

Present: Jacques Pelletier (Board Chair), , Ian Donald (via teleconference), Bob Long, Janet Cosier, Michèle Le Blanc, Terry Lee, Terry Gilhen, Kenna McCall, Deb McGuire, Peter McKenna (Executive Director), Anne Caron (Director Corporate and Admin Services), Onalee Randell (Director, Community Services), Kelly Robinson (Director, Primary Care), Jane Page-Brown (Recorder)		
1.	Welcome, regrets & absences	Board Chair, Jacques Pelletier called the Board to order at 5:30 Regrets: Liz Snider and Phil Fortier
2.	Approval of Agenda	MOTION: that the agenda be approved Moved by B. Long , seconded by T. Gilhen, Carried. Request to add additional agenda item: - #9. d. Upcoming Provincial Election and Board advocacy MOTION: to amend the agenda with the additional item Moved by: M. Le Blanc Secended by: J. Cosier Carried
3.	Declaration of Conflict of Interest	None declared
4.	Approval of Board minutes	MOTION: That the February 27, 2018 Board meeting minutes be approved, Moved by I. Donald , seconded by J. Cosier Carried.
5.	Remarks from Board Chair	The Chair commented on the recent successful visit to Queen's Park which will be addressed more fully under the Capital Project update. The main priority for this Board meeting is to review the Operational and Quality Improvement Plans for 2018-19 and the related budget. Other comments focused on the letter received from the Merrickville Lion's Club thanking RCHS for its support of the annual Christmas Hamper Campaign. The letter indicates not only the generosity of the community in supporting the campaign, which resulted in 59 hampers being distributed, but also the ongoing need in Merrickville and the surrounding communities. It is an example of a very 'quiet' program that addresses a very real need.
6.	Consent Agenda	MOTION: that the consent agenda be approved as presented Moved by M. Le Blanc , seconded by J. Cosier Carried
	a. Executive Committee	A question was raised re: the minutes and discussion related to the residential hospice. It was clarified that the support referred to in the minutes was support for continued work on the business case. The RCHS Board has not reached the decision-making stage with regards to the hospice. It was further clarified that managing risk is a governing principle moving forward in assessing the hospice initiative.
	b. Finance Committee	
	c. Community Engagement Committee	No formal report. However, it was noted by the Board Chair that activities continue to take shape re: this Committee.
	d. Executive Director report	The Executive Director noted that activities this month have been dedicated to the Operational Plan 2018-19 and the Capital project, which are covered under other agenda items.
	e. Board Chair report	

7.	Collaborative Governance	J. Cosier reported that the planning group will be meeting tomorrow (March 28 th) at MDCHC to plan the Lanark Leeds Grenville Governance Forum scheduled for Friday June 1 st . Stay tuned for a more detailed agenda.
8.	Business Arising	
	a. Smiths Falls Capital Project Work Group	<p>T. Lee reported on the recent trip to Queen's Park, which he attended along with L. Snider and P. McKenna. (*See attached for a summary of the itinerary and meeting highlights)</p> <p>The Chair reported on the two recent capital project meetings, both held on Friday March 9th.</p> <p>The first meeting was with the Smiths Falls community hub partners. The meeting confirmed that RCHS has a strong partnership with these agencies who support the project and the concept of the hub (i.e. beyond co-location)</p> <p>The second meeting of the site selection working group included a presentation by Andrew Rodrigues, Project Manager with Colliers Project Leaders. The goal of this meeting was to commence the site selection process. The group reviewed a set of selection criteria and assessed and ranked each element.</p> <p>An Expression of Interest (EOI), was developed based on this input, to provide an objective and transparent process in order to seek potential developers for the project. Colliers will continue to provide advice and assistance in managing the process and will vet proposals before they are returned to the site selection working group. The EOI was released on March 22nd and a copy was circulated to the RCHS Board.</p>
	b. Review of RCHS Governance Structure	<p>J. Cosier reported that the project is moving along well. She is close to wrapping up meetings with key stakeholders and is pleased with the input she has gathered. She noted that she meets next with the Executive Director and some senior staff members, and finally Board Chair.</p> <p>The next step will be to provide the Board with a summary of the findings and possibly present a number of options for discussion by the Board.</p> <p>The proposed timeline is to have any changes in structure in place for the new Board term, commencing officially in September 2018.</p>
	c. Interdisciplinary Primary Care Teams Initiative	<p>The AOHC has advised CHCs that decisions re: this funding will be announced no later than April 15th</p> <p>P. McKenna reported that a provincial ED meeting is taking place next week and all CHCs that submitted proposals are invited to a discussion to share insights, strategies etc. He and K. Robinson are attending on behalf of RCHS.</p>
	d. Accreditation Interviews (confirmation)	<p>A reminder that the accreditation practice interview is on Monday April 9th at the Smiths Falls CHC (A light meal will be provided beginning at 5:00pm and the interview will begin at 5:30pm)</p> <p>The actual accreditation Board interview is on Tuesday April 24 at the same time at the Merrickville CHC.</p>
	e. AGM (June 26 th)	<p>P. McKenna provided details on the local group called "Together Smiths Falls – A Community Enhancement Association". The Community Engagement Committee has recommended this group to receive the annual community service recognition award at the AGM.</p> <p>MOTION: To present the annual community service recognition award to "Together Smiths Falls – A Community Enhancement Association" Moved by: M. Le Blanc, Seconded by: D. McGuire</p> <p style="text-align: right;">Carried</p>

	f. OHA Board Evaluation	<p>I. Donald explained the Board Self- Assessment Overview that was included in the Board package. The timing for the evaluation and report is based on the Board calendar year which begins and ends at each AGM. The Board is pleased with the current content and format of the report.</p> <p>The Board discussed the importance of the self-assessment process and all the related components. The opportunity to identify gaps in governance and/or opportunities for improvements is the main goal of the exercise.</p> <p>It was noted that the OHA Governance Centre of Excellence (GCE) Survey is one component of the annual RCHS Board evaluation process. Ian is currently working with staff of the GCE to schedule the survey for this year. Confirmation of the date and instructions to complete will follow.</p> <p>The goal is to have 100% Board member participation in the GCE survey. It is not a complicated survey and is easy to complete.</p> <p>A draft Board Self-Assessment report will be available for September.</p> <p>A final suggestion is to have a more structured approach for reviewing the reports and responding. It was noted that the GCE has a resource geared to creating action plans based on survey results. It was agreed that this would be a good resource to consult when analyzing the evaluation results for this year.</p>
9.	New Business	
	a. Policies GOV 30 Board/Executive Director Relationship and Responsibilities	<p>Two questions were raised during the discussion:</p> <ol style="list-style-type: none"> 1. Is there a policy re: who the Board is accountable to? There is a policy (GOV 20 Board of Directors' Role and Responsibilities) and it is also articulated in the By-laws. 2. Item 3. e. refers to the ED requirement to inform the Board re: "increases or decreases of expenditures totaling 5% or more of any line item" It was clarified that this is a SE LHIN requirement. <p>MOTION: To approve GOV 30 Board/Executive Director Relationship and Responsibilities as reviewed,</p> <p>Moved by D. McGuire , seconded by J. Cosier , Carried</p>
	b. Conference Participation	<p>AOHC AGM June 12 – Conference June 13 -14 Confirmed attendees: Terry Lee, Jacques Pelletier To be confirmed in the next couple of weeks: Michèle Le Blanc and Deb McGuire</p> <p>Ontario Hospice Palliative Care Conference– April 22 – 24th Confirmed attendees: Terry Gilhen and Terry Lee Onalee Randell (Director, Community Services)</p>
	c. Volunteer Appreciation	P. McKenna confirmed that a volunteer lunch is being held on Friday April 20 over the noon hour at the Smiths Falls

	Event (Friday April 20 th)	CHC. An invitation will follow with the details.
	d. Preparation for Election	<p>K. McCall suggested that the Board could identify a couple of key health related election issues along with related questions for the local candidates which could be shared with community members.</p> <p>It was recognized that the closest all-candidate meetings are usually in Kemptville, Smiths Falls, and Brockville.</p> <p>P. McKenna offered that the AOHC is active in these types of pre-election activities and will have questions to draw upon.</p> <p>It was also agreed that more discussion would be helpful to strategize this and determine feasibility. J. Pelletier, K. McCall and P. McKenna will meet.</p>
10.	Presentation of the 2018-19 Operational Plan/QI Plan and Budget	<p>P. McKenna reviewed the planning process and how it was developed. He noted that last year's business plan was foundational and was process oriented. This year the plan is more action or service oriented and many of the initiatives will span two years in execution.</p> <p>A robust discussion followed and the senior management team responded to the Board's questions regarding a variety of planned activities for the coming year.</p> <p>MOTION: That the 2018/19 Operational Plan; 2018/19 Quality Improvement Plan and the 2018/19 budget be approved as presented. Moved by T. Lee , seconded by , I. Donald Carried</p>
11.	Meeting Evaluation – Ian Donald	<p>I. Donald reported that 4 of 10 Board members provided the following feedback.</p> <ul style="list-style-type: none"> - Right documentation is provided to allow for preparation - Most effective discussion items centre around the strategic discussions - Would like to continue focused discussions on strategic issues - Recommendation to continue staff reporting on operational issues such as quality improvement - Overall; well organized, efficient and effective
12.	Upcoming Agenda Items	Tuesday May 29 th – RCHS Health Equity Project Harm Reduction – J. Page- Brown will circulate the information item /background document from Kenna
13.	Meeting Adjournment	MOTION: That the meeting be adjourned at 7:30pm Moved by K. McCall Carried
14.	Next Board Meeting Dates	<p>Monday April 9th - Accreditation Interview - Practice (SFCHC 5:00 – 6:30pm)</p> <p>Tuesday April 24th - Accreditation Interview (MDCHC 5:00 – 6:30pm)</p> <p>Next regular Board meeting: Tuesday May 1st Location: Merrickville CHC 5:00 Dinner 5:30 Meeting</p>

Approved by:  _____
Chair

/Date

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Secretary

/Date May 2/18

RCHS Brdmin March 27, 2018 approved 