

**Board of Directors Meeting Minutes**  
Tuesday March 31, 2020 – 5:30pm  
**Via Teleconference**

Present: Janet Cosier (Board Chair), Bob Long, Terry Lee, Terry Gilhen, Michèle Le Blanc, Ian Donald, Deb McGuire, Jacques Pelletier, Liz Snider, Katie Weststrate, Sandy Shaw, Michele Bellows (CEO), Kelly Robinson, Director, Primary Care, Onalee Randell, Director, Community Services, Jane Page-Brown (recorder)	
	<b>Agenda Items</b>
1.	<b>Welcome</b> J. Cosier called the meeting to order at 5:30pm
2.	<b>Board Education – RCHS Programs and Community</b> Staff Presentation: Oral Health Strategy (Onalee Randell, Director of Health Promotion ) Presentation deferred
3.	<b>*Approval of Agenda</b> <b>MOTION: That the Board agenda be approved as circulated.</b> <b>Moved by: J. Pelletier, Seconded by: D. McGuire Carried.</b>
4.	<b>Declaration of Conflict of Interest</b> none
5.	<b>Consent Agenda</b> 5.1 RCHS Board Minutes – January 28, 2020 5.2 RCHS Board Minutes – February 29, 2020 (Special Meeting) 5.3 Governance and Nominating Committee Minutes – January 28, 2020 5.4 Finance Committee Minutes – January 28, 2020  No issues were identified with regards to the Consent Agenda. <b>MOTION: That the consent agenda be approved as presented.</b> <b>Moved by: L. Snider , Seconded by: T. Gilhen Carried.</b>
6.	<b>CEO Report</b> M. Bellows provided an update on the following:  Covid-19 Pandemic - Staff continues to respond and adapt to extraordinary circumstances and remains focused on providing exceptional client care - Management and Senior Leadership Teams are working to enable programs to reach communities and the populations that we serve - We will be a stronger organization after this pandemic is over - A Pandemic Committee has been meeting daily and providing updates to staff - Q&A session was held over Zoom (video conference) - Continuing to follow updates and directives provided by the Ministry of Health and the LLG Health Unit - Regional assessment centres are in various stages of development in Almonte, Smiths Falls and Brockville

		<ul style="list-style-type: none"> <li>- RCHS is assisting the physician lead for the PSFDH-led centre (located in Smiths falls) with scheduling</li> <li>- Capital project is basically on hold though T. Lee provided an update on ongoing discussions regarding a vacant school in Smiths Falls <ul style="list-style-type: none"> <li>• He met with officials to provide a high level overview of RCHS' facility needs</li> <li>• Various factors need to be considered to determine feasibility of this option (e.g. zoning, engineering report re: structure and potential costs, etc.)</li> <li>• An engineering report is expected but is on hold due to the pandemic</li> <li>• Site visit with RCHS senior leadership will be considered late spring/early summer</li> </ul> </li> <li>- Expecting provincial investments to be delayed due to Covid-19 which will likely last weeks or months</li> <li>- Once pandemic situation stabilizes, the Board will continue advocacy efforts</li> </ul> <p>Onalee Randell and Kelly Robinson provided an update from their teams:</p> <ul style="list-style-type: none"> <li>- Community support is overwhelming (e.g. time, food, dollars contributed)</li> <li>- RCHS staff are supporting local agencies and community groups</li> <li>- Dietitians are working with local agencies (e.g. videos for low cost snacks)</li> <li>- Community Support Workers are working with local food banks and connecting volunteers</li> <li>- Are hearing from people who have not had barriers before and have not had to access social assistance</li> <li>- Remarkable watching people come together - coordinating with other agencies to support community</li> <li>- Will be able to build on these partnerships going forward</li> <li>- Primary Care is very busy; providing service via phone calls or virtual visits where possible</li> <li>- Team is connecting daily with virtual meetings</li> <li>- Some staff are also working at PSFDH assessment centre</li> </ul> <p>Questions and Discussion:</p> <ul style="list-style-type: none"> <li>- RCHS staff are being supported in several ways as they respond to this evolving pandemic</li> <li>- Appointments are available with RCHS social workers</li> <li>- Employee Assistance Program (EAP) is available as part of the benefit plan</li> <li>- Daily updates and links to resources (e.g. working from home, dealing with stress) are provided through the pandemic committee</li> <li>- Ongoing dialogue with supervisors and regular check-ins</li> <li>- Staff yoga offered 2x per week (via Facebook live)</li> <li>- D. McGuire reported that supports for health care workers is available through Ontario Mental Health Network; she will forward the link to be shared with Board and Management</li> </ul>
7.	<b>Board Chair Report</b>	J. Cosier extended a thank you to the senior leadership team and all staff on behalf of the Board highlighting

	<b>(verbal report)</b>	<p>that the Board will continue to support and assist however possible in the coming weeks. She shared that she has a personal interest in supply chain management as the OHA has been advocating to support hospitals and other health care organizations to address expected shortages.</p> <p>M. Bellows reported that RCHS is required to submit a daily inventory of PPE (Personal Protective Equipment) supplies to the MOH as it is expected that supplies will be diverted as needed.</p> <p>General Comments:</p> <ul style="list-style-type: none"> <li>- RCHS is part of a large community effort which all agree will have lasting positive effects.</li> <li>- Local and regional health systems will look very different and hopefully be stronger at the other end of this pandemic</li> </ul>
<b>8.</b>	<b>Committee Reports</b>	<p>8.1 Governance and Nominating Committee</p> <p>T. Gilhen provided an update from the meeting held prior to the Board meeting:</p> <ul style="list-style-type: none"> <li>i. Revised Board meeting evaluation <ul style="list-style-type: none"> <li>- New tool is ready to be shared with the Board</li> <li>- Plan is to conduct 2x/year; at the mid-point and end of the Board calendar year</li> <li>- Will complement the feedback collected after each Board meeting</li> </ul> </li> <li>ii. Policy Review <ul style="list-style-type: none"> <li>- Three policies were reviewed (GOV 40 Board Development and Orientation; GOV 130 Recruitment and Succession; GOV 170 Roles of Board Officers)</li> <li>- Will be included in the June agenda package</li> </ul> </li> <li>iii. Update on Board recruitment and related proposed RCHS By-law revision <ul style="list-style-type: none"> <li>- Board recruitment plans are postponed due to the Covid-19 pandemic</li> <li>- Staff are seeking legal advice on options for amending the current by-law to allow the Board flexibility, at its discretion, to extend the term of one or more existing Board member if circumstances warrant</li> <li>- Once legal advice is obtained the GNC will prepare a recommendation for the Board</li> <li>- Through discussion it was suggested that one option would be to consider an abeyance on the current by-law to allow Board members with terms expiring to continue for another year</li> </ul> </li> <li>iv. Recommendation to defer the AGM until September 2020 <ul style="list-style-type: none"> <li>- The GNC recommends that the AGM be deferred to September 2020</li> <li>- Further discussion to follow under item #10.2</li> </ul> </li> </ul> <p>8.2 Finance Committee</p> <ul style="list-style-type: none"> <li>- T. Lee reported that a quote of \$7,900 was received from Allan and Partners for the audit for the</li> </ul>

		<p>upcoming fiscal year</p> <ul style="list-style-type: none"> <li>- The Finance Committee will put forward a recommendation at the next Board meeting</li> </ul> <p>8.3 Legislative Compliance Report</p> <ul style="list-style-type: none"> <li>- B. Long reported that he and Anne Caron will need to re-schedule the review due to Covid-19</li> <li>- New review date – TBD</li> </ul>
9.	<b>Business Requiring Decision of Board</b>	<p>9.1 2020 -21 Operational Plan</p> <ul style="list-style-type: none"> <li>- M. Bellows reported the plan was initiated before and completed during the initial phases of the Covid-19 pandemic</li> <li>- In addition to the Board indicators covered in the plan, departmental and program level indicators are in place at the operational level</li> <li>- May need to re-evaluate targets in June; will have a better indication towards the end of May</li> </ul> <p>Questions and Discussion:</p> <ul style="list-style-type: none"> <li>- Community Engagement Council will be expanded to include client representation from across the OHT partner agencies</li> <li>- Fundraising strategy will be influenced by the OHT development, therefore more discussion will be needed with the Board, as the pandemic situation resolves and to consider the advice from the fundraising retreat</li> <li>- Staff were engaged at all levels in the development of the plan with a goal to set ambitious yet realistic targets based on RCHS performance as well as external benchmarks where available</li> <li>- Building community resiliency involves a number of personal development groups such as Intergenerational Program, and Mindfulness Meditation, among others</li> <li>- Oral Health program targets are a stretch but are a priority and will be monitored closely</li> </ul> <p><b>MOTION: To approve the 2020-21 Operational Plan, subject to review in June with possible changes to targets as needed.</b></p> <p><b>Moved by: L. Snider,                      Seconded by: M. LeBlanc,                      Carried.</b></p> <p>9.2 2020-21 Quality Improvement Plan (QIP)</p> <ul style="list-style-type: none"> <li>- Narrative provides the context for the work plan</li> <li>- Clarification was provided that the workplace violence prevention section in the narrative is a required component</li> <li>- Staff are surveyed annually to assess and address health and safety concerns as described in the examples in the narrative</li> </ul>

		<p><b>MOTION: To approve the 2020-21 Quality Improvement Plan, as presented.</b>  <b>Moved by: K. Westrate,                      Seconded by: I. Donald                      Carried.</b></p>
<b>10.</b>	<b>Business for Discussion</b>	<p>10.1 LLG Ontario Health Teams Update – covered above under CEO Report (Item #6.)</p> <p>10.2 AGM Planning – Tuesday June 23, 2020 (Community Service Award)                      - J. Cosier suggests that if anyone has recommendations for the Community Service Award to forward them to her and Michele Bellows via email</p> <p><b>MOTION: To defer the RCHS AGM until September on a date to be determined.</b>  <b>Moved by: L. Snider,                      Seconded by: S. Shaw,                      Carried.</b></p> <p>10.3 AODA (Accessibility for Ontarians with Disabilities Act)                      - J. Page-Brown will send a reminder email including instructions</p> <p>10.4 Alliance Conference (Rescheduled: Sept 30<sup>th</sup> – Oct. 1<sup>st</sup>) (Location: Richmond Hill)                      - Information item</p>
<b>11.</b>	<b>Meeting Evaluation</b>	To be circulated via email
<b>12.</b>	<b>Next Board meeting:</b>	Tuesday June 2, 2020 (via teleconference – to be confirmed)
<b>13.</b>	<b>Adjournment</b>	<p><b>MOTION: That the meeting be adjourned at 7:10 PM</b>  <b>Moved by: T. Gilhen                      Carried.</b></p>

**Approved by:**

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**Chair**

6/16/2020 | 1:56 PM EDT

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**Date**

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**Secretary**

6/16/2020 | 11:51 AM PDT

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**Date**