

Board of Directors Meeting Minutes

Tuesday, November 28, 2023

4:30pm via Zoom

Present:	Christopher Cummings (Board Chair), Sandra Shaw (Vice Chair), Juli Heney (Secretary), Irv Mazurkiewicz (Treasurer), Jackie Lord, Dorothy Thomson, Sandy Mark, Stefany Kawka, Sharon O'Hara, Bridget Bygrave, Timothy Woods, Michele Bellows (CEO/Ex-Officio), Anne Caron (Director of Corporate Services & CFO), Corey Turnbull (Director of Integrated Care), Kristian Gundersen (Executive Assistant/Recorder)
Guests:	
Regrets:	Christine Joli-Coeur

	Agenda Items	Discussion
1.	Welcome & Land Acknowledgment	Chris Cummings, Board Chair, called the meeting to order at 4:30pm and confirmed quorum is met. He welcomed all in attendance and invited Irv Mazurkiewicz to provide a land acknowledgement.
2.	Approval of Agenda	<p>There were no additions or revisions requested to the agenda.</p> <p>Motion: That the RCHS Board agenda for November 28, 2023 be approved as circulated. Moved by: Dorothy Thomson Seconded by: Irv Mazurkiewicz Carried.</p>
3.	Board Education Session – Primary Care in a Community Health Centre	<p>Sam Davidson, Manager, Health Promotion, provided an overview of the RCHS Social Prescribing Program which has been in development over the last several months.</p> <p>Highlights of the presentation included:</p> <ul style="list-style-type: none"> • RCHS received a grant through the Public Health Agency of Canada and the Alliance for Healthier Communities to develop and implement a Social Prescribing program, which is in line with the CHC model. • One of the main goals of the program is to address mental health needs for those who were affected by the pandemic. • Social Prescribing works by connecting people with a range of activities, groups, programs, exercises, and more. • It has been noted that many people use a significant portion of primary care provider time for non-medical needs. Social Prescribing can help reduce this burden on the primary care providers by connecting those people with other services and activities that matter to them. • Clients and community members can refer themselves to the program or can speak with their health care provider who can help identify any missing components in their life. Referrals are sent to the internal navigator (RCHS Community Health Worker) who will meet with the client and conduct a robust interview to better understand the clients needs. • Data on the program is being captured through the EMR. Check ins are completed with clients at the three month and six month marks, and then ongoing as needed.

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6.	Committee Reports & Action Items	<p>Committee Chairs were provided an opportunity to present highlights of discussions and actions at recent committee meetings.</p> <p>6.1 Executive Committee – Chris Cummings, Chair</p> <ul style="list-style-type: none"> • Revised terms of reference were included in the consent agenda. <p>6.2 Governance & Nominating Committee – Sandra Shaw, Chair</p> <ul style="list-style-type: none"> • The committee met in person on November 21st in Merrickville, to review the bylaws following an initial review by the Senior Leadership Team and legal counsel with the goal of streamlining and ensuring alignment with the Ontario Not for Profit Corporations Act (ONCA). The committee identified several follow-up questions which will be taken back for legal opinion. It is hoped a final copy of the revised bylaws will be brought to the board in March for recommendation to the membership at the AGM. <p>6.3 Finance & Audit Committee – Irv Mazurkiewicz, Chair</p> <ul style="list-style-type: none"> • There are no updates currently. The committee’s next meeting is scheduled for January 18th, 2024. <p>6.4 Capital Development Committee – Chris Cummings, Chair</p> <ul style="list-style-type: none"> • C. Cummings reported that at the last committee meeting, a detailed history of the Capital Project was provided by A. Caron, Director of Corporate Services & Chief Financial Officer, minutes of which were included in the consent agenda.
7.	CEO Report	<p>Michele Bellows, Chief Executive Officer, referred members to her written CEO report which was included in the meeting package. The following was highlighted:</p> <ul style="list-style-type: none"> • Anna Greenberg, Chief Regional Officer for Ontario Health East Region has changed positions to Executive Vice President & Chief Operating Officer. • A board representative is being sought to attend MPP Steve Clark’s annual holiday gathering in support of local food banks. Details will be circulated. • There is a tour of the new Falls Food Hub site scheduled for December 7th. Details will also be circulated if anyone is interested in attending. • The latest edition of the RCHS Community Happenings newsletter was circulated today and has been shared with the board. • Lanark County has contributed \$30,000 in support of a rural transportation feasibility study. • The 2023-2026 Communications Strategy was presented to the Governance & Nominating Committee and appended to the CEO report for information purposes. • The internal EDIJ working group (equity, diversity, inclusion, and justice) will be recommending a name change to IDEAA (inclusivity, diversity, equity, anti-racism, and anti-oppression) to better reflect their work. An IDEAA Framework is being developed with input from all staff. The draft framework was appended to the CEO report for

	Agenda Items	Discussion
		information.
8.	Board Chair Report	<p>Chris Cummings, Chair, provided a verbal report to the board. Highlights included:</p> <ul style="list-style-type: none"> • The Community Connection Event hosted by RCHS on October 25th in Smiths Falls was extremely successful. • Chris joined the Integrated Health & Social Services Hub partners on a tour of potential locations in Smiths Falls as a Board representative. • Regular meetings between the Board Chair and CEO occur bi-weekly. • There is a possibility of a workshop focused on the role of not-for-profit governance boards to occur in the spring. • A joint meeting between the Perth & Smiths Falls District Hospital and Rideau Community Health Services Executive Committees occurred on November 10th to discuss potential areas of collaboration.
9.	Break	Board members were provided with a short break.
10.	Business Requiring Decision of Board	No items.
11.	Business for Discussion & Information	<p>11.1 2023-2024 Operational Plan Q2 Status Update</p> <p>The 2023-2024 operational plan status report for Q2 was included in the meeting package. The operational plan was endorsed by the Board in March 2023. Significant progress towards achieving the established targets has been made to date. Items which are in progress or at risk were highlighted. The status report included Q2 data on the indicators included in the organization's Multi-Sectoral Service Accountability Agreement (MSAA) agreement. It was highlighted that all indicators are currently within the acceptable performance corridor or better. A final status report will be presented to the Board in May 2024.</p> <p>M. Bellows reminded the board that the organization underwent a fulsome strategic planning process in 2021 facilitated by Tamarack Institute, which involved in-depth engagement and input from community members, staff, management, and the board. As a result of this process, a three year plan with refreshed strategic priorities was approved. A mid-cycle review process occurred in November 2022, however was deferred to May 2023. At that time, the Board approved an extension of the current strategic plan to 2026. The Board will again begin planning for a refreshed strategic plan in Q3 of 2025.</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	None required.
14.	Next Board meeting:	Tuesday, January 30, 2024 at 4:30pm via Zoom.
15.	Adjournment	<p>Motion: That the meeting be adjourned at 5:57pm</p> <p>Moved by: Sharon O'Hara Carried.</p>

Approved by:

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Chris Cummings
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Chris Cummings, Board Chair
2/13/2024 | 5:41 PM EST

Date

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Juli Heney
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Juli Heney, Board Secretary
2/14/2024 | 9:07 AM EST

Date