

## **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/  • J. Cosier welcomed guests Ann Martin and Dan Black repr		J. Cosier welcomed guests Ann Martin and Dan Black representing the Merrickville-Wolford Community	
	Community	Fund who provided an overview of the Fund	
	Presentation	A backgrounder and presentation slides were circulated via email prior to the meeting	
		Established in 2017, the Fund oversees three main activities:	
		- Grant Making	
		- Endowment Building and Donor Services	
		- Networking and Community Leadership	
The purpose of this presentation was to invite discussion and/or work collaboratively on joint causes.		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 quality 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	

	Agenda Items	Discussion	
2.	Call to Order/	• J. Cosier called the meeting to order at 4:30pm and offered the following territory acknowledgement:	
	Approval of Agenda	RCHS is located on the traditional territory of Indigenous peoples dating back countless generations. We would like to show our respect for their contributions and recognize the role of treaty making in what is now Ontario. Hundreds of years after the first treaties were signed, they are still relevant today.	
		There were no revisions to the agenda	
		Motion: That the Board agenda for March 30, 2021 be approved as circulated.  Moved by: T. Gilhen Seconded by: K. Weststrate Carried.	
3.	*Board Education – RCHS Programs and Community	Staff Presentation: Expanding Oral Health Programming into Primary Health Care Delivered by: Onalee Randell, Director of Health Promotion and Corey Turnbull, Quality Facilitator	
		<ul> <li>An overview of the oral health program was provided including the LHIN Emergency dental program and the Ontario Seniors Dental Program</li> <li>Presentation slides were included with the Board package</li> </ul>	
Discussion/Questions:  Demand is so high promotional message Sites were selected by a steering commeteams Sites had to build on existing resources upgraded Westport was added as a new location Public health is aware of the demand are Further expansion is dependant on function Covid-19 had posed challenges for apposites due to the ventilation system capates for the program has a significant degree of guidelines from the Ministry of Health Operational reporting (e.g., clients served)		<ul> <li>Demand is so high promotional messaging/advertising has not been needed</li> <li>Sites were selected by a steering committee including reps from public health, area CHCs and family health teams</li> <li>Sites had to build on existing resources therefore, facilities in Smiths Falls, Brockville and Lanark were upgraded</li> <li>Westport was added as a new location and a central spot to be accessible for senior clientele</li> <li>Public health is aware of the demand and need for sites to cover Carleton Place, Almonte and Kemptville</li> <li>Further expansion is dependant on funding</li> <li>Covid-19 had posed challenges for appointment scheduling and ventilation – which can vary across the sites due to the ventilation system capabilities</li> <li>Funding is through a purchase of service agreement with public health on an annual basis</li> <li>The program has a significant degree of autonomy although treatment guidelines are specified through guidelines from the Ministry of Health</li> <li>Operational reporting (e.g., clients served, appointment types etc.) is led by the public health unit</li> <li>The Board thanked Onalee and Corey for an informative presentation and expressed congratulations for all the</li> </ul>	
work in expanding this program especially during such a challenging year.		, , , , , , , , , , , , , , , , , , ,	

	Agenda Items	Discussion			
4.	<b>Declaration of Conflict</b>	None declared			
	of Interest				
5.	Consent Agenda	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			
Community Recognition Award in considering nominees to put forward		<ul> <li>Items for discussion:</li> <li>March 9<sup>th</sup> Executive Committee minutes suggested that the Board view a list of past recipients of the Community Recognition Award in considering nominees to put forward (See Secretary's Note #1 - Past recipients of the Community Recognition Award)</li> </ul>			
		<ul> <li>Suggestion from the March 2<sup>nd</sup> GNC minutes to allow 15-20 min at the beginning of each meeting for open dialogue and informal discussion among Board members (To be presented as an option for the May Board meeting.)</li> </ul>			
		MOTION: That the consent agenda be approved as presented.  Moved by: M. LeBlanc Seconded by: I. Donald Carried.			
6.	CEO Report				

	Agenda Items	Discussion		
		<ul> <li>Anti-Oppression/Anti- Racism work continues. Kelly Robinson has connected with a local knowledge keeper, Larry McDermott <a href="https://www.plentycanada.com/executive-director.html">https://www.plentycanada.com/executive-director.html</a> who is willing to meet with Board and staff to share insights and meanings around land acknowledgments. Once a date is selected the Board will be invited to attend</li> <li>Staff was asked to suggest potential recipients for the Community Recognition Award</li> <li>The Adult Learning and Training Centre was the top choice due to their multitude of programs that support adult literacy, work skills, and initiatives to address poverty. More information is available at <a href="https://altclanark.com/">https://altclanark.com/</a></li> <li>The Board was asked to consider this organization as it makes the selection for this year</li> <li>RCHS continues to work with the LGL Health unit to support the Covid-19 vaccination roll-out</li> <li>Clients of RCHS are being contacted as the various age categories are addressed</li> <li>Staff of RCHS are also working with the health unit and other area clinicians to publicize and connect people to vaccine clinics</li> </ul>		
7.	Board Chair Report (verbal report)	<ul> <li>J. Cosier reported that one of the topics raised at the last OHT governors meeting was the role of governors in this new model</li> <li>There is a small number of LLG OHT governors interested in discussing this further, and in reviewing research, as well as learnings from other OHTs that are further along in their development</li> <li>A meeting will be scheduled sometime this month</li> <li>J. Cosier will provide further updates after the meeting and invited any Board members interested in joining the discussion to contact her</li> </ul>		
8.	<ul> <li>8.1 RCHS 2021-22 Multi-Sectoral Accountability Agreement (MSAA) Extension</li> <li>M. Bellows and A. Caron provided an overview of the MSAA (slides included with the Board explained that with the extension there are no terms to negotiate as RCHS will be at the same targets as last year</li> <li>Each year budget pressures are reviewed to address costs without new funding</li> <li>To date RCHS had been able to manage funding pressures by reallocating compensation address operating pressures</li> <li>Throughout the year surplus due to staff vacancies has been able to be reallocated upon from the LHIN</li> <li>The scope and quality of services has been maintained despite the annual budget press</li> </ul> MOTION: That the Board to approve the RCHS 2021-22 MSAA Extension Letter			
	1	Moved by: M. LeBlanc Seconded by: K. Weststrate Carried.		

	Agenda Items	Discussion		
		8.2 2021 – 2022 Operational Plan (and Quality Improvement Indicators)		
	<ul> <li>M. Bellows provided an overview of the 2021-22 Operational Plan and noted that the strategic priorities, currently under development, should align well with the objectives chosen for this year</li> </ul>			
	<ul> <li>Questions and Discussion:         <ul> <li>Targets were assessed and chosen based on whether they would be obtainable and reasonable</li> <li>Some indicators have been carried over from last year so there are previous results to build on</li> <li>Although it is expected that Covid 19 will continue to stretch resources, the plan is ambitious and includes stretch targets (e.g., those related to access)</li> </ul> </li> <li>The indicators that are more process oriented: development of a risk management framework an anti-racism/anti-oppression strategy will evolve to include numeric targets next year as work plan formulated</li> </ul>			
MOTION: That the Board approve the 2021-2022 Operational Plan.  Moved by: T. Gilhen Seconded by: D. Thomson Carrie				
		<ul> <li>8.3 Fund request from Merrickville District Trails Society (MDTS)</li> <li>The fund request and recommendation from the Executive Committee was included in the Executive Committee minutes</li> <li>The group is seeking approximately \$3000 to pay for material and services to cover trail improvement</li> <li>It was agreed that the request would be denied as RCHS does not have a mandate to issue funds to community groups nor does it have funds available to do so.</li> <li>J. Cosier will reply to the representative of the MDTS with the response (See Secretary's Note #2: Email response to the Merrickville District Trails Society dated April 2, 2021)</li> </ul>		
		Motion: That the RCHS Board, as a non-profit organization without a mandate to provide community donations, will not support requests for donations to community groups including the request from the Merrickville District Trails Society (MDTS).  Moved by: I. Donald Seconded by: S. Shaw Carried.		
9.	Board Information Briefing	<ul> <li>9.1 Yr End Report on CEO Objectives 2020/21 and 11-month Operational Plan Report</li> <li>M. Bellows presented highlights from her CEO progress report based on the past 11 months (until the end of February 2021)</li> </ul>		

	Agenda Items	Discussion		
		<ul> <li>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</li> <li>Progress was substantial for all activities except for the talent management system which was delayed due to Covid-19, but is on track now</li> <li>The Operational Plan results were included with the report along with explanations for some areas that did not achieve targets</li> </ul>		
		<ul> <li>9.2 CEO Performance Evaluation Process and Timetable</li> <li>B. Long reviewed the CEO Performance Evaluation process as covered by GOV 31 along with the timelines, included with the agenda package</li> <li>The 360-degree evaluation survey will be distributed to the Board, Senior Leadership Team, select staff and community partners in mid- April</li> <li>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</li> <li>T. Gilhen is assisting with the evaluation process this year</li> </ul>		
		<ul> <li>9.3 Board Recruitment Update</li> <li>Discussions have taken place at both the Executive and Governance and Nominating Committees</li> <li>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</li> <li>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</li> <li>It was agreed that a diversity lens is important to maintain during the recruitment process</li> <li>The GNC continues to refine the Board skills matrix/competency profile</li> <li>The Committee is meeting on April 6<sup>th</sup> and will be initiating the recruitment process</li> </ul>		
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 Merrickille 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

	Date	Date
	5/31/2021   1:05 PM EDT	5/28/2021   2:07 PM PDT
	Chair	Secretary
Approved by:	Janet Cosier	terry Gillien
	DocuSigned by:	DocuSigned by: