

Board of Directors Meeting Minutes
March 23, 2021 5:30 p.m.
ZOOM VIRTUAL MEETING

2020 - 2021	Sep 16	Oct 27	Nov 24	Jan 26	Feb 23	Mar 23	Apr	May	Jun	Aug
David James	√	√	√	√	√	√				
Jen Ford	√	√	√	√	√	√				
Bekki Grieve	√	√	√	√	√					
Nick Wells		√	√	√	√	√				
Peter Adams	√	√	√	√	√	√				
Sandi Welch	√	√	√	√	√					
Merle Massé Ciparis	√	√	√	√	√	√				
Amarilis Drouillard	√	√	√	√	√	√				
Linda Long	√	√	√	√	√					
Bernie Wiehle		√	√	√	√	√				

Present: David James, Chair
Jen Ford, Vice-Chair
Nick Wells, Board Director
Merle Massé Ciparis, Board Director
Amarilis Drouillard, Board Director
Bernie Wiehle, Board Director
Peter Adams, Board Director

Guest: Geoff Heyland, Board Director Candidate

Regrets: Bekki Grieve, Membership Secretary
Linda Long, Board Director
Sandi Welch, Board Director

Staff: Debra Auterhoff, HROEA, Recorder
Andy Kroeker, Executive Director

1.0 Call to Order - Welcome and Introductions

The Board Chair called the meeting to order at 5:34 p.m. David James welcomed Geoff Heyland as a guest and potential Board Director.

Item 7.1.1 Board Recruitment was addressed as the first agenda item. Following discussion a motion was put forward:

MOVED BY: Amarilis Drouillard
SECONDED BY: Nick Wells

THAT the Board approves Geoff Heyland as a Board Director effective immediately. **CARRIED**

David James reminded the Board that either the Vice-Chair or Secretary / Treasurer position remains to be filled. Jen Ford will take on the remaining role. To-date current Board Directors have not come forward to express interest. If that remains the case, Geoff Heyland will accept either the Vice-Chair or the Secretary/Treasurer position.

David James also spoke about Kathy Haehnel and her Board Director application being delayed until September 2021. In the interim Kathy Haehnel is willing to join the Finance Committee as a community member.

MOVED BY: Merle Massé Ciparis
SECONDED BY: Nick Wells

THAT the Board approves that Kathy Haehnel join the Finance Committee as a Community Member effective immediately. **CARRIED**

2.0 Declaration of Conflict of Interest
None.

3.0 Approval of March 23, 2021 Meeting Agenda

MOVED BY: Amarilis Drouillard
SECONDED BY: Merle Massé Ciparis

THAT the Board of Directors meeting agenda for March 23, 2021 be approved as presented with the addition of a housing strategy discussion under new Article 6.6. **CARRIED**

4.0 Approval of March 23, 2021 Meeting Consent Agenda

MOVED BY: Jen Ford
SECONDED BY: Nick Wells

THAT the Board of Directors Consent Agenda for March 23, 2021 be approved as presented. **CARRIED**

5.0 Actions Arising from Previous Minutes

4.0 Management Fiduciary Statement – *action complete*.

5.0 Executive Director to research crisis communication protocols with colleagues – *pending*.

7.7 Long Service Awards – Healthy Workplace to advise Board how best to recognize the staff – *pending*.

8.1.1 Board Recruitment – Vice-Chair and Secretary/Treasurer – Directors to advise if they are interested in either role – *pending*.

8.4 Debra Auterhoff to update the Board portal with Board pictures and bios (for Board viewing only) and create a public section on the website to post three months of approved Board minutes – *pending*.

6.0 Monitoring / Reporting

6.1 Elgin Ontario Health Team (EOHT)

The Ministry of Health provided a letter with outstanding questions regarding the EOHT application. There is a follow-up meeting scheduled for Wednesday, March 24, 2021 between the Ministry and the Coordinating Council.

Action: David James to contact East Elgin Family Health Team’s Board Chair.

6.2 COVID-19

The presentation that had been given at the most recent staff meeting was reviewed. Highlights included the one year anniversary of the pandemic and confirmation of the third wave.

Southwestern Public Health has opened vaccine clinics in St. Thomas and Woodstock and staff vaccines are underway. Vaccinations have been given in the area at Caledonia Gardens and CS2. The Centre’s capacity to assist with the vaccination rollout is being reviewed.

The Centre will also start discussions at the Operations, Occupational Health and Safety and team meetings to discuss how staff can return safely to the Centre.

A general discussion followed about the vaccination rollout, consent form and access, booking and appointment barriers for seniors in the rural area, potential transportation options, and other supports available. It was noted that MPP Jeff Yurek’s office is offering appointment assistance.

6.3 Q3 M-SAA

The Centre has been granted a one year extension with the same Multi-Sectoral Accountability Agreement (M-SAA) targets. The Centre’s M-SAA will be transferred from the South West Local Health Integration Network to Ontario Health West.

6.4 Quality Improvement Plan

The process for reporting on and submitting the Quality Improvement Plan (QIP) is on hold.

6.5 Healthy Workplace

As a follow-up from the February 2021 Board meeting, Debra Auterhoff shared a presentation highlighting the activities of the Healthy Workplace Committee over the past year. Debra also talked about recruitment during 2020.

6.6 Housing Strategy

There was an article printed in the Chronicle recently seeking volunteers for the emergency shelter in development at Grace Anglican Church in West Lorne. Some community concern was expressed to the municipality and through other channels. The Steering Committee was reviewing the plans for ongoing community engagement. All involved are taking steps to answer any questions from the Community and resolve any misconceptions about this initiative. Both the Ontario Provincial Police and Southwestern Public Health are involved in the planning.

It was also announced that the Centre has received additional funding to address housing challenges in both East and West Elgin for the upcoming year.

7.0 Governance

7.1 Governance Committee

7.1.1 Board Recruitment

Moved under Item 1.

7.1.2 Policy Review

Polices Reviewed:

GOV-201	Board Orientation – <i>approved as presented</i>
XXX-XXX	Board Orientation Checklist – <i>approved as presented</i>
GOV-202	Board Accountability Policy – <i>approved as presented</i>
GOV-203	Board Meetings – <i>approved as presented</i>
GOV-204	Governance Committee Terms of Reference – <i>approved as presented</i>
GOV-205	Board Governing Style – <i>approved as presented</i>
GOV-206	Board of Director's Role and Responsibility – <i>approved as presented</i>

Motion: Nick Wells
Second: Merle Massé Ciparis

The Board approves proposed changes to policies GOV-201, 202, 203, 204, 205 and 206 as presented. **CARRIED**

Action: Debra Auterhoff will update these policies on the Board portal and the master policies list.

7.1.3 Board Assessment Checklist

Jen Ford reviewed the Board assessment checklist. The Board agreed to trial the assessment checklist at future Board meetings.

7.2 Finance Committee

Jennifer Ford reviewed the budget. She discussed pandemic cost funding to be used by March 31, 2021, capital projects, and new funding for Assisted Living. She confirmed that any budget pressures heading towards fiscal year end had been covered. Although the Community Accountability Planning Submission (CAPS) has not been requested by Ontario Health West, the budget was provided for approval.

Motion: Jen Ford
Second: Nick Wells

The Board approves the CAPS budget as presented by the Finance Committee. **CARRIED**

Jen Ford also confirmed that the Centre will not be pursuing a telephone system update at this time due to current contractual obligations.

7.3 Client and Family Advisory Council

David James reviewed the previous discussions at the council as outlined in the meeting minutes included in the Board package.

7.4 New Business

The Board was asked to review the Alliance website and let staff know prior to the April 30 Early Bird deadline of their interest to attend the conference in June. Nick Wells confirmed that he will attend as the Board Liaison.

8.0 Closed In Camera Session

8.1 Personnel and Privacy Matters

The Board moved in camera at 7:17 p.m. to discuss a financial matter.

Motion: Nick Wells
Second: Amarilis Drouillard

The Board approves to move in camera.

CARRIED

The Board moved out of camera at 7:24 p.m.

Motion: Jen Ford
Second: Nick Wells

The Board approves to move out of camera.

CARRIED

The Board directed the Executive Director to proceed with the matter agreed to in camera.

9.0 Next Meeting

Tuesday, April 28, 2021 5:30 p.m.

10.0 Adjournment

MOVED BY: Merle Massé Ciparis
SECONDED BY: Amarilis Drouillard

THAT the Board meeting is adjourned at 7:31 p.m.

CARRIED

APPROVED: _____ DATE: _____
David James, Chair

APPROVED: _____ DATE: _____
Jen Ford, Vice-Chair

(Note: approved electronically due to virtual meetings)