

Board of Directors Meeting Minutes

Tuesday, October 26, 2021

4:30pm via Zoom


Present:	Janet Cosier (Board Chair), Terry Gilhen (Secretary), Michèle LeBlanc (Treasurer), Deb McGuire, Jackie Lord, Sandra Shaw, Christopher Cummings, Christine Joli-Coeur, Dorothy Thomson, Don Palmer, Veena Ravichandran, Michele Bellows (CEO/Ex-Officio), Anne Caron (Director of Corporate & Administration Services), Kelly Barry (Director of Integrated Care), Kristian Gundersen (Executive Assistant/Recorder)
Regrets:	

	Agenda Items	Discussion
1.	Constitution of Meeting & Land Acknowledgment	J. Cosier called the meeting to order at 4:30pm. She welcomed all in attendance and invited Michèle LeBlanc to provide the land acknowledgement.
2.	Approval of Agenda	There were no additions or revisions requested to the agenda. Motion: That the RCHS Board agenda for October 26, 2021 be approved as circulated. Moved by: Veena Ravichandran Seconded by: Michèle LeBlanc Carried.
3.	Board Education – RCHS Insurance Policy	A presentation on RCHS' insurance policy was delivered by Allister Brown, of McDougall, Brown Insurance Brokers, and Anne Caron Director – Corporate and Administration Services. <ul style="list-style-type: none"> - Mr. Brown provided a detailed overview of RCHS' insurance policy, detailing coverage related to property, liability, directors / officers, legal expenses, and cyber risks. - The board was assured that the current policy provides adequate coverage in all areas, and that the policy is reviewed regularly. <p>The board thanked Mr. Brown and Ms. Caron for their informative presentation.</p>
4.	Declaration of Conflict of Interest	None declared.

	Agenda Items	Discussion
5.	Consent Agenda	<p>5.1 Board Meeting Minutes – September 28, 2021 5.2 Finance and Audit Committee Minutes – October 21, 2021 5.3 Executive Committee Minutes – October 12, 2021 5.4 Capital Development Committee Minutes – October 12, 2021 5.5 Governance and Nominating Committee Minutes – October 5, 2021</p> <p>Motion: That the consent agenda and items contained therein be approved as presented. Moved by: Christopher Cummings Seconded by: Christine Joli-Coeur Carried.</p>
6.	CEO Report	<p>M. Bellows announced that Kelly Barry is the successful candidate for the Director of Integrated Care position. The board extended congratulations to her in this new leadership role.</p> <p>Highlights from the written CEO report include:</p> <ul style="list-style-type: none"> - The Table Community Food Centre has received a significant donation which will help support food security in Smiths Falls in the coming months. RCHS works closely with the Table among other community partners to coordinate and provide several local meal programs. - Recently, Lanark County Home Support (LCHS) and the Smiths Falls Legion, in partnership with RCHS, are supporting two meals per week in Smiths Falls for those in need. - Indigenous Cultural Safety training continues to be offered to staff and board members who are interested in taking part. - The LLG Ontario Health Team and Public Health Unit partners will be supporting flu vaccine rollout across the Lanark, Leeds, and Grenville region. - Corporate social media accounts including Facebook and Instagram are now active with posts being published several times per week. Board members are encouraged to show support by ‘liking’ and ‘following’ RCHS’ pages. - The internal mandatory vaccine policy which came into effect as of September 15th requires all staff and volunteers to provide proof of two valid doses of a COVID-19 vaccination by October 31st, 2021.
7.	Board Chair Report (verbal report)	<p>J. Cosier provided an update on the following:</p> <ul style="list-style-type: none"> - Planning is underway for a virtual collaborative governance forum & education session on Friday, December 3, 2021. Guest speakers will include Dr. Paula Stewart – Chief Medical Officer of the LGL Public Health Unit, Dr. Gerald Evans – Medical Director of the Kingston Health Sciences Centre, and the Co-Chairs of the LLG OHT Collaboration Council. Over the last several years, board directors, ED’s/CEO’s, municipal leaders, and others from the Lanark, Leeds, and Grenville area have gathered to exchange education, and ideas, and to discuss areas of common interest. Due to the pandemic, in-person meetings have not been possible over the last 18 months, which accounts for the long period between meetings. More details on the virtual session will be circulated when available. - Meetings with Sussex Strategy Group are ongoing to discuss and plan advocacy strategies towards the development of an Integrated Health and Community Services “Hub” in Smiths Falls. Work is being championed by RCHS Leadership in collaboration with the RCHS Board Capital Development Committee.


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8.	Business Requiring Decision of Board	<p>8.1 Approval of Q2 Financial Statements</p> <p>Q2 financial statements were presented, following a recommendation for approval from the Finance & Audit Committee. No concerns with the statements were expressed.</p> <p>Motion: That the Board approve the Q2 Financial Statements for the period ending September 30, 2021. Moved by: Michèle LeBlanc Seconded by: Don Palmer Carried.</p>
9.	Business for Discussion & Information	<p>9.1 Mid-Year Progress Report on CEO Annual Performance Objectives</p> <p>M. Bellows provided a summary on the progress to date towards meeting the CEO performance objectives as set by the board.</p> <p>9.2 Semi-Annual Integrated Risk Report</p> <p>M. Bellows gave a summary of the integrated risk management framework and risk register which captures information on current and ongoing organizational risks related. A comprehensive risk report, which was included in the meeting package, has been developed to further explore the most significant risks to the organization.</p>
10.	Generative Discussion: Key Considerations - Donations from Cannabis Companies	<p>J. Cosier and S. Shaw led a discussion regarding key considerations for RCHS when accepting donations from cannabis companies.</p> <p>After a fulsome and thorough discussion, the board agreed to reserve any decision or action until staff have a chance to have a similar discussion. The board will take the feedback and input from staff on the issue into consideration before providing any recommendations. M. Bellows noted that this will be an agenda item at the all staff meeting in December – feedback will be brought to the Executive Committee in January 2022 for further discussion and recommendation to the board.</p> <p>ACTION: M. Bellows to provide staff feedback on accepting donations from cannabis manufacturers to the Executive Committee for discussion at the January 2022 meeting.</p> <p>Ms. Cosier thanked Ms. Shaw for preparing the board for this discussion and posing the ethical considerations when receiving and accepting donations from cannabis companies.</p>
11.	Meeting Evaluation	The link to the online survey question was included with the agenda. Board members were encouraged to provide feedback.
12.	In Camera Session	None required.
13.	Next Board meeting:	Tuesday, November 30, 2021 from 4:30-7:00pm
14.	Adjournment	<p>Motion: That the meeting be adjourned at 6:36pm. Moved by: Janet Cosier Carried.</p>

Approved by:

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Janet Cosier, Chair
12/8/2021 | 10:36 AM EST

Date

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Terry Gilhen, Secretary
12/8/2021 | 10:12 AM PST

Date