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: **June 25, 2025, 4:00 pm – 6:00 pm**
Location: **Hybrid, 552 Princess Street**
Invitees: **Jennifer Foster (Chair), Emily Leslie, Dr. Kim Morrison, Brian Devlin, Marie-Line Jobin, Linda Hall (left the meeting at 5:33 pm), Pytor Hodgson, Carrie Bailey, Betty Jo Dean, Sean Preston, Victoria Wilson, Jessica Poirier, Jill Dupuis (Secretary)**
Regrets: **Jonas Bonham**

Guest: **Bhavana Varma, Consultant, and Leadership Coach, Katie Mahon, Partner, Audit, KPMG**

Item	Topic	Action
1.	**Discussion: Board Size, Composition, and EDI priorities/work plan** B. Varma facilitated a discussion with the Board on strengthening governance at AMHS-KFLA. The Board identified and agreed upon key priority areas for development. B. Varma offered to prepare the following documents for discussion at the next meeting: • Board Composition and Recruitment Recommendations Memo • 2025 Board Recruitment Workplan • Governance Structure Options Brief The Board agreed that this work would be highly valuable and expressed appreciation for B. Varma's time and contributions.	Follow-up for decisions on Board Governance will be included at the August Board meeting.
2.	**Welcome** Declaration of Conflict of Interest and Confirmation of Quorum No conflict of interest was declared, and quorum was confirmed.	
3.	**Consent Agenda Items** a) Approval of the Agenda b) Minutes of May 28, 2025, Board Meeting c) Board of Directors Self-Evaluation Subcommittee Minutes of May 7, 2025 **Moved by E. Leslie, seconded by B. Devlin** **MOTION:** That the Consent Agenda Items be approved **Carried.**	
4.	**Audit Report for the fiscal year ending March 31, 2025.** K. Mahon, our Auditor from KPMG, presented an overview of the 2024-2025 Audit Report and audited financial statements. J. Poirier reviewed the Financial Statements, which included results that are consistent with those shared with	

Item	Topic	Action
	the board. The Agency continues to be in a sound financial position and has a clean audit report with no significant findings noted. The auditor also presented the audit results, including an in-depth review, in a meeting on June 19, 2025, with the Board Treasurer and Chair. **Moved by P. Hodgson, seconded by K. Morrison** **MOTION:** That the Board approve the transfer of $44,661 from unrestricted net assets to internally restricted net assets as reported in the draft March 31, 2025, audited financial statements. **Moved by M. Jobin, seconded by L. Hall** **MOTION:** That the Board accept the Auditors' report and approve the March 31, 2025, audited financial statement as presented. **Carried.**	
5.	**Board Self-Evaluation Tool Review** **a) BN Board Sub-Committee-Board Evaluation Survey_ Draft_June2025** **b) DRAFT AMHS-KFLA Board Self-Evaluation Tool_June2025** M. Jobin reviewed the new Self-Evaluation survey for the Board that was developed by the sub-committee and shared in advance with the meeting package. The group discussed updates to Section 2 to more accurately reflect the Board's current activities and outline future priorities. This included incorporating a list of existing priorities, each categorized as Low, Medium, or High priority. There was also a discussion about allocating time during the August Board meeting to complete the Self-Evaluation. However, the Board agreed that members will complete the survey individually, on their own time. The Self-Evaluation Survey will be distributed to the Board for completion in August. The results will be rolled up and presented back to the Board at the October meeting. **Moved by B. Devlin, seconded by K. Morrison.** **MOTION:** That the Board Self-Evaluation Tool be approved, with the recommended changes to Section 2. **Carried.**	J. Dupuis and B. Dean will update Section #2 as discussed. The Self-Evaluation Survey will be created with a fillable format and distributed to the Board for completion in August.

<table>
<tr><th>Item</th><th>Topic</th><th>Action</th></tr>
<tr><td>6.</td><td>CEO Monthly Board Report for June 2025

B. Dean reviewed the CEO's report as distributed. This monthly report highlights activities, organizational status, and progress on strategic and other objectives of the Agency, as well as noting any significant risks to report. The planned unveiling of the Indigenous Art Project at 552 Princess Street on Wednesday, July 23, was highlighted. Also noted was the ongoing recruitment for another psychiatrist, which is in V. Wilson’s portfolio, and the completion of a Housing-focused OPOC for which S. Preston shared there were positive results.

Moved by P. Hodgson, seconded by K. Morrison
MOTION: That the CEO Report for June 2025 be approved
Carried</td><td>J. Dupuis will distribute the calendar invite for the Indigenous Art Project unveiling to the Board.</td></tr>
<tr><td>7.</td><td>MSAA Report Compliance Review June 2025

B. Dean reviewed a Briefing Note on the Agency’s Multi-Sector Accountability Agreement (MSAA) for the past fiscal year ending March 31, 2025. In summary, the MSAA remained unchanged, and the Agency is in compliance with the agreement.

Moved by B. Devlin, seconded by K. Morrison
MOTION: That the Board authorize the Board Chair to sign the Declaration of Compliance for the period of April 1, 2024, to March 31, 2025.
Carried.</td><td></td></tr>
<tr><td>8.</td><td>Review of Board Policies
a) Vision-Mission-Values
b) Role of Board Chair
c) Orientation for Board Members
d) Roles and Responsibilities of the Board

Moved by K. Morrison, seconded by E. Leslie
MOTION: That the Board Policies be approved.
Carried.</td><td></td></tr>
<tr><td>9.</td><td>In-Camera
As needed, a placeholder for any potential in-camera items.</td><td></td></tr>
<tr><td>10.</td><td>Mission Moment</td><td></td></tr>
<tr><td>11.</td><td>Other/New Business/Round Table

a)</td><td></td></tr>
<tr><td>12.</td><td>Correspondence and Items for Information</td><td></td></tr>
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Item	Topic	Action
	a) Frontenac Lennox and Addington Ontario Health Team June 2025 b) ICH CEC – Discussion Themes – March 12, 2025 c) ICH CEC – Minutes – April 16, 2025	
13.	**Adjournment** **Moved by B. Devlin, seconded by K. Morrison** **MOTION** for adjournment **Carried.** The meeting adjourned at 6:01 pm.	
14.	**Date of the Next Board Meeting** **August 27, 2025, 4:00 – 6:00 pm** • Education Session: Case Management Program Evaluation • AMHS-KFLA Board Self-Evaluation Survey Finalized and Distributed • Summer Board Meeting Generative Discussion – Topic TBD • 2025/26 Chief Executive Officer Performance Target Setting	

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

Chair: Jennifer Foster
Vice-Chair: Jonas Bonham
Treasurer: Linda Hall
Secretary: Jill Dupuis