

<b>Present:</b> Jacques Pelletier (Board Chair), Liz Snider, Ian Donald, Bob Long, Janet Cosier, , Michèle Le Blanc, Terry Lee, Phi Fortier, Terry Gilhen, Peter McKenna (Executive Director), Kelly Robinson (Director, Primary Care), Jane Page-Brown (recorder)		
1.	<b>Welcome, regrets &amp; absences</b>	Board Chair, Jacques Pelletier called the Board to order at 5:25pm Regrets: Kenna McCall, Deb McGuire
2.	<b>Approval of Agenda</b>	New item #9 Generative discussion – Topic: Harm Reduction  <b>MOTION: that the amended agenda be approved</b> <b>Moved by Michèle Le Blanc, seconded by Bob Long, Carried.</b>
3.	<b>Declaration of Conflict of Interest</b>	None declared
4.	<b>Approval of Board minutes</b>	<b>MOTION: That the July 25, 2017 Board meeting minutes be approved,</b>  <b>Moved by Ian Donald, seconded by Liz Snider Carried.</b>
5.	<b>Remarks from Board Chair</b>	A new Board meeting evaluation process is being proposed. Ian Donald explained that the purpose is to allow for a broader range of perspectives and allow for individual input at the end of each Board meeting. The new form may also help to obtain input on a broader range of issues and identify opportunities for improvement. Feedback can be provided anonymously.  The new form was circulated and directors were invited to refer to it and document their comments throughout the meeting. Ian Donald will summarize the feedback for the next Board meeting.  The Chair commented on the quality of documentation for the meeting, in particular collapsing the Board package into one pdf portfolio document. This method worked well for the majority of the Board. In order to ensure the documentation is accessible for all the Board members this method will be used in addition to the current method of posting all documents within a 'zip' file.
6.	<b>Consent Agenda</b>	<b>MOTION: that the consent agenda be approved as presented Moved by Phil Fortier, seconded by Terry Lee, Carried</b>
	a. Executive Committee	The Chair commented on the ongoing work of the Executive Committee in its role in supporting governance and related business in between regular Board meetings; emphasizing that this work in no way replaces the work of the Board.
	b. Finance Committee	The Committee reviewed GOV 71 Finance Committee TOR, and recommended it be renewed for another year with no changes. August financials were reviewed and there were no concerns raised. Terry Lee noted that there may be some financial pressures going forward but more information will be available on this in a month or two.  <b>MOTION: That GOV 71 be approved as reviewed.</b> <b>Moved by Terry Lee, seconded by Liz Snider Carried</b>
	c. Community Engagement Committee	Liz Snider reported that the Committee has two new members. The next meeting will start to shape more of their work plan for the coming year.

	d.	Executive Director report	Peter elaborated on the partnership forged with Tamarack and the Deepening Community Impact Project as outlined in his written report. He also reported that both RCHS and the Town of Smiths Falls have provided letters of support for the project. A funding decision is expected from Trillium in February 2018.
	e.	Board Chair report	The Chair reported that, although he continues to spend about 10 days per month out of town, he is in contact with the Executive Director as needed and is staying informed about RCHS matters.
<b>7.</b>	<b>Collaborative Governance</b>		<p>The Executive Director and Janet Cosier attended a planning meeting for the next Lanark Leeds and Grenville (LLG) Collaborative Governance Forum. This forum is an initiative within the LLG sub-region where Executive Directors and Board Governors convene to discuss common interests and strategies to work together to improve the local health system.</p> <p>The next forum is on November 24<sup>th</sup> at the Free Methodist Church (south of Smiths Falls). Board members were reminded to hold the date as more information will be forthcoming. The planning table for this event includes about 14 people with a good cross section of partners (e.g. LLG Addictions and Mental Health, Country Roads CHC, Rideau Tay Health Link, United Counties of L&amp;G and others)</p> <p>Two topics are proposed for this meeting:</p> <ol style="list-style-type: none"> <li>1. Health Equity – What does it mean? How do we address it?</li> <li>2. Supporting the development of a sub-region plan</li> </ol> <p>Peter McKenna noted that CHCs have been working from a health equity perspective for a long time and now that it is embedded in the Patients' First legislation it is timely to include this on the agenda to ensure an orientation as to what it means and how to use it in health system planning. Janet Cosier noted that Health Quality Ontario (HQO) has excellent resources on its web site for those who want to do further reading.</p> <p>In regards to sub-region planning, Janet Cosier reported that the SE LHIN staff are currently gathering and analyzing data which may be available for the session. The expectation is that this data will help to identify regional priorities and opportunities to work collectively to address them. For example, one of the areas of focus for the SE LHIN is linking primary care with home and community support services. It is anticipated that the information provided by the SE LHIN will identify potential areas of focus for the partners of this region and support the development of a sub-region plan.</p> <p>Peter emphasized that many of the partners attending these forums are not funded by the SE LHIN and are there because they want to be and because they see the value of collaboration.</p>
<b>8.</b>	<b>New Business</b>		
	a.	Policies	<p>GOV 310 Voluntary Dissolution of the Board</p> <p>There was a brief discussion re: this new policy which was developed to meet accreditation requirements and to round out the RCHS policy framework.</p> <p>Ian Donald reported that the policies of three other CHCs were used as references in developing the policy. It was recognized that there is no imminent concern that the policy will need to be enacted. Rather, it would likely come into play should there be a merger of RCHS with another organization.</p> <p><b>MOTION: to approve GOV 310 Voluntary Dissolution of the Board as presented,</b> <b>Moved by Ian Donald, seconded by Phil Fortier ,</b></p> <p style="text-align: right;"><b>Carried</b></p>

b.	Board Calendar for 2017-18	<p>The Board Calendar was reviewed as well as the Board meeting locations for the coming months. It was agreed that the next few meetings would be held as follows:</p> <p>October: Merrickville CHC November: Brockville RVDS Office December: Merrickville</p> <p>Board meetings will continue to alternate between Smiths Falls and Merrickville beginning in January 2018. The Board calendar will be updated to include the meeting locations.</p>
c.	Appointment of Committees	<p>The Chair referenced the email he sent to confirm committee membership and noted one correction. Ian Donald was inadvertently left off the list of Community Engagement Committee (CEC) members. This will be corrected on the Board Organizational Chart</p>
d.	Review Board Organization Chart	<p>The Board Organization Chart was reviewed with the following changes:</p> <ul style="list-style-type: none"> <li>- Terry Gilhen will be listed as a full participating Board member of the Community Engagement Committee (CEC)</li> <li>- Bob Long has been confirmed as the Legislative Compliance Lead</li> <li>- Ian Donald is included on the CEC</li> </ul> <p>Michèle Le Blanc raised the issue of the Nominating Committee and discussions which have taken place in recent months about reviewing its activities and role. It was suggested that the activities of this Committee could be more consistent throughout the year rather than compressed into the few months leading up to the AGM.</p> <p>Members of the Board agreed it was timely to review the work of this committee and ways to be more strategic and proactive. A suggestion was made to continue this discussion under item #8.j. RCHS Board Governance – Frequency of Board &amp; Committee Meetings</p>
e.	October Board meeting date	<p>The Executive Director is not able to be at the Oct 24<sup>th</sup> meeting. A proposal to switch the meeting to the following Tuesday October 31<sup>st</sup> was not feasible. The consensus was to schedule the meeting for Monday October 23<sup>rd</sup>.</p>
f.	Confirm Board meeting locations Sept/17– June /18	<p>Covered under item #8.b.</p>
g.	Board/Staff Xmas Breakfast (Dec 14 <sup>th</sup> – location?)	<p>The annual Board/Staff Christmas Breakfast will be held on Thursday December 14 (8:00 – 9:30am) in Merrickville. The proposed location is the Merrickville Legion (to be confirmed) A short business meeting of the Board will be held immediately following the breakfast at MDCHC.</p>
h.	Board visit to Langs Hub	<p>The Chair described this unique enterprise which is located in Cambridge Ontario. It is a community hub, similar to what is envisioned for Smiths Falls. He emphasized how impressive it is; an environment that is welcoming, open, pleasant, busy, and diverse.</p>

		<p>Terry Lee and Liz Snider echoed his remarks as they heard a presentation from the Executive Director of Langs at the AOHC conference in June.</p> <p>Members agreed it would be worthwhile coordinating a day trip to visit the facility and see first-hand what a successful community hub looks like. It was suggested that inviting other community partners to join the delegation may inspire further dialogue and understanding of the community hub concept and how such facilities are developed – from the bottom up.</p> <p>Several options were discussed regarding travel. The Executive Director will follow up regarding travel arrangements and invitations to community partners. More details and confirmation to follow. .</p>
i.	Board Retreat	<p>Discussion took place regarding the annual Board Retreat. The Chair proposed that it be planned for early 2018. The timing of the Retreat is important to follow up on the work that the Executive Director has initiated with the Tamarack Institute (<a href="http://www.tamarackcommunity.ca/">http://www.tamarackcommunity.ca/</a>) as referenced in the ED Report.</p> <p>The potential focus of the Retreat could be the health hub and its role in the LLG sub-region. Furthermore, as the intent is to have the session professionally facilitated, there is the possibility of having Tamarack lead the session.</p>
j.	RCHS Board Governance – Frequency of Board & Committee Meetings	<p>At the September 13 Executive meeting Janet Cosier proposed a review of the frequency of Board &amp; Committee meetings. The Board was asked to consider this proposal which involves a small working group examining current RCHS Board practices compared to other similar organizations, current fiduciary and oversight responsibilities, roles and responsibilities of the Board, current degree of confidence in management and the quality of reporting, etc., and then developing recommendations for the Board in regards to Board and Committee meetings and structure.</p> <p>It was agreed that this is a timely endeavor given all the new projects and initiatives the Board is involved in. The working group will proceed with this review, engage Board members in this review and report back to the Board in January 2018.</p>
<b>Generative Discussion</b>		<b>Topic: Harm Reduction:</b>
		<p>The Executive Director introduced the topic in his ED Report and circulated the 'Draft' RCHS Harm Reduction Position Statement prior to the Board meeting. Kelly Robinson, Director of Primary Care, introduced the subject and some background which has led to the development of the draft statement. Conversation was rich and diverse and included the following themes:</p> <ul style="list-style-type: none"> <li>- RCHS is a small agency – community governed</li> <li>- RCHS needs to be prepared and understand the ramifications of the policy – this is the beginning of the discussion</li> <li>- There is a national public health emergency – our region/community is not immune.</li> <li>- Challenges are coming and coming fast (e.g. opioid epidemic)</li> <li>- RCHS has been using a harm reduction approach for 20 years</li> <li>- Have been using this philosophy - but want to formalize – and have it endorsed by the Board</li> <li>- Goal is to engage employees and then the Board and then whoever else needs to be involved</li> <li>- Many CHCs have this type of position statement in place</li> <li>- It is long overdue for RCHS</li> </ul>

		<ul style="list-style-type: none"> <li>- The proposed statement is evidence-based and aligned with the CHC Model of Health and Wellbeing</li> <li>- Harm reduction is on a continuum</li> <li>- Concerns raised about the term 'harm reduction' (People think of safe injection sites (SIS))</li> <li>- Can we use another word or phrase which is more positive</li> <li>- The message of harm reduction is "we will take you the way you are"</li> <li>- Need for education – unfortunate all the media attention is negative (eg SIS)</li> <li>- Means a lot more than SIS</li> <li>- Not a public document – meant to be an internal document (i.e. not on our web site)</li> <li>- Public message would be more reader friendly</li> <li>- Harm reduction – goes with prevention</li> <li>- Been around for about 30 years – the harm reduction model; is best practice and evidence-based</li> <li>- Suggestion to use simpler words when educating and communicating to the public</li> <li>- Suggestion – to make the message more generic</li> <li>- The term itself – is problematic – some see it as a constraint, as promoting stigma</li> <li>- Content of the position statement is good – problem with the title/term</li> <li>- Term came from the people themselves – we should honor that</li> <li>- Suggestion to invite professionals from the field into the discussion (e.g. Dr. Jeff Turnbull, or RCHS staff with in-depth knowledge of harm reduction)</li> <li>- An important topic - keep the conversation going (between Board meetings)</li> <li>- Key are the people RCHS serves every day</li> </ul>
9.	<b>Future Agenda Items</b>	Sub-Region Process & Planning
10.	<b>Meeting Evaluation – Ian Donald</b>	Ian Donald requested that people hand in their completed evaluation forms, or email them to him once completed.
11.	<b>Meeting Adjournment</b>	<b>MOTION: That the meeting be adjourned at 6:55pm</b> <b>Moved by Phil Fortier</b> <span style="float: right;"><b>Carried</b></span>
12.	<b>Next Board Meeting</b>	<b>Monday October 23, 2018</b> <b>Location: Merrickville CHC Community Room</b> <b>5:00 Dinner 5:30 Meeting</b>

Approved by: \_\_\_\_\_  
Chair

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Secretary