type of risk events occurring within the organization.</p> <p>Briefing Note - QI Analysis Medication Incidents</p> <p>C. Ravnaas provided a review of medication incidents, following a request from the Board in a previous meeting. The review identified operational areas for process improvement, which are being addressed.</p> <p>Moved by E. Leslie, seconded by C. Bailey MOTION: That the Risk Management Report and Briefing Note - QI Analysis Medication Incidents be accepted as presented. Carried.</p>	
7.	<p>Review of Board Policies – Deferred from previous meeting.</p> <ul style="list-style-type: none"> a) Board Meetings b) Committees of the Board c) Minutes of the Board Meeting d) Collaborative Governance <p>The policies included minor revisions for the recent organizational and ONCA changes.</p> <p>Moved by B. Devlin, seconded by E. Leslie</p>	

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	MOTION: That the Board Policies be approved as presented. Carried.	
8.	Motion to Move In-Camera Moved by E. Leslie, seconded by L. Hall. MOTION: That the AMHS Board of Directors move to In-Camera Carried. Moved by E. Leslie, seconded by L. Hall MOTION: That the AMHS Board of Directors move out of In-Camera Carried.	
9.	Mission Moment Both B. Devlin and L. Hall shared personal examples of how the AMHS-KFLA mission is having an impact in the community.	
10.	Other/New Business/Round Table a) b)	
11.	Correspondence and Items for Information a) AMHO – Unlocking Solutions Understanding and Addressing Ontario’s Mental Health and Addictions Support	
12.	Adjournment Moved by E. Leslie, P. Hodgson MOTION for adjournment Carried. The meeting was adjourned at 5:52 pm	
13.	Date of the Next Board Meeting April 23, 2025, 4:00 – 6:00 pm The newly hired Senior Team will join the first part of the meeting for a meet and greet opportunity with the Board. <ul style="list-style-type: none"> • Client & Family Advisory Committee Report • 2024/25 Q4 JEL Organizational Work Plan and QIP Report • 2024/25 Executive Directors Performance Target Evaluation • Review of Board Policies: <ul style="list-style-type: none"> ○ <i>Board Conflict of Interest</i> ○ <i>Board Feedback and Complaints</i> ○ <i>Code of Conduct</i> ○ <i>Criminal Reference Check</i> 	

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

Chair: Jennifer Foster

Vice-Chair: Jonas Bonham

Treasurer: Linda Hall

Secretary: Jill Dupuis