

Present: Janet Cosier (Board Chair), Liz Snider, (via teleconference), Terry Lee, Terry Gilhen, Deb McGuire, Jacques Pelletier, Michèle Le Blanc, Katie Weststrate, Sandy Shaw, Michele Bellows (CEO), Kelly Robinson, Director, Primary Care, Onalee Randell, Director, Community Services, Anne Caron, Director, Corporate & Admin Services, Jane Page-Brown (recorder)
Regrets: Bob Long, Ian Donald

1.	Welcome	
2.	Board Education – RCHS Programs and Community	<p>Staff Presentation: Anne Caron introduced Cathy Simpson (Information Management Systems Manager) and Lisa Wan (Manager, Health Administration) whose presentation entitled “RCHS Goes Green” highlighted the many benefits experienced across RCHS since the transition to the new EMR (electronic medical record) system earlier this year. (See presentation slides attached)</p>
3.	*Approval of agenda	<p>MOTION: That the Board agenda be approved as circulated: Moved by: Terry Lee Seconded by: Liz Snider Carried.</p>
4.	Declaration of Conflict of Interest	
5.	Consent Agenda	<p>4.1 *RCHS Board Minutes – May 28, 2019 (I Donald, L. Snider) 4.2 Committee Meeting Minutes and/or Reports i. *Executive Committee Minutes – July 8, 2019</p> <p>4.3 *CEO Report In addition to her written report, M. Bellows shared highlights from a recent all staff meeting that included a celebration of Health Link achievements, as well as a session on poverty called ‘Making the Month’.</p> <p>4.4 Board Chair Report (verbal report) J. Cosier reported on two key initiatives: i. Collaborative Governance Forum (Planning Committee) - The next forum is scheduled for Friday November 22nd - The focus will be on reviewing data and developing plans for a sub-region Ontario Health Team(s); as well as the role of Boards in the development and operation of OHTs. ii. OHA (Ontario Hospital Association) Leadership Summit - Topics included health care innovation, bias during times of change, and the need for improved technology (and related funding) to support patients</p>

		<ul style="list-style-type: none"> - Slides will be shared once they are received - Suggestion to follow up with the CEO and Chair of the PSFDH Board and invite them to an RCHS Board meeting to discuss challenges and opportunities to collaborate going forward <p>MOTION: That the consent agenda be approved as presented. Moved by: T. Lee, Seconded by: J. Pelletier Carried.</p>
6.	Business for Discussion	<p>6.1 Collaborative Governance Forum – covered above in Chair’s Report</p> <p>6.2 Capital Development Update</p> <ul style="list-style-type: none"> - M. Bellows reported that on September 12th she, Terry Lee and Bob Long travelled to Toronto to meet with Abid Malik from the Sussex Group along with government representatives re: the integrated health hub project and related Ontario Health Team activities. Meetings were held with Dr. Devlin from the Capital Branch, as well as representatives from the Primary Care Branch and a staff person from MPP Clark’s office. - While in Toronto, a re-organization of the Ministry of Health and Long-Term Care was announced, which may have implications for communication going forward. Nonetheless, it was a successful day which yielded several action items and plans to follow up with more information on local needs and the risks faced by the partners if funding for the project is not received. - The Sussex group will continue to provide advice and support communication with key officials including trying to arrange a meeting with Minister Christine Elliot. - M. Bellows emphasized that there are parallel conversations aimed at both advocating for funding as well as looking for ideal space for the project. - Board members are invited to attend a site visit on Monday October 21st at the CPHC (Senior Support Services), in Brockville. This facility was designed by GBA – an Ottawa firm and it may provide a good comparison for the type of facility envisioned for Smiths Falls. (A survey will be sent to confirm interest and availability) <p>6.3 Health System Transformation- Ontario Health Teams</p> <ul style="list-style-type: none"> - Data reports from the MOHLTC are expected by the end of September - Data will inform planning as it will show patterns of care in the region - Meetings with local stakeholders will resume once data is received - All agree it is essential that RCHS be in the same OHT as the PSFDH

		<p>6.4 RCHS Branding update</p> <ul style="list-style-type: none"> - M. Bellows presented the current RCHS logo alongside the new tagline "Your Community Health Centre" - The goal is to simplify who 'we' are and what 'we' do – rather than having a number of 'competing logos' which make it confusing for the public, our clients and other key stakeholders (e.g. community partners) to recognize RCHS - A communication plan is in development and will be brought back to the Board <p>6.5 *Fundraising Policy</p> <ul style="list-style-type: none"> - A draft fundraising policy was circulated in the Board package - J. Pelletier noted that the policy is based on the Alliance policy and contains standard elements necessary for any organization that engages in fundraising efforts - M. Bellows has developed a revised policy which includes sections on risk and 3rd party events - Both versions will be circulated for review and comments from the Board. - The October Board meeting will include a generative discussion lead by J. Pelletier, I. Donald and M. Bellows, on the topic of fundraising.
<p>7.</p>	<p>Business Requiring Decision of Board</p> <p>7.1 *Board Committees and Membership</p> <p>7.2 *Draft Board Work Plan (and meeting dates)</p> <p>7.3 Board Volunteer Hours (discussion re: move to exception reporting)</p> <p>7.4 Board and Staff Christmas Breakfast (confirm date/Dec 12th and location)</p> <p>7.5 *Letter of Commitment for ON Seniors Dental Care Program Capital Submission</p>	<p>7.1 *Board Committees and Membership</p> <p>Motion: To approve committee membership as outlined in the draft document. Moved by: T. Gilhen, Seconded by: J. Pelletier Carried.</p> <p>7.2 *Draft Board Work Plan (and meeting dates)</p> <ul style="list-style-type: none"> - M. Bellows will schedule monthly presentations by RCHS staff and external partners - The calendar will drive the Board agenda and will be adjusted as needed - The CP Holiday Train event will be added in November - The TOR and work plan for the Capital Development Steering Committee is dependent on receiving funding; until then the focus is advocacy - It was suggested committee meetings be aligned with Board meetings - The Finance Committee meetings are scheduled on Tuesdays right before Board meetings - It was suggested that the Governance & Nominating Committee consider the same format <p>Motion: To approve the Board Work Plan with proposed revisions. Moved by: M. LeBlanc, Seconded by: L. Snider Carried.</p>

		<p>7.3 Board Volunteer Hours</p> <ul style="list-style-type: none"> - Board members agreed to move to a system whereby J. Page-Brown will capture all Board and Committee meeting hours based on attendance, along with standard prep time allotted. At the end of each quarter Board members will be invited to provide additional hours, outside of formal meetings, which will be added to the report. <p>7.4 Board and Staff Christmas Breakfast (confirm date/Dec 12th and location)</p> <ul style="list-style-type: none"> - Plans are underway for the Annual Board/Staff Christmas Breakfast to be held on Thursday December 12th - A Merrickville location is currently being finalized. More details to follow. <p>7.5 *Letter of Commitment for ON Seniors Dental Care Program Capital Submission</p> <ul style="list-style-type: none"> - M. Bellows and O. Randell provided background on the letter of commitment provided to the Leeds, Grenville and Lanark Health Unit. - RCHS will partner with the LLG Health Unit and administer the program via a service agreement <p>Motion: That the RCHS Board endorse the letter of commitment for the Ontario Seniors Dental Care Program Capital Submission. Moved by: L. Snider, Seconded by: D. McGuire Carried.</p>
8.	<p>*Generative Discussion: Annual Governance Evaluation – T. Gilhen (45 min)</p>	<p>The annual governance evaluation report and the governance action plan were tabled for discussion by Terry Gilhen. The discussion focused on the action plan which was accepted with the addition of two items. Highlights of the action plan which will be led by the Governance and Nomination Committee are as follows:</p> <ol style="list-style-type: none"> 1. Overseeing stakeholder relationships (1.13) <ul style="list-style-type: none"> - Focus on improving communications to various stakeholders; provide more background to the Board re: how management engages with and communicates with key stakeholders - Examples included enhanced annual report to provide more meaningful performance data 2. Board Diversity (3.2) <ul style="list-style-type: none"> - Ensure the Board has sufficient diversity of skills, experience and backgrounds - Continue discussions as this is work in progress - Consider ways to address during upcoming Board recruitment phase - Client Engagement Committee is being developed by management and will support efforts to

		<p>build diversity (e.g. through client stories)</p> <ul style="list-style-type: none"> - Agreed that barriers to participation on the Board should be identified as part of the discussion - Ontario Health Teams may offer opportunities to have cross board representation <p>3. Board Continuing Education (3.5)</p> <ul style="list-style-type: none"> - Currently the Board receives briefing notes from management and presentations (e.g. webinars from the Alliance) - More opportunities to hear from external partners are planned for this year - More discussion and strategies will be considered as part of the work plan <p>4. Further understand the Board's role in the areas of community outreach and advocacy in relation to management's role</p> <ul style="list-style-type: none"> - It was suggested that these areas could be further explored to develop more meaningful support from the Board <p>5. Identification of the Board's role in supporting the strategic plan</p> <ul style="list-style-type: none"> - A mid-term report on the strategic plan is expected from management shortly which will support this objective <p>MOTION: To approve the RCHS Governance Action Plan 2019 – 2020. Moved by: M. LeBlanc, Seconded by: K. Weststrate Carried.</p>
9.	Meeting Evaluation	A survey link was sent to Board members
10.	In camera Session	In camera session not required
11.	Next Board meeting:	Tuesday October 22, 2019 (Location: Merrickville - Community Room) Board members will be surveyed to confirm their availability
12.	Adjournment	MOTION: That the meeting be adjourned at 7:40pm Moved by: J. Pelletier Carried.

Approved by:

Chair

Date

J. Costello
22 Oct 2019

Secretary

Date

Tony J. Gilman
22 Oct 19