

Board of Directors Meeting Minutes

Tuesday, March 25, 2025
4:30pm – 6:30pm via Zoom

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

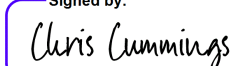
	Agenda Items	Discussion
1.	Welcome & Land Acknowledgment	Chris Cummings, Chair, called the meeting to order at 4:30pm and confirmed that quorum was met and that notice for the meeting was provided on Tuesday, March 18, 2025. He welcomed all in attendance provided a land acknowledgement.
2.	Approval of Agenda	The agenda was circulated in advance for review and was approved as presented. Motion: That the RCHS Board agenda for March 25, 2025 be approved with the noted addition. Moved by: Dorothy Thomson Seconded by: Sandra Shaw Carried.
3.	Education Session	Anne Caron, Director - Corporate and Administration Services introduced Sue Calver, Data Management Coordinator, to the Board who delivered a presentation on data and reporting. The presentation outlined the purpose of accurate and robust data collection, commonly used data sources, means for data collection, and CHC reporting requirements.
4.	Declaration of Conflict of Interest	None declared. Board members were reminded that a conflict can be noted at any time during the meeting if identified.
5.	Consent Agenda	<div style="margin-left: 20px;"> 5.1 Board Minutes – January 28, 2025 5.2 Executive Committee Minutes – March 19, 2025 5.3 Governance & Nominating Committee Minutes – March 13, 2025 <div style="margin-left: 20px;"> i. GOV 20 - Board of Directors' Role and Responsibilities ii. GOV 40 - Board Development and Orientation iii. GOV 50 - Board of Directors' Annual Governance Evaluation iv. GOV 140 - Planning Cycle v. GOV 313 - Community Engagement & Advocacy vi. Governance Action Plan vii. Board Governance Evaluation Timelines </div> </div> <div style="margin-left: 20px;"> 5.4 Finance & Audit Committee Minutes – February 20, 2025 5.5 Capital Development Committee Minutes – February 20, 2025 </div> Motion: That the consent agenda and items contained therein be approved as presented. Moved by: Bridget Bygrave Seconded by: Dorothy Thomson Carried.

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6.	CEO Report	<p>Michele Bellows, Chief Executive Officer, directed members to her written CEO report included in the meeting package and provided the following highlights:</p> <ul style="list-style-type: none"> • A community event in recognition of the Corporation's 50th anniversary, and volunteer appreciation has been scheduled for May 14th in Merrickville. Planning is underway, and the Health Promotion team is supporting the event's development. • Funding for a new Homelessness and Addictions Recovery and Treatment Hub (HART) was awarded to Lanark, Leeds and Grenville Addictions & Mental Health (LLGAMH) as one of several regional sites in the province. The hub will include withdrawal management, treatment services, and transitional beds in both Brockville and Smiths Falls. • MPP Steve Clark has extended an invitation to a meeting with several local agencies to discuss the potential development of an urgent care centre in the Brockville area. • Initial discussions have occurred with local partners in preparation for an anticipated call for proposals from the provincial government related to expanded team-based primary care services. Conversations are ongoing with partners in Portland, North Lanark, and Brockville. • A meeting with the Ministry of Health is scheduled for Friday morning to walk through BC_7 – Site Selection as part of the capital project business case development. The tender process for selecting an architect and cost consultant has been completed, and contract finalization is underway. This work will support completion of the Stage 2 business case and remains within the original \$200,000 planning grant budget.
7.	Board Chair Report	<p>C. Cummings, Chair, provided a brief verbal report. Highlights included:</p> <ul style="list-style-type: none"> • C. Cummings extended congratulations to Michele on behalf of the Board for her successful completion of the UBC Certificate program in Equity, Diversity, and Inclusion, and noted she will be seeking formal designation as a Certified Canadian Inclusion Professional (CCIP). • The Senior Leadership Team will make recommendations for the recipient organization of the annual Community Recognition Award. This will be shared with the Board via email for review and input. • The Annual General Meeting (AGM) is scheduled for June 17th. • A call for expressions of interest in Board Officer, Committee Chair, and Committee membership positions will be circulated. Responses will be coordinated by K. Gundersen and brought forward to the Governance & Nominating Committee for review and recommendation. C. Cummings will conclude his term as Board Chair in June. • S. Shaw provided an update on ongoing advocacy efforts.
8.	Break	Board members were provided a short break.
9.	Business Requiring Decision of Board	<p>i. 2025-2026 Operational Plan & QIP Approval</p> <p>Michele Bellows, CEO, referred members to the draft Operational Plan and the Quality Improvement Plan (QIP) for 2025-2026, which were included in the meeting package. It was highlighted that a preliminary draft of the Operational Plan was presented to the Board in January, and that specific indicators, targets, and timelines have now been solidified. It was noted that the Operational Plan is aligned with the organization's strategic priorities and associated objectives.</p> <p>Motion: The Board approves the 2025-2026 Operational Plan, and the Quality Improvement Plan for April 1, 2025 to March 31, 2026 as presented, and authorizes the Chair to sign.</p>

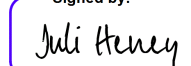
	Agenda Items	Discussion
		<p>Moved by: Sandra Shaw Seconded by: Juli Heney Carried.</p> <p>ii. 2025-2026 Multi-Sector Service Accountability Agreement (M-SAA) I. Mazurkiewicz, Chair, Finance & Audit Committee (FAC) referred members to the Multi-Sectoral Service Accountability Agreement (M-SAA) Extending Letter which was included in the meeting package and indicated that the FAC has reviewed and made a recommendation for approval. It was highlighted that for 2025-2026, Ontario Health East indicated that a new M-SAA agreement will not be developed, and that the agreement from 2023-2024 (which was also extended in 2024-2025) will again be extended to March 31, 2026.</p> <p>Motion: The Board authorizes the Chair to sign the April 1, 2025 to March 31, 2026 Multi-Sector Service Accountability Agreement (M-SAA) Extending Letter, as recommended by the Finance & Audit Committee. Moved by: Irv Mazurkiewicz Carried.</p> <p>iii. Q3 Financial Statements 2024-2025 Irv Mazurkiewicz, Chair, Finance & Audit Committee directed members to the financial statements included in the meeting package. It was reported that the Finance & Audit Committee met on February 20, 2025 to review and recommend Board approval of the financial statements for the period ending December 31, 2024 (Q3).</p> <p>Motion: The Board approves the Q3 Financial Statements for the period ending December 31, 2024, as recommended by the Finance & Audit Committee. Moved by: Irv Mazurkiewicz Carried.</p> <p>iv. Accreditation – Imagine Canada M. Bellows presented information to the Board on Imagine Canada’s Accreditation program, including its benefits, process, and costs. Following the presentation, the Board agreed to evaluate the current Accreditation program to ensure it continues to meet the needs of the organization. As part of this ongoing work, M. Bellows will bring forward additional information for consideration, including on other Accreditation programs such as Accreditation Canada. Conversations are also continuing with local partner Community Health Centres (CHCs) as potential future collaboration regarding Accreditation is explored. This item is presented for information at this time and will be brought back to the Board for a decision in the coming months. Maintaining clinical standards remains a key priority throughout these discussions.</p>
10.	Board Information Briefing & Discussion	<p>10.1 CEO Objectives Year End Performance Report 2024-2025 M. Bellows, CEO, referred members of the Board to the year-end progress report on CEO Performance Objectives which was included in the meeting package. This is the final report on the CEO’s progress towards achieving the annual objectives as set by the Executive Committee and Board. Highlights of the report were provided. It was noted that many of the objectives included are also associated with the 2024-25 Operational Plan.</p> <p>C. Cummings, Chair, thanked M. Bellows for her report and congratulated her and the organization on the great deal of accomplishments highlighted over the last year. He noted that the annual CEO Performance Objectives Evaluation survey will be circulated following the meeting, as per GOV 31 – CEO Performance Evaluation. Results will be compiled and presented to the Executive Committee and Board at in camera sessions in May.</p>

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		<p>10.2 March 2025 Integrated Risk Report M. Bellows referred members to the Integrated Risk Report for March 2025, which was included in the meeting package. She highlighted risks as noted on the risk register which scored higher than “8” based on likelihood of occurrence and impact of occurrence. These items require increased monitoring and ongoing vigilance.</p> <p>10.3 Annual Board Retreat Planning S. O'Hara, Chair, Governance & Nominating Committee, reported that the date set for this year's annual Governance Retreat is Saturday, May 24, 2025 at Calabogie Peaks Resort. This retreat is being held in partnership with ConnectWell Community Health (who are leading the planning), and Country Roads Community Health Centre. The retreat topic is “Creating and Maintaining an Energized and Focused Board” and is being facilitated by David Hartley of Nonprofithelp. More details on the session will be circulated once available.</p>
11.	Meeting Evaluation	The link to the post-meeting online survey was included with the agenda. Board members were encouraged to provide feedback.
12.	Next Board meeting:	Tuesday, May 27, 2025 (in person in Smiths Falls).
13.	Adjournment	<p>Motion: That the meeting be adjourned at 5:48pm</p> <p>Moved by: Irv Mazurkiewicz Carried.</p>

Approved by:

Signed by:

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Chris Cummings, Board Chair
 5/29/2025 | 11:29 AM EDT

Date

Signed by:

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Juli Heney, Board Secretary
 5/28/2025 | 8:31 AM EDT

Date