

Board of Directors Meeting Minutes

Tuesday September 29, 2020 – 4:00pm

Via Zoom

Present:	Janet Cosier (Board Chair), Bob Long, Terry Lee, Terry Gilhen, Deb McGuire, Michèle Le Blanc, Ian Donald, Sandy Shaw, Katie Weststrate, Helen McGuire, Don Palmer, Michele Bellows (CEO), Kelly Robinson, Director, Primary Care, Onalee Randell, Director, Health Promotion, Anne Caron, Director Corporate & Admin Services, Kelly Barry, Manager, Primary Care, Jane Page-Brown (recorder)
Regrets:	Dorothy Thomson

	Agenda Item	Discussion
1.	Welcome	<ul style="list-style-type: none"> J. Cosier called the meeting to order at 4:00pm Welcome to new Board members Don Palmer, Helen McGuire and Dorothy Thompson who was unable to attend this evening All in attendance introduced themselves
2.	*Approval of Agenda	<p>Motion: That the Board agenda be approved as circulated. Moved by: M. LeBlanc, Seconded by: Ian Donald Carried.</p>
3.	*Board Education – RCHS Programs and Community	<p>Presentation on Primary Care in a Community Health Centre By: Kelly Robinson, Director, Primary Care Programs and Kelly Barry, Manager, Primary Care Programs</p> <p>Comments and Questions:</p> <ul style="list-style-type: none"> Excellent presentation and a reminder of the work that staff is doing and benefits to the clients A very clear picture for why the Board does what it does to support this important work It was noted that those clients with multiple comorbidities are seen as most vulnerable Other key challenges are helping vulnerable clients access other community supports (e.g. housing, mental health services, food resources, etc.) Community Support Workers are working hard to connect and/or provide direct support as needed Telemedicine and other virtual platforms are being used to support clients Targets related to client volume vary across programs and although targets have expanded in some areas due to some increased funding, Covid-19 continues to impact limits on capacity Thank you was extended for an inspiring and informative presentation
4.	Declaration of Conflict of Interest	None declared
5.	Consent Agenda	5.1 RCHS Board Minutes – September 22, 2020 5.2 Governance and Nominating Committee Minutes – Sept 16, 2020

		<p>5.3 Finance and Audit Committee Minutes – September 21, 2020</p> <p>J. Cosier elaborated on the importance of the consent agenda package and how it provides background and key information on the work of the committees. In this package the Governance and Nominating Committee minutes included the Board Recruitment Interview Committee Report 2020; Annual Governance Evaluation Report 2019-20 and Governance Action Plan for 2020-21, and the RCHS Board Committee Membership for 2020-21.</p> <p>M. Le Blanc congratulated T. Gilhen and the members of the GNC for the thorough reports and the successful Board recruitment process.</p> <p>MOTION: That the consent agenda be approved as presented. Moved by: D. McGuire Seconded by: T. Gilhen Carried.</p>
6.	CEO Report	<p>M. Bellows provided the following update:</p> <ul style="list-style-type: none"> • A \$25,000 donation has been awarded from Canopy Growth (Tweed) to support food security initiatives in Smiths Falls and surrounding area. A formal cheque presentation is planned for later this week. The funds will support an existing brown bag lunch program in Smiths Falls among other initiatives. The Brown Bag Lunch Program is coordinated in partnership with area churches and serves approximately 135 meals/day • The Ontario Health Team application was submitted and a virtual visit with provincial representatives is planned for October 2nd. All indications are that the application will receive Ministry approval by the middle of October. • The Sussex Strategy Group has been contacted to inquire as to whether there has been further development at the Capital Branch re: the Smiths Falls hub proposal. M. Bellows will provide further details as they are provided. • A request has been submitted to the Ministry of Children, Community and Social Services for additional funding to support individuals in group home settings • The Leadership team is working on the development of an anti-racism and anti-oppression strategy, as outlined in the briefing note in the agenda package • Funding from the Community Infrastructure Renewal Fund is being used to refresh the exterior of the Merrickville building this fall. As part of this refresh, the exterior sign is being replaced which will depict the updated RCHS logo and align with the signage in other RCHS locations. A press release will be arranged at the same time to further promote the updated brand and all the programs and services offered through RCHS.

7.	Board Chair Report (verbal report)	<p>J. Cosier provided an update on the following:</p> <ul style="list-style-type: none"> • Schedule of Board and Committee meetings was sent via email on September 23rd • MS Outlook calendar invitations will follow in the coming days • New Board member orientation sessions are planned for October 8th and October 20th and are open to all Board members who would like a refresher • Efforts are ongoing to improve governance processes at the committee and board level in response to feedback from the annual evaluation and through one/one conversations • Committee TOR and work plans will be reviewed and revised re: scope to keep necessary work at the committee level and free up Board time to focus on strategy and oversight responsibilities • Development of a new strategic plan is planned for 2021 • Board members would like to continue generative discussions 3-4 times per year; members are encouraged to forward suggested topics to J. Cosier or J. Page-Brown
8.	Business Requiring Decision of Board	No items for this month
9.	Board Information Briefing	<p>9.1 Connecting Funding to Reporting</p> <ul style="list-style-type: none"> • M. Bellows provided an overview of the briefing note which was included in the agenda package • She explained the diagram which depicts how funding and reporting processes are connected • All agreed it is a good reference document for the Board to use to understand the planning and reporting cycle <p>9.2 Board Evaluation Process</p> <ul style="list-style-type: none"> • T. Gilhen summarized the briefing note which reviews how input is gathered from the Board to assess and improve meetings and overall board processes • He explained how the information is synthesized for the annual evaluation report which is used to develop the annual Board Governance Action Plan. • Participation in completing all the surveys is encouraged as the feedback is necessary to address and enhance board performance <p>9.3 Anti-Racism Strategy</p> <ul style="list-style-type: none"> • M. Bellows spoke to the briefing note included in the agenda package • RCHS staff and management have started discussions regarding how to identify and address areas of systemic oppression and racism within the organization and demonstrate a commitment to the community through our strategic directions, operational planning, policies, hiring, training, etc. • Initiatives are being planned that involve: <ul style="list-style-type: none"> - Education and training for staff


		<ul style="list-style-type: none"> - Communication with our CHC partners also working to address systemic racism - Revising our diversity and inclusion policy with input from staff - Recommending a consultant assist with strategic planning using an anti-racism and anti-oppression lens - Ensuring a holistic approach beyond webinars and ensuring dialogue and inclusion of individuals with lived experience - Exploring and learning from other CHCs and local initiatives such as the City for All Women Initiative in Ottawa (https://www.cawi-ivtf.org/) • M. Bellows will share more information in the coming days to provide more context and explanation regarding the concepts of diversity, inclusion, anti-racism and anti-oppression • Board members expressed support for this initiative and a commitment to be engaged
10.	Meeting Evaluation	The link to the on-line survey question was included with the agenda.
11.	In camera Session: if needed	No in camera session was held.
12.	Next Board meeting	Tuesday October 27, 2020
13.	Adjournment	MOTION: That the meeting be adjourned at 5:35pm Moved by: S. Shaw Carried.

Approved by:

DocuSigned by:

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Chair
 11/3/2020 | 8:09 PM EST

Date

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Secretary
 11/3/2020 | 5:38 PM PST

Date