

Board of Directors Meeting Minutes

Tuesday March 30, 2021

4:00 – 6:30pm

Present:	Janet Cosier (Board Chair), Bob Long, Terry Lee, Terry Gilhen, Michèle Le Blanc, Ian Donald, Sandy Shaw, Katie Weststrate, Dorothy Thomson, Don Palmer, Jackie Lord, Michele Bellows (CEO), Kelly Robinson, Director, Primary Care, Onalee Randell, Director, Health Promotion, Anne Caron, Director Corporate & Admin Services, Corey Turnbull, Quality Facilitator, Jane Page-Brown (recorder)
Regrets:	D. McGuire

	Agenda Items	Discussion
1.	Welcome/ Community Presentation	<ul style="list-style-type: none"> • J. Cosier welcomed guests Ann Martin and Dan Black representing the Merrickville-Wolford Community Fund who provided an overview of the Fund • A backgrounder and presentation slides were circulated via email prior to the meeting • Established in 2017, the Fund oversees three main activities: <ul style="list-style-type: none"> - Grant Making - Endowment Building and Donor Services - Networking and Community Leadership • In 2018 and 2019 the Fund provided grants to the RCHS Emergency Food Cupboard • The purpose of this presentation was to invite discussion regarding further opportunities to support RCHS and/or work collaboratively on joint causes. • Food security was discussed as a priority that may benefit from a collaborative approach • RCHS is also encouraged to direct local causes to the Fund who may qualify for grant money • RCHS is encouraged to keep the Fund in mind when applying for funding (e.g., Canada Healthy Communities Initiative) if applications require multiple stakeholders or if matching grant money is needed • The Fund reps will be meeting with more community stakeholders in the months ahead to get a better understanding of community needs; the group is also working on Terms of Reference and a mission statement to clarify areas and causes it will support • The Board and staff expressed appreciation for an informative presentation and agreed to pursue opportunities to collaborate and share information

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4.	Declaration of Conflict of Interest	None declared
5.	Consent Agenda	<p>5.1 Board Meeting Minutes - January 26, 2021 5.2 Special Board Meeting Minutes - March 9, 2021 5.3 Capital Development Committee Minutes - January 19, 2021 5.4 Finance and Audit Committee Minutes – Jan 21/Feb. 18/Mar. 18, 2021 5.5 Executive Committee Minutes – Feb. 9/Mar. 9, 2021 5.6 Governance and Nominating Committee Minutes – March 2, 2021</p> <p>Items for discussion:</p> <ul style="list-style-type: none"> • March 9th Executive Committee minutes suggested that the Board view a list of past recipients of the Community Recognition Award in considering nominees to put forward <i>(See Secretary's Note #1 - Past recipients of the Community Recognition Award)</i> • Suggestion from the March 2nd GNC minutes to allow 15-20 min at the beginning of each meeting for open dialogue and informal discussion among Board members <i>(To be presented as an option for the May Board meeting.)</i> <p>MOTION: That the consent agenda be approved as presented. Moved by: M. LeBlanc Seconded by: I. Donald Carried.</p>
6.	CEO Report	<p>M. Bellows provided highlights from her written CEO Report:</p> <ul style="list-style-type: none"> • Tuesday June 22nd is confirmed for the AGM which will be a virtual meeting again this year • M. Bellows and J. Cosier will present the RCHS risk management framework at the May Board meeting for information • At the operational level, staff training and policy development is underway using the HIROC risk management framework along with resources from area CHCs • A food security session with area partners was held recently with partners from across the region • The senior leadership team is assessing the role of RCHS and level of involvement in this project which is gaining momentum in the region with lots of willing partners and opportunities to collaborate • D. Palmer suggested that Carebridge Community Support be contacted as it is engaged in a food security initiative • M. Bellows will follow up with the staff from Carebridge • The request to extend the next accreditation review to the spring of 2023 was granted. • Strategic planning is progressing; the design team will meet on April 8th to review revisions from the Board input received on March 20th; and the Board will meet on April 20th to review a draft plan

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		<ul style="list-style-type: none"> • The report which was included with the agenda package includes descriptions of activities completed which are supplemented by a colour-coded scheme (e.g red/yellow/green) to illustrate the status • Progress was substantial for all activities except for the talent management system which was delayed due to Covid-19, but is on track now • The Operational Plan results were included with the report along with explanations for some areas that did not achieve targets <p>9.2 CEO Performance Evaluation Process and Timetable</p> <ul style="list-style-type: none"> • B. Long reviewed the CEO Performance Evaluation process as covered by GOV 31 along with the timelines, included with the agenda package • The 360-degree evaluation survey will be distributed to the Board, Senior Leadership Team, select staff and community partners in mid- April • As well the Board will complete an evaluation to assess completion of the CEO Objectives for 2020/21, which were addressed under item #9.1 • T. Gilhen is assisting with the evaluation process this year <p>9.3 Board Recruitment Update</p> <ul style="list-style-type: none"> • Discussions have taken place at both the Executive and Governance and Nominating Committees • It is recommended that a small, targeted recruitment campaign is needed this spring to fulfil the focussed requirements this year and to ensure succession planning for upcoming vacancies in 2022 • In addition to a traditional newspaper ad, Board and senior staff will be asked to identify individuals in their professional networks who may have specific skills such as business and/or finance • It was agreed that a diversity lens is important to maintain during the recruitment process • The GNC continues to refine the Board skills matrix/competency profile • The Committee is meeting on April 6th and will be initiating the recruitment process
10.	Meeting Evaluation	The link to the on-line survey question was included with the agenda.
11.	In camera Session:	No in camera session was held.
12.	Next Board meeting:	Tuesday April 20, 2021: 4:30 – 6:00pm (Board Review of Draft Strategic Plan) Tuesday May 25, 2021 – 4:00pm (Regular Board meeting) Tuesday June 22, 2021 (AGM) – 4:00pm (Time to be confirmed)
13.	Adjournment	MOTION: That the meeting be adjourned at 6:28pm Moved by: J. Cosier Carried.

Secretary's Note #1: Past recipients of the Community Recognition Award which was created in 2017:

- 2017 – Merrickville Nursery School
- 2018 – Together Smiths Falls
- 2019 – Merrickville Lions Club
- 2020 – Grenville Federation of Agriculture

Secretary's Note #2: *Email response to the Merrickville District Trails Society*

From: Janet Cosier [<mailto:jcosier@bell.net>]
Sent: Friday, April 2, 2021 8:37 PM
To: 'timothy.allen.2@ulaval.ca'
Cc: Michele Bellows (MBellows@RideauCHS.ca); Jane Page-Brown (jpage-brown@RideauCHS.ca)
Subject: Request for funding from the Merrickville District Trails Society (MDTs)

Dear Tim.

I am writing regarding your request for funding.

I would like to acknowledge the achievements of the Merrickville District Trails Society in providing access to trails in the local area which support the health and wellbeing of our community. The trails are a valuable resource for the community.

Unfortunately, Rideau Community Health Services (RCHS) is not in a position to provide any funding to the society for its trail renewal program. RCHS is a not-for-profit entity which provides primary care and other related health and community services in the locations of Merrickville, Smiths Falls, Perth, and Brockville. It receives the majority of its funding from the Ministry of Health which is allocated directly to the delivery of specific programs and services. Any used funds must be returned to the Ministry based on the organization's legal obligations.

It may be that the Merrickville-Wolford Community Fund is in a position to provide some financial assistance to the society given its mandate and purpose.

Kind regards,

Janet Cosier,
Chair, RCHS Board

Approved by:

DocuSigned by:

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Chair
5/31/2021 | 1:05 PM EDT
Date

DocuSigned by:

3F56D2DD41C24B0
Secretary
5/28/2021 | 2:07 PM PDT
Date