

Your Community Health Centre

Present: Janet Cosier (Board Chair), Bob Long, Terry Lee, Terry Gilhen, Michèle Le Blanc, Ian Donald (via teleconference), Deb McGuire, Jacques Pelletier			
	munity Services, Jane Page-Brown (reco	ate, Sandy Shaw, Michele Bellows (CEO) Kelly Robinson, Director, Primary Care, Onalee Randell, Director, rder)	
1.	Welcome		
2.	<b>Board Education – RCHS Programs</b>	Presentation: Louise Noble, Executive Director of the Alzheimer's Society of Lanark Leeds & Grenville	
	and Community	provided an overview of the agency's programs and services. (Slides are attached to the minutes)	
3.	Approval of Agenda	MOTION: That the Board agenda be approved as circulated:	
		Moved by: M. LeBlanc , Seconded by: B. Long Carried.	
4.	Declaration of Conflict of Interest	None declared	
5.	Consent Agenda	5.1 *RCHS Board Minutes – November 26,2019	
		5.2 *RCHS Board Minutes – December 30, 2019 (Special Meeting)	
		5.3 *Governance and Nominating Committee Minutes – November 26, 2019	
		MOTION: That the consent agenda be approved as presented.	
		Moved by: K. Weststrate , Seconded by: T. Gilhen Carried.	
6.	CEO Report	M. Bellows provided the following update as a supplement to her written report:	
		<ul> <li>Virtual Care Clinic:</li> <li>Potentially at risk due to some billing code issues</li> <li>Incentives for MDs provided by Ministry of Health have been pulled back in this area</li> <li>Virtual Care provider is committed to continuing the service</li> <li>Will have more confirmation at the end of February</li> </ul>	
		<ul> <li>Oral Health:</li> <li>Implementation continues; service stats are included in the written CEO report</li> <li>Staffing is being planned to ensure coverage across the region based on projected needs</li> <li>Goal is to ensure services closer to home for the target population</li> <li>Service locations are for the most part building on existing infrastructure</li> </ul>	
		<ul> <li>Q3 Report on performance:</li> <li>Overall a very successful 3<sup>rd</sup> quarter;</li> <li>Close to 150 new clients were enrolled with the support of a dedicated intake worker</li> <li>Anticipating a strong 4<sup>th</sup> quarter as well</li> </ul>	

		<ul> <li>Integrated Health Facility <ul> <li>Good traction and momentum continues with advocacy efforts</li> <li>Response pending from the MOH re: the updated briefing note (attached to the CEO report)</li> <li>Town of Smiths Falls attended a delegation at the ROMA (Rural Ontario Municipal Association) conference to advocate for the project</li> </ul> </li> <li>Food Insecurity: <ul> <li>Working with the town of Smiths Falls and determining if the project can be part of the RCHS 2020-21 Operational plan</li> </ul> </li> </ul>
7	Peered Chair Demont (unched remark)	<ul> <li>Exploring potential collaboration with other agencies</li> <li>Discussion and Questions:         <ul> <li>Excellent report that includes relevant information to share with our stakeholders</li> <li>Communication plan will include media activities</li> <li>Clarification that the Community Engagement Council is based on the IAP2 participation framework (International Association for Public Participation)</li> <li>Information on this professional practice can be accessed via <a href="https://www.iap2.org/mpage/Home">https://www.iap2.org/mpage/Home</a></li> </ul> </li> </ul>
7.	Board Chair Report (verbal report)	<ul> <li>J. Cosier reported on the following items:</li> <li>Physician Salary Reallocations 2019-20 <ul> <li>Funding letter was signed in December 2019</li> <li>M. Bellows explained the background to this funding which allows protected physician dollars which are not being used to be reallocated to hire other key primary care staff (e.g. NPs, Registered Practical Nurses) to deliver services</li> </ul></li></ul>
		<ul> <li>Tamarack Institute is coming to Smiths Falls: <ul> <li>A full day session entitled Turf, Trust and Collaboration is planned for February 25<sup>th</sup></li> <li>The workshop will focus on strategies for dealing with turf issues as well as building trust in collaborative and team environments.</li> <li>J. Page-Brown will forward the details to the Board</li> </ul> </li> </ul>
		<ul> <li>Cross Sectoral Working Group:</li> <li>Formerly the Health Links Lead Table, this group remains focused on working to promote a partnership model and philosophy of care for complex patients</li> <li>Approximately 10 organizations are represented</li> <li>Representative of how Ontario Health Teams should work</li> </ul>
8.	Committee Reports	8.1 Governance and Nominating Committee

L. Snider provided an update from the meeting held prior to the Board meeting.
<ul> <li>i. Policy Review GOV 60 Code of Conduct and GOV 62 External Communication were reviewed and will be included with the consent agenda for approval at the March Board meeting.</li> <li>ii. Board meeting evaluation process</li> <li>I. Donald and T. Gilhen are continuing the work on a more comprehensive survey to be administered one or twice each year. An update will follow at the March Board meeting.</li> </ul>
<ul> <li>8.2 Finance Committee <ul> <li>T. Lee provided an update from the meeting held prior to the Board meeting.</li> <li>Discussion included a recent report prepared for the LHIN on the Lanark, Leeds and Grenville Addictions and Mental Health and subsequent hiring of a supervisor to oversee operations</li> <li>The report was tabled for further discussion at the next Finance meeting.</li> <li>More insight and recommendations to follow from the Finance Committee</li> <li>J. Page-Brown will forward the full report to the Board</li> <li>Two policies - GOV 303 and GOV 304 were reviewed and will be included with the consent agenda for approval at the March Board meeting.</li> </ul> </li> </ul>
8.3 Alliance Board Liaison Report
L. Snider reported on topics discussed at the recent Alliance Board Liaison webinar:
<ul> <li>i. New Alliance website and Board portal</li> <li>Allows for members to set up individual profile and connect to other Board members across Ont.</li> <li>L. Snider will send out the user guide)</li> <li>ii. Annual Alliance Conference <ul> <li>Will take place June 10-11, 2020 in Richmond Hill. (The Alliance AGM will take place on June 9<sup>th</sup>)</li> <li>iii. Inclusive Leadership and Governance Training series <ul> <li>Will be up and running by March. (Dates are to be announced)</li> </ul> </li> <li>iv. Board to Board Reports <ul> <li>Next report will be released in February and will be circulated to all Boards</li> <li>Call for Resolutions for the AGM (Deadline for submissions is March 9<sup>th</sup>)</li> <li>Agreed to discuss further at the February 29<sup>th</sup> Board retreat</li> <li>vi. Alliance Board – Call for Nominations (Deadline is February 13th )</li> <li>L. Snider will follow up with an email</li> <li>vii. Revisions to the Health Equity</li> </ul> </li> </ul></li></ul>

		<ul> <li>A foundational document of the alliance</li> <li>Consultation is ongoing with feedback due by March 9<sup>th</sup></li> <li>Agreed to discuss further at the February 29<sup>th</sup> Board retreat</li> </ul>
2.	Business Requiring Decision of Board	<ul> <li>Approval of Q3 Financials</li> <li>T. Lee asked if there were any questions related to the financial reports which were included in the Board package. There were no questions.</li> </ul>
		MOTION: That the 3 <sup>rd</sup> Q financials be accepted as presented.Moved by: B. Long,Seconded by: L. SniderCarried.
		<ul> <li>b. CAPS (Community Annual Planning) Submission</li> <li>- CAPS is a process to help inform the development of the Annual MSAA</li> <li>- A more rigorous approach was used to develop this year's submission including a financial analysis over a couple of years as well as benchmarking with other CHCs</li> </ul>
		MOTION: To approve the CAP Submission which will be forwarded to the LHINMoved by: S. Shaw,Seconded by: M. Le BlancCarried.c.Sussex Group Contract
		It is the recommendation of the Finance Committee to further extend the services of the Sussex Group using Board funds.
		Motion: To extend the Sussex Group contract up to a maximum of \$5000 until the end of June 2020.
3.	Business for Discussion	Moved by: J. Pelletier       Seconded by: B. Long       Carried.         a.       LLG Ontario Health Teams Update       -       The OHT progress report was sent to the MOH on January 20 <sup>th</sup> and circulated to the Board         -       M. Bellows reported that she is pleased with the momentum being generated and the commitment that all partners are demonstrating to work together.       -         -       Next OHT meeting of partners is on February 12 <sup>th</sup> -         -       Turf, Trust and Collaboration Workshop will be followed up in March by a Collective Impact workshop, also delivered by the Tamarack Institute.
		<ul> <li>b. Food Security Opportunity</li> <li>- Discussed under item #6. CEO report</li> </ul>

		<ul> <li>M. Bellows is working with the Town of Smiths Falls on a facilitated session to bring all partners together to formalize ways of working on food security issues</li> <li>Will be applying for grants (e.g. Trillium, United Way, Town of Smiths Falls) as the project is dependent on obtaining funding</li> <li>Motion: That the RCHS Board supports the application process for grants to support a pilot project to address food security.</li> <li>Moved by: T. Lee, Seconded by: L. Snider Carried.</li> </ul>
		<ul> <li>c. Fundraising Retreat (Saturday February 29<sup>th</sup>)</li> <li>I. Donald summarized the objective and topics for the day</li> <li>The session will be held at the Smiths Falls site</li> <li>M. Bellows, I. Donald, and J. Pelletier are liaising with the 3 invited panelists who will be presenting and sharing their expertise and experience</li> <li>d. RCHS AGM</li> <li>The AGM will be held in Smiths Falls on Tuesday June 23, 2020</li> <li>More details to follow</li> <li>e. AODA (Accessibility for Ontarians with Disabilities Act)</li> <li>M. Bellows provided background on the development of a revised RCHS Accessibility Plan and related policies etc., which are accessible on the RCHS website and linked to the agenda.</li> <li>Board training is one component for RCHS to maintain compliance with the Act</li> <li>J. Page-Brown will be sending instructions for all Board members to engage in on-line training which will include certificates to be submitted after participation</li> </ul>
4.	Performance Monitoring & Evaluation	<ul> <li>a. 2020 -21 Operational and Quality Improvement Plan - preview <ul> <li>Operational Plan 2019 – 20 Q3 Update</li> </ul> </li> <li>M. Bellows provided background on the documents included in the Board package, noting that the Operational Plan 2020-21 objectives are high level and will be further developed in the coming weeks by the Leadership Team. Some of the activities will carry on from the current year's plan and some will be new initiatives. All the activities are linked to the strategic priorities.</li> </ul>

		<ul> <li>RCHS is in a time of transition</li> <li>Four Board members' terms are expiring in June 2020</li> <li>One vacancy exists on the Board</li> <li>What are the implications of the OHT development and will there be any impact on recruitment of</li> </ul>
		<ul> <li>new Board members?</li> <li>Regardless of how OHTs evolve, indication from the MOH is that local Boards will continue to function</li> <li>Will there be pressure to amalgamate with other Boards and/or should RCHS take the initiative and engage in discussions with other local Boards towards a model involving 'cross-board' appointments?</li> <li>Need to clarify the timing for recruitment of new Board members</li> <li>Is there a significant loss of corporate memory in having 4 Board members retire at once?</li> <li>Turnover of Board and succession planning promotes diversity</li> <li>All Board members support accommodating Board members who have specific needs when it comes to participating in Board meetings (e.g. related to child care, transportation etc.)</li> <li>There are various arguments for and against maintaining a system which aims to maintain staggered terms for Board members</li> <li>There is opportunity for retiring Board members to continue to contribute via working groups or committees of the Board</li> </ul>
		In summary it was agreed that the following actions will be further considered by the Executive Committee with recommendations brought back to the Board:
		<ol> <li>Adopt a temporary by-law amendment at the next AGM which would allow extension of terms for one or more current Board members, to be reviewed after one year</li> <li>Encourage retiring Board members to act as committee members</li> <li>Develop a recruitment strategy to address gaps identified in the Board skills matrix and to reach out to partner organizations as appropriate</li> <li>Use targeted recruitment by tapping into Board member networks, as well as traditional approaches (e.g. public notices, advertising)</li> </ol>
		The Executive Committee will discuss and provide recommendations.
6.	Meeting Evaluation	J. Cosier invited the Board to provide feedback in real time to and/or complete the evaluation form circulated via email after each Board meeting

7.	In camera Session (if needed)	In-camera session not required
8.	Next Board meeting:	Tuesday March 31, 2020 (Location: Smiths Falls Site)
9.	Adjournment – 8:00pm	MOTION: That the meeting be adjourned at 8:10 PM
		Moved by: K. Weststrate Carried.

Approved by:	Janet Cosier CFDE466BE6834A1 Chair
	5/31/2020   5:00 AM PDT
	Date

DocuSigned by:	
Terry Gillien	
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Secretary 5/31/2020 | 10:31 AM PDT

Date