

## Board of Directors Meeting Minutes

Tuesday, November 30, 2021

4:30pm via Zoom

<b>Present:</b>	Janet Cosier (Board Chair), Michèle LeBlanc (Treasurer), Deb McGuire, Jackie Lord, Sandra Shaw, 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 to the CEO and Board of Directors / Recorder)
<b>Guests</b>	Tracey Fuller (Manager – Community & Allied Health Programs), Rebekah Nitschmann (Registered Dietitian)
<b>Regrets:</b>	Terry Gilhen (Secretary), Christopher Cummings


	Agenda Items	Discussion
1.	<b>Constitution of Meeting &amp; Land Acknowledgment</b>	J. Cosier called the meeting to order at 4:30pm. She welcomed all in attendance and invited Deb McGuire to provide a land acknowledgement.
2.	<b>Approval of Agenda</b>	There were no additions or revisions requested to the agenda.  <b>Motion:</b> That the RCHS Board agenda for November 30, 2021 be approved as circulated. <b>Moved by:</b> Don Palmer <b>Seconded by:</b> Deb McGuire <b>Carried.</b>
3.	<b>Board Education – RCHS Diabetes Education Program &amp; Nutrition Services</b>	A presentation on RCHS' Diabetes Education Program & Nutrition Services was delivered by Rebekah Nitschmann, Registered Dietitian, and Tracey Fuller, Manager of Community Programs.  <ul style="list-style-type: none"> <li>- The presentation slides were included in the board package.</li> <li>- New funding has been received which extends to the end of March 2022 for the diabetes home monitoring pilot program. This program is geared towards clients who need assistance managing their diabetes.</li> <li>- An overview of RCHS' nutrition programming was provided including methadone clinic, cooking classes, nutrition 'drop-in' sessions, brown bagged lunch program, kids kits, intuitive eating program, and sport nutrition sessions.</li> <li>- A client story was shared with the board that involved a client receiving assistance to help manage severe diabetes, who is now able to manage the condition well without insulin.</li> </ul> <p>The board thanked Ms. Nitschmann and Ms. Fuller for their informative presentation.</p>
4.	<b>Declaration of Conflict of Interest</b>	None declared.

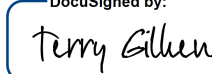
	<b>Agenda Items</b>	<b>Discussion</b>
5.	<b>Consent Agenda</b>	<p>5.1 Board Meeting Minutes– October 26, 2021            5.2 Executive Committee Minutes – November 9, 2021            5.3 Capital Development Committee Minutes – November 4, 2021; November 15, 2021, November 22, 2021</p> <p><b>Motion:</b> That the consent agenda and items contained therein be approved as presented.  <b>Moved by:</b> Veena Ravichandran                      <b>Seconded by:</b> Michèle LeBlanc                      <b>Carried.</b></p>
6.	<b>CEO Report</b>	<p>Highlights from the written CEO report include:</p> <ul style="list-style-type: none"> <li>- New social media accounts including Facebook and Instagram are going well with input from staff and management.</li> <li>- The semi-annual client survey was sent to over 1500 clients. An update on the results will be included in the January CEO report.</li> <li>- Work towards the development of the Lanark, Leeds, and Grenville Ontario Health Team continues . It was noted that OHT sustainability is a current focus for the Collaboration Council.</li> <li>- In partnership with the Table Community Food Centre and several other community agencies, a vision for a Food ‘Hub’ in Smiths Falls continues being discussed with the aim to create space where people in need of a meal can come together.</li> <li>- RCHS’ new manager of Primary Care will be starting on December 6, 2021. A manager of Health Promotion will be interviewed for in the coming weeks.</li> </ul>
7.	<b>Board Chair Report (verbal report)</b>	<p>J. Cosier provided an update on the following:</p> <ul style="list-style-type: none"> <li>- The LLG Collaborative Governance Forum is taking place on December 3, 2021. Approximately 100 individuals from across LLG have registered for the session.</li> <li>- A meeting with Ministry of Health staff regarding the phase 1 planning grant application for a Health &amp; Community Hub took place.</li> <li>- J. Cosier will be delivering a holiday message on behalf of the board at the December 1 all-staff meeting.</li> </ul>
8.	<b>Business Requiring Decision of Board</b>	<p>8.1 In-Camera Session</p> <p><b>Motion:</b> That the Board of Directors move to an in-camera session at 5:16pm.  <b>Moved by:</b> Sandra Shaw                      <b>Seconded by:</b> Christine Joli-Coeur                      <b>Carried.</b></p> <ul style="list-style-type: none"> <li>i. Capital Committee Update - Integrated Health &amp; Community Services “Hub”</li> <li>ii. Sussex Advocacy Strategy &amp; Work Plan</li> </ul> <p><b>Motion:</b> That the Board of Directors move out of an in-camera session at 5:42pm.  <b>Moved by:</b> Don Palmer                      <b>Seconded by:</b> Jackie Lord                      <b>Carried.</b></p>
9.	<b>Business for Discussion &amp; Information</b>	<p>9.1 Operational Plan 2021-22 – Q2 Status Report            M. Bellows gave the board a status update on the 2021-22 Operational Plan progress to date, noting that overall, significant progress has been made towards achieving targets. An exception report was prepared and shared as part of the board package with information on the progress of items which have not yet been fully achieved. Ms. Bellows noted that outside of the operational plan indicators, RCHS has engaged in many other projects and initiatives.</p>

	Agenda Items	Discussion
		<p>A MSAA (Multi-Sector Accountability Agreement) scorecard was presented, reporting Q2 status on the required indicators. It was noted that RCHS is currently slightly below the targets for both Cervical Screening and Influenza Vaccination rates which are expected to pick up in Q3.</p> <p>It was questioned whether there is room to add other indicators to the MSAA. M. Bellows reported that Ontario Health East defines the indicators associated with our Community Health Centre based on our funding accountabilities, which are similar for all Community Health Centres in Ontario. Other operational indicators beyond the MSAA would normally be included in the operational plan. A refreshed operational plan for 2022/23 will be developed in the new year with input from staff, management, and the board.</p> <p><b>Action:</b> K. Gundersen to circulate current approved operational plan for 2021/22 to the board for the benefit of new directors.</p> <p>9.2 Report on Equity, Diversity, Inclusivity, and Justice (EDIJ)</p> <p>A report following the October 19, 2021 board education session hosted by CAWI (City of All Women Initiative) was circulated. The session focused on how the board can support organizational leaders in establishing and maintaining a racially just workplace, which was well-received by the board. Future scenario-based education sessions with a similar focus are a desire for the board.</p> <p>Discussion took place relating to the board’s role in supporting the organization’s equity, diversity, inclusivity, and justice work. It is unclear what the governance role and focus should look like. There is a desire to develop a board governance policy to compliment the internal corporate EDIJ policy which is being developed. M. Bellows has reached out to other CHC’s to collect examples of tools relating to EDIJ and board governance to help guide the work. The board’s role should focus on supporting the internal work of the leadership team and EDIJ working group.</p> <p>Diversity regarding board recruitment was discussed as planning for director recruitment will begin in the new year. This topic should be discussed further by the both the Executive Committee and Governance and Nominating Committee, looking at planning for future training, and developing guidelines regarding inclusiveness in terms of board composition, ensuring the board is representative of the community and population served.</p> <p>9.3 Future Generative Discussion Topics</p> <p>In follow up to the generative discussion which took place at the October meeting regarding not-for-profit organizations accepting charitable donations from cannabis companies, M. Bellows noted that the discussion will continue internally at the all staff meeting on December 1, 2021. The same background information has been provided to staff who will discuss the potential risks, benefits, and implications of accepting such a donation. A summary of the feedback and input from staff will be shared with the board in January to assist the board in making an informed decision.</p> <p>J. Cosier requested input from board members on areas of interest to help plan for future board generative discussions. A list of potential discussion topics as well as future education will be maintained to assist with board meeting planning. Suggestions for appropriate generative discussion topics included:</p> <ul style="list-style-type: none"> <li>- Assess the impact if there are any shifts in priorities and directions after the municipal and provincial elections</li> </ul>

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		<ul style="list-style-type: none"> <li>- Discuss the role of Board Executive Committee</li> <li>- Assess the impact if/when the phase 1 planning grant is approved including the organizational implications moving the capital project forward.</li> </ul> <p>9.4 Holiday Cards for Staff                      J. Cosier reported that in past years, personalized holiday cards had been prepared by the board for staff. Board members were encouraged to participate in this initiative again this year. Each board member will be responsible to prepare 9 holiday cards which should include a message of thanks to staff. This year, a gift card will be included in each card as a thank you to staff. Typically, a holiday breakfast is hosted by the board for staff which is not possible this year.</p>
10.	<b>Meeting Evaluation</b>	The link to the post-meeting online survey was included with the agenda. Board members were encouraged to provide feedback.
11.	<b>In Camera Session</b>	None required.
12.	<b>Next Board meeting:</b>	Tuesday, January 25, 2022 from 4:30-6:30pm
13.	<b>Adjournment</b>	<p><b>Motion:</b> That the meeting be adjourned at 6:13pm  <b>Moved by:</b> Janet Cosier                      <b>Carried.</b></p>

Approved by:

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 Terry Gilhen, Board Secretary  
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