

Board of Directors Meeting Minutes
May 25, 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		√	√	√	√	√				
Geoff Heyland							√	√		

Present: David James, Chair
Geoff Heyland, Vice-Chair
Jen Ford, Secretary/Treasurer
Bekki Grieve, Membership Secretary
Nick Wells, Board Director
Linda Long, Board Director
Merle Massé Ciparis, Board Director
Peter Adams, Board Director

Regrets: Amarilis Drouillard, Board Director
Sandi Welch, Board Director
Bernie Wiehle, 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 5:35 p.m.

2.0 Declaration of Conflict of Interest

None.

3.0 Approval of May 25, 2021 Meeting Agenda

MOVED BY: Nick Wells
SECONDED BY: Geoff Heyland

THAT the Board of Directors meeting agenda for May 25, 2021 be approved as presented. **CARRIED**

4.0 Approval of May 25, 2021 Meeting Consent Agenda

An inquiry was made about the compliance letter in the Consent Agenda. It was confirmed that the compliance letter was sent out province-wide and responded to accordingly by the Centre.

A community concern was raised about a recent picture in the Chronicle. It was noted that the picture was taken outside and the parties were wearing masks.

A brief discussion was held on the Long-Term Care Homes COVID-19 Commission Final Report.

MOVED BY: Merle Massé Ciparis
SECONDED BY: Geoff Heyland

THAT the Board of Directors Consent Agenda for May 25, 2021 be approved as presented. **CARRIED**

5.0 Actions Arising from Previous Minutes

None.

6.0 Monitoring / Reporting

6.1 Elgin Ontario Health Team (EOHT)

An update on the Collaborative Decision-Making Arrangement (CDMA) was presented. The Executive Director and Board Chair have attended four sessions with additional meetings scheduled. The progress since April 8th was highlighted including the draft Terms of Reference.

Action: Andy Kroeker to touch base about potential EOHT updates with the Board Executive prior to the June 8th Governance Committee.

6.2 Team Based Primary Care Governance Dialogue

Senior Leaders and Board Directors from Central and West Elgin Community Health Centres (CHC), and East Elgin and Thames Valley Family Health Teams (FHT) met virtually on May 5, 2021. The objective was to strengthen the team-based primary health care sector in Elgin and explore how to work more collaboratively together. Feedback from the Centre Board Directors who attended the meeting was very positive. A follow up meeting has not yet been scheduled.

6.3 COVID-19

The Centre hosted a successful first public vaccination clinic in Dutton on May 25. Over 400 vaccinations were given and another vaccination clinic is scheduled for June 1 in West Lorne. The June 1 clinic will also provide vaccinations for those aged 12 and up. All social media accounts have been updated. The great work of Kate Dymock and Katherine McLeod was acknowledged.

A question was raised as to whether the vaccination clinics generate revenue for the Centre. Unfortunately, the clinics do not generate income, however a funding agreement with Southwestern Public Health allows for the recovery of additional staff hired to assist with the clinics (primarily those from the COVID Assessment Centre).

6.4 ED / Alliance Updates

An update was provided on information from the recent Alliance Board Liaison and Executive Leaders meetings. The Centre recently acknowledged Doctor's Day, Nursing Week, and Personal Support Worker Day.

The Board Liaison Networking Session on April 28 included the Alliance Annual General Meeting Motions and the Health Equity Charter. The Executive Leadership Network Meeting was held April 28th and April 29th. Topics discussed included Ontario Health Teams, collaborative governance, 2021 Federal and Provincial Budgets, Ontario Health, healthcare post COVID, future visions of health care, and the Alliance learning health system.

Reference was made to an article related to the 4th wave of COVID and the impact on physiotherapy needs.

6.5 Alliance Resolutions and Alliance Voting Authorization

The proposed resolutions from the Alliance were reviewed. A discussion about #1 By-Law Resolution followed.

MOVED BY: Merle Massé Ciparis

SECONDED BY: Geoff Heyland

THAT the Board of Directors approves the Resolutions in the April 28 Alliance document and directs Nick Wells, as Alliance Board Liaison, to vote in favour of the stated Resolutions on behalf of the Board.

CARRIED

6.6 Declaration of Compliance 20-21

MOVED BY: Nick Wells
SECONDED BY: Linda Long

THAT the Board of Directors authorizes David James to sign the declaration of compliance as presented. **CARRIED**

6.7 2020-21 M-SAA Report Q4 Final

The year-end Mutli-Sectoral Accountability Agreement results were reviewed. It is expected that the pandemic will continue to impact the Centre's programs and services in 2021-22.

7.0 Governance

7.1 Governance Committee

7.1.1 Policy Review

A discussion was held about the Board policy review process. It was agreed that the focus is not about wordsmithing as the policies presented have already been vetted through the Governance Committee. The Board should focus on the content and intent of the policy language when proposing policy amendments at the Board level.

Policies Reviewed:

GOV-215	Media Relations – <i>approved as amended</i>
GOV-216	Financial Planning – <i>approved as presented</i>
GOV-217	Fundraising Policy – <i>approved as amended</i>
GOV-218	Policy for Grants (Other than Ontario Health) – <i>approved as presented</i>
GOV-219	Signing Authority – <i>approved as presented</i>
GOV-220	Corporate Record Retention – <i>approved as presented</i>
GOV-221	Finance Committee Terms of Reference – <i>approved as amended</i>
GOV-222	Voluntary Dissolution of the Centre – <i>approved as presented</i>
GOV-223	Departure or Removal of a Board Director – <i>approved as presented</i>

Motion: Linda Long
Second: Jen Ford

The Board approves proposed changes to policies GOV-215, 216, 217, 218, 219, 220, 221, 222 and 223 as presented / amended. **CARRIED**

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

7.1.2 Board Accreditation Standards

The Board Accreditation Standards document was reviewed. It is a condensed list of the standards for which the Board is responsible. There are two main sections Organizational Foundations (ORG) and Board Governance (GOV). The document is a self-assessment tool and work planner for the standards and indicators. The working spreadsheet has been pre-populated by the Centre for the Board's action.

Action: Board Directors to review the Board Accreditation Standards spreadsheet and consider dividing up the tasks among the Board Directors. To be discussed at the June Board meeting.

7.1.3 Board Assessment Checklist

This checklist originally was created for the Ontario Hospital Association. It is a good self-assessment tool. No further action determined.

7.1.4 Annual General Meeting

The Annual General Meeting (AGM) will be a virtual meeting on September 15, 2021 without a guest speaker. Required quorum is 10 members. This includes a post AGM meeting to elect the Executive of the Board.

7.2 Finance Committee

The Finance Committee meeting on May 18 was the first formal meeting that included the new community representative Kathy Haehnel.

Items presented to the Board included the Community Infrastructure Renewal Funding (CIRF) for 2020-2021, the onsite audit and Auditor Services Agreement and an in-depth review of the draft year end statement of financial position and income statement.

7.3 Client and Family Advisory Council

The March 2 meeting minutes were shared in the Consent Agenda. There was also a recent meeting on May 4 with minutes to be provided at a future Board meeting. The Council is very supportive of the Centre. The Council talked about COVID-19, vaccinations, and the Elgin Ontario Health Team.

The Council also discussed some recent negative social media comments. Unfortunately, the Centre is not able to identify the individuals in order to follow-up for discussion and resolution.

A question was raised as to whether the Centre's accessible van was being used to transport individuals to the vaccination clinics.

Action: Andy Kroeker will follow-up with Shelly Vergeer to confirm whether the accessible van is being used for vaccination clinic transportation.

The Council is still actively seeking new members.

7.4 New Business

The Board Chair discussed a Board BBQ potentially scheduled for August 25 (subject to pandemic guidelines at that time). Further information about the Board BBQ will be shared closer to the event date.

The Chair also talked about the meeting of the long-term housing coalition task team on May 25. A consultant has been retained to conduct an affordable housing assessment funded by the City of St Thomas. The final report will be completed around September 2021.

8.0 Closed In Camera Session

None.

9.0 Next Meeting

Tuesday, June 22, 2021 5:30 p.m.

10.0 Adjournment

MOVED BY: Linda Long

SECONDED BY: Nick Wells

THAT the Board meeting is adjourned at 8:08 p.m.

CARRIED

APPROVED: _____ DATE: _____
David James, Chair

APPROVED: _____ DATE: _____
Geoff Heyland, Vice-Chair