



## Minutes

### Board of Directors Meeting

**Date/Time:** November 26, 2025, 4:00 pm – 6:00 pm

**Location:** Hybrid, Napanee Office, 70 Dundas Street East, Napanee (Daly Tea Company Building)  
Or Microsoft Teams

**Invitees:** Brian Devlin (Chair), Jennifer Foster (arrived at 4:40 pm), Emily Leslie, Dr. Kim Morrison, Marie-Line Jobin, Linda Hall, Pytor Hodgson (arrived at 4:20 pm), Carrie Bailey (lost internet connection at 4:44 pm), Betty Jo Dean, Sean Preston, Victoria Wilson, Jill Dupuis (Secretary)

**Regrets:** Jessica Poirier

**Guest:** Booke Solc, Clinical Program Manager, Cory Herzog-Fequet, Clinical Program Manager

Item	Topic
1.	<b>Tour of Napanee Location</b>
2.	<b>Education Session – Case Management Program Evaluation</b> C. Herzog-Fequet and B. Solc presented the Case Management Program Evaluation, outlining the scope of work across the Case Management teams, the evaluation design, key findings, recommendations and early implementation planning. Throughout the presentation, it was noted that staff are engaged and participating fully in the evaluation and redesign. The Board posed several questions and engaged in discussions throughout the presentation.
3.	<b>Welcome</b> B. Devlin welcomed everyone. Quorum was confirmed, and no conflict of interest was declared.
4.	<b>Consent Agenda Items</b> <ul style="list-style-type: none"><li>a) Approval of the Agenda</li><li>b) Minutes of the September 24, 2025, Board Meeting</li><li>c) Updated Board Work Plan</li><li>d) BN-AGM Survey Results, October 2025</li><li>e) Risk Event and Risk Management Report, October 2025</li><li>f) FLS Committee Report, November 2025</li><li>g) Review of Board Policies move to consent<ul style="list-style-type: none"><li>(1) CEO Relationships (formerly JEL Relationships)</li><li>(2) Ministerial Requirements</li></ul></li></ul> <b>Moved by E. Leslie, seconded by K. Morrison</b> <b>MOTION:</b> That the Consent Agenda Items be approved <b>Carried.</b>
5.	<b>Board Membership and Executive Election – Follow Up</b> B. Devlin reviewed the Briefing Note prepared following the September 24, 2025, Board Meeting. J. Bonham has submitted his resignation from both the Board and the Vice Chair position. To maintain continuity on the

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	<p>Executive Committee, Board Chair B. Devlin asked J. Foster to consider serving as Vice Chair, and she agreed to put her name forward for election.</p> <p><b>Moved by P. Hodgson, seconded by E. Leslie</b>  <b>MOTION:</b> That the Board of Directors nominate and elect J. Foster as Vice Chair of the AMHS-KFLA Board of Directors.  <b>Carried.</b></p> <p><b>Moved by L. Hall, seconded by P. Hodgson</b>  <b>MOTION:</b> That the Board of Directors authorize B. Devlin, Board Chair, to sign a letter of acknowledgment and appreciation for J. Bonham for his support and contributions to AMHS-KFLA during his time on our Board.  <b>Carried.</b></p>
6.	<p><b>Waitlist Status Review</b>  V. Wilson presented the Wait Time Status Report. She reported that wait times have decreased compared to last year, though significant variation remains across programs based on service type and intensity. The Board discussed the interpretation of the statistics.</p> <p><b>Moved by L. Hall, seconded by K. Morrison</b>  <b>MOTION:</b> That the Waitlist Status Review be accepted as presented.  <b>Carried.</b></p>
7.	<p><b>AMHS-KFLA Board Self-Evaluation Survey – Results Review</b>  The Board reviewed the Self-Evaluation Survey Briefing Note and results. Members noted that the questionnaire was easier to use and that the questions were clear. Overall results were positive, with some areas identified for improvement. The Board recommended forming a Subcommittee to review the results and propose recommendations. K. Morrison and P. Hodgson volunteered to serve on the Subcommittee.</p> <p><b>Moved by K. Morrison, seconded by E. Leslie.</b>  <b>MOTION:</b> That a sub-committee be formed to work with the survey results and support action planning to incorporate into further discussions and development plans.  <b>Carried.</b></p>
8.	<p><b>CEO Monthly Board Report for October and November 2025</b>  B. Dean reviewed the CEO Monthly Board Report. The CVE portfolio days have been very positive, with strong staff engagement and interest in working at the team level to address workplace culture directly. Kingston Psychiatry Partners has advised that the psychiatrist who visited on October 8th plans to relocate in the new year.</p> <p>B. Dean also reported on the six-month review of the new leadership structure. Some adjustments are being made to support the agency's priorities, including time-intensive program evaluations and other projects aligned with the strategic plan.</p> <p>AMHS has been invited to the Psychiatry Department meetings to share information on AMHS-KFLA and the services we offer.</p> <p><b>Move by L. Hall, seconded by E. Leslie.</b>  <b>MOTION:</b> That the CEO Report for October and November 2025 be accepted as presented.</p>

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	<b>Carried.</b>
9.	<p><b>2025/26 Q2 Review of Organizational Work Plan and QIP Report</b>  B. Dean reviewed the highlights of the Work Plan and Quality Improvement Plan (QIP) indicators. She reported that progress is substantial, and the agency is performing very well across key indicators. When the QIP was developed, some targets were considered ambitious given that several indicators were new; however, the agency has exceeded initial expectations with exceptional results. Reducing wait time for services continues to be a priority indicator.</p> <p><b>Moved by J. Foster, seconded by M. Jobin.</b>  <b>MOTION:</b> That the 2025/26 Q2 Review of Organization Work Plan and QIP Report be approved.  <b>Carried.</b></p>
10.	<p><b>In-Camera</b>  As needed, a placeholder for any potential in-camera items.</p>
11.	<p><b>Mission Moment</b>  The Board expressed appreciation to C. Herzog-Fequet and B. Solc for their presentation on the Case Management Program Evaluation, noting their evident passion for the work and strong collaboration.</p>
12.	<p><b>Other/New Business/Round Table</b>  a)</p>
13.	<p><b>Adjournment</b>  <b>Moved by K. Morrison, seconded by E. Leslie</b>  <b>MOTION</b> for adjournment  <b>Carried.</b></p>
14.	<p><b>Date of the Next Board Meeting</b>  <b>December 17, 2025, 4:00 – 6:00 pm</b></p> <ul style="list-style-type: none"> <li>• A Year in Review</li> <li>• 2026 Board Work plan</li> </ul> <p><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</p>

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

Chair: Brian Devlin

Vice-Chair: Jennifer Foster

Treasurer: Linda Hall

Secretary: Jill Dupuis