

Board of Directors Meeting Minutes

Tuesday, January 31, 2023

5:00pm via Zoom

Present:	Janet Cosier (Board Chair), Terry Gilhen (Vice Chair), Christopher Cummings (Vice Chair), Sandra Shaw (Secretary), Jackie Lord, Don Palmer, Dorothy Thomson, Christine Joli-Coeur, Sandy Mark, Juli Heney, Stefany Kawka, Irv Mazurkiewicz, Michele Bellows (CEO/Ex-Officio), Anne Caron (Director of Corporate Services & CFO), Kelly Barry (Director of Integrated Care), Kristian Gundersen (Executive Assistant/Recorder)
Guests:	
Regrets:	

	Agenda Items	Discussion
1.	Welcome & Land Acknowledgment	<p>Ms. Janet Cosier, Board Chair, called the meeting to order at 5:00pm and confirmed quorum is met. She welcomed all in attendance and invited Ms. Christine Joli-Coeur to provide a land acknowledgement.</p> <p>Janet welcomed Irv Mazurkiewicz to his first board meeting as a new director.</p>
2.	Approval of Agenda	<p>There were no additions or revisions requested to the agenda.</p> <p>Motion: That the RCHS Board agenda for January 31, 2023 be approved as circulated. Moved by: Christine Joli-Coeur Seconded by: Christopher Cummings Carried.</p>
3.	Board Education Session – Social Prescribing (Sam Davidson, Manager, Health Promotion)	<p>Sam Davidson, Manager, Health Promotion, delivered a presentation on the social prescribing program which is being developed for RCHS.</p> <p>Highlights of the presentation included:</p> <ul style="list-style-type: none"> • Social prescribing will be an eighteen-month project funded by the Public Health Agency of Canada. • Outline of the principles behind social prescribing. • Overview of the pathways which clients will follow and the expected goals/outcomes. • The initial aim of the program will largely be to support clients whose mental health has been affected by the pandemic. • RCHS has been supporting social prescribing for some time informally, but with dedicated grant funding more opportunities and expansion can occur. • A small percentage of clients are using a large percent of primary care provider time for non-medical related issues, which can hopefully be reduced with the introduction of a formal social prescribing program. These clients will be referred to the new program to identify their needs and connect them with resources within community.

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		<ul style="list-style-type: none"> • One of RCHS' Community Health Workers will act as the program navigator, who will be responsible for building a full picture of the client's needs, and making the required connection to resources and supports. • The program will function in alignment with the Alliance's Model of Health and Wellbeing. • The Social Prescribing Pilot Project, which was run through the Alliance, found a 49% decrease in loneliness for participants. • The Alliance will provide knowledge sharing and resources, as well as monthly engagement meetings. • Next steps were outlined including forming team at RCHS, conducting an asset map and performing situational analysis, and keeping the community informed. <p>Sam was thanked for her informative and engaging presentation.</p>
4.	Declaration of Conflict of Interest	None declared.
5.	Review of Outstanding Action Items	Outstanding action items were reviewed as per the tracking document which was included in the meeting package.
6.	Consent Agenda	<p>6.1 Board Meeting Minutes – November 29, 2022</p> <p>6.2 Finance & Audit Committee Minutes – January 19, 2023</p> <ul style="list-style-type: none"> i. Community Accountability Planning Submission (CAPS) Update ii. GOV 71 – Finance & Audit Committee Terms of Reference (revised) <p>6.3 Governance & Nominating Committee Minutes – January 3, 2023</p> <ul style="list-style-type: none"> i. Selection Sub-Committee Minutes – January 5, 2023 ii. *Governance Action Plan Update iii. *EDIJ Action Plan Update <p>Motion: That the consent agenda and items contained therein be approved as presented. Moved by: Dorothy Thomson Seconded by: Christopher Cummings Carried.</p>
7.	CEO Report	<p>Ms. Michele Bellows, Chief Executive Officer, referred members to her written CEO report included in the package.</p> <p>Highlights from the report included:</p> <ul style="list-style-type: none"> • 2023-2024 Operational Planning is underway. Priorities as identified by the leadership team are being reviewed using an equity lens. The draft plan will be brought to the board at the end of March. • Monthly interviews on Cogeco's FYI show with Kathy Botham have been coordinated. These interviews will highlight various programs and services with a goal to celebrate the work of RCHS, and promote awareness of services which are available to the community. • RCHS' first Facebook Live event successfully occurred in January. The Diabetes Education Team broadcast a live cooking demo with great feedback from participants.

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		<ul style="list-style-type: none"> • RCHS toques were purchased and distributed to staff in December. If any board members would like a toque, please reach out. • A client letter, addressed to the board, was included in the package for members to read. This client wished to express thanks to the board for the care and support received through a referral to RCHS' Nutrition Program. Through this referral, the client was connected to multiple services provided through RCHS with extremely positive outcomes. <p>M. Bellows referred members to the draft advocacy letter from the Board of Directors to the Minister of Finance and Deputy Premiere. She noted that as part of this year's CAPS process, it is expected that RCHS will receive a 2% increase to base. However, the Alliance for Healthier Communities is advocating that boards of CHCs advocate to the government for an 8% increase to base funding due to increasing operational pressures and inflation. The board was supportive of joining the Alliance's efforts to advocate for an increase of 8% to base funding and directed the Chair to sign the draft letter on behalf of the board. Board members will also consider sending letters individually in support of this advocacy effort.</p> <p>Motion: That the RCHS Board unanimously approves and supports Rideau Community Health Services and the Alliance for Healthier Communities in advocating for an 8% increase to the operating budget for 2023-2024 in support of increased community needs and operational pressures.</p> <p>Moved by: Dorothy Thomson Seconded by: Terry Gilhen Carried.</p> <p>Action: K. Gundersen will provide a template advocacy letter for board members to adapt and consider individually submitting to the Minister of Finance and Deputy Premiere.</p>
8.	Board Chair Report (verbal report)	<p>Ms. Janet Cosier, Board Chair provided a verbal report to members of the board.</p> <p>Highlights of the report included:</p> <ul style="list-style-type: none"> • The mock accreditation interview held on January 10th went extremely well. Janet thanked everyone who participated. The board interview with the review team is scheduled for February 7, 2023 from 6pm-7pm. All board members are encouraged to participate. • Regarding ongoing conversations with Community Home Support Lanark County on more closely integrating services, advice has been received from legal counsel on next steps. A joint board meeting will be coordinated in the coming weeks. • Expressions of interest have been requested to fill the Vice Chair position(s) for the 2023-2024 board year. Janet Cosier and Chris Cummings will discuss the role and will provide recommendations to the Governance & Nominating Committee in early March. • Planning is underway for a Board Retreat in the Spring.
9.	Break	Board members were provided a short break.

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10.	Business Requiring Decision of Board	<p>10.1 Q3 Financial Report</p> <p>A. Caron referred members to the financial statements for the period ending December 31, 2022 (Q3) which were included in the meeting package. The financial statements were reviewed in great detail at the January 19, 2023 Finance & Audit Committee meeting with no concerns being highlighted. RCHS is currently in a strong financial position. Ontario Health East has approved \$50,000 in in-year reallocations for equipment, facilities work, and PPE supplies. It was also noted that the annual audit is scheduled to begin the first week in May, with preparations currently underway in consultation with KPMG.</p> <p>Motion: That the board approve the Q3 Financial Statements for the period ending December 31, 2022 as recommended by the Finance & Audit Committee.</p> <p>Moved by: Christopher Cummings Carried.</p>
11.	Business for Discussion & Information	<p>11.1 Follow up from Advocacy Generative Discussion</p> <p>M. Bellows presented a briefing note which has been prepared in follow-up to the discussion which took place at the November meeting. The briefing note outlines current advocacy initiatives compiled by staff and management, and the appropriate level of involvement in line with the newly developed advocacy policy, as well as ways in which the board can support these advocacy efforts. In terms of operational planning, management is reviewing other areas of advocacy to focus on and will come back to the board with specific direction or ways to support the initiatives.</p> <p>Action: Governance & Nominating to review GOV 313 - Community Engagement & Advocacy to identify if the policy requires strengthening or additional language.</p> <p>11.2 2023-2024 Recruitment Update & Plan</p> <p>S. Shaw, Chair of the Governance & Nominating Committee (GNC), provided an update on board recruitment planning to date. She highlighted the significant role of the GNC in recruitment efforts. It was reported that as of June 2023, two director positions will become vacant. Recruitment has posed some challenges in the current environment. To increase awareness of the opportunity to join the RCHS board and the overall success of the recruitment campaign, timelines for recruitment will be moved forward to allow time for sufficient advertising and networking to take place. Campaigns for both community representatives and directors will be run in tandem but will be kept separate. Ads will appear in local papers on Thursday, and the ads will be posted on the RCHS website and social media accounts. Board members are asked to circulate the ads to personal and professional networks. Recruitment will be open until March 1, and shortlisted candidates will be offered interviews in mid-March.</p> <p>11.3 Proposed Board Retreat – Spring 2023</p> <p>J. Cosier reported that there has been a desire expressed to plan for a board retreat for some time. A retreat will be tentatively planned for April 2023, with a focus on strategic discussion. Chris Cummings will work with Michele</p>

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		<p>Bellows and other board members as desired to draft an outline for the retreat which will hopefully be held in person and facilitated. Members are asked to provide input on potential topics for strategic discussions.</p> <p>Action: K. Gundersen to circulate a survey for board members to select their top three choices for retreat topics.</p> <p>11.4 Health & Social Services Hub Update A. Caron provided the board an update on progress towards completion of the stage 2 business case. The project schedule as provided by the project manager shows a slight delay in progress, however strategies have been implemented to make up for the lost time. The first two worksheets (BC_1 – Programs and Services and BC_2 – Detailed FTE Data) have been submitted to both the Ministry of Health and Ontario Health and are close to being finalized. Data collection in anticipation of the next worksheets being unlocked is ongoing. In terms of site selection, it is anticipated that by mid-March there should be a better sense of what that process will look like. The Capital Development Committee will be engaged throughout the process. A special thanks was given to Kelly Barry, Director of Integrated Care, for her work on data collection and overall support for the business case.</p> <p>11.5 Accreditation Preparation & Board Interview M. Bellows gave a brief update on organizational preparations for the virtual accreditation site visit on February 7th, 8th, and 9th, 2023. As previously mentioned, a mock interview with board members was held on January 10th, 2023, and mock interviews with various staff groups were held on January 24th and 26th. Last minute preparations are taking place, however the organization is well-prepared to meet with the accreditation review team due to the ongoing planning efforts which have occurred over the last 12-14 months.</p>
12.	Meeting Evaluation	The link to the post-meeting online survey was included with the agenda. Board members were encouraged to provide feedback.
13.	In-Camera Session	<p>Motion: To move to an in camera session at 6:43pm Moved by: Christopher Cummings Seconded by: Sandra Shaw Carried.</p> <p>Motion: To move out of an in camera session at 7:03pm Moved by: Irv Mazurkiewicz Seconded by: Juli Heney Carried.</p> <p>Motion: To move to an in camera session at 7:04pm Moved by: Juli Heney Seconded by: Sandra Shaw Carried.</p>

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		Motion: To move out of an in camera session at 7:06pm Moved by: Christopher Cummings Seconded by: Juli Heney Carried.
14.	Next Board meeting:	Tuesday, March 28, 2023 at 5:00pm
15.	Adjournment	Motion: That the meeting be adjourned at 7:08pm. Moved by: Janet Cosier Carried.

Approved by:

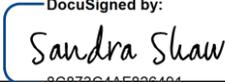
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Janet Cosier, Board Chair

4/1/2023 | 7:39 AM EDT

Date

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Sandra Shaw, Board Secretary

3/29/2023 | 10:55 AM EDT

Date