

Board of Directors Meeting Minutes

Tuesday, October 26, 2021 – 5:30 p.m.

Virtual Meeting Via Zoom

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Aug
James, David	X	X									
Heyland, Geoff	X	X									
Ford, Jennifer	X	X									
Wells, Nick	X	X									
Massé Ciparis, Merle	X	X									
Long, Linda	X	X									
Drouillard, Amarilis	X	X									
Wiehle, Bernie	X										
Haehnel, Kathy	X	X									
Martin, Ruth	X	X									

Present: David James, Chair
 Geoff Heyland, Vice-Chair
 Jennifer Ford, Secretary/Treasurer
 Kathy Haehnel, Director
 Nick Wells, Director
 Merle Massé Ciparis, Director
 Linda Long, Director
 Amarilis Drouillard, Director
 Ruth Martin, Director

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

Regrets: Bernie Wiehle, Director

1.0 Call to Order - Welcome and Introductions

The Board Chair called the meeting to order at 5:31 p.m.

2.0 Land Acknowledgement

David James read a land acknowledgement and shared his recent education journey.

3.0 Declaration of Conflict of Interest

None.

4.0 Approval of October 26, 2021 Meeting Agenda

MOVED BY: Geoff Heyland
SECONDED BY: Amarilis Drouillard

That the Board of Directors meeting agenda for October 26, 2021 be approved as presented. **CARRIED**

5.0 Approval of October 26, 2021 Meeting Consent Agenda

MOVED BY: Kathy Haehnel
SECONDED BY: Merle Massé Ciparis

That the Board of Directors consent agenda for October 26, 2021 be approved as presented. **CARRIED**

Regarding the consent agenda materials, Ruth Martin inquired about the Community Infrastructure Renewal Fund and how the money is used.

6.0 Actions Arising from Previous Minutes

None.

7.0 Monitoring / Reporting

7.1 Accreditation

Andy introduced Kate Dymock and Barry Fellingner and thanked the Accreditation Team for their hard work. The Reviewer's names were included in the Board package. Two thirds of the Directors must be present for the virtual Board interviews scheduled for December 1, 2021 at 6 p.m.

Kate stated that there are over 500 standards and directed the Board to the accreditation document included in the Board package. Barry also talked about Board orientation and how the Reviewers will typically ask general questions rather than ones tied to specific standards.

A discussion about the accreditation process, types of questions anticipated and how to prepare for the accreditation interview followed. Kate and Barry offered to attend the November 2021 Board meeting.

A side conversation regarding flu vaccinations and upcoming clinics also took place.

7.2 Elgin Ontario Health Team (EOHT)

The presentation included in the Board package was reviewed. Andy remains involved with the Elgin Ontario Health Team (EOHT) Council as a Past Co-Chair.

A question was asked by Merle Massé Ciparis related to the target population, people with Chronic Obstructive Pulmonary Disease (COPD).

A five-minute recess was taken prior to discussing Agenda Item 7.3.

7.3 COVID-19

The Centre's COVID Vaccination policy was reviewed. Staff are compliant with the Centre's vaccination policy which currently includes the rapid antigen testing option for those not vaccinated. On November 1, 2021 the rapid testing frequency will increase to three times per week. Only fully vaccinated volunteers are providing services to the Centre as of September 7, 2021.

The Board engaged in a general discussion about COVID vaccination next steps, assessing risk and reasonable standard of care. The Board acknowledged that the Centre is in compliance with current Provincial COVID vaccination directives. The Board reaffirmed its support of the Executive Director to make the necessary COVID vaccination decisions on behalf of the Centre.

7.4 M-SAA Q1 2021-22

The Q1 Multi-Sectoral Accountability Agreement (M-SAA) report was reviewed. The Q1 results are much better than those from the previous year and are still below historical volumes. The Q2 M-SAA report will be provided at the November 2021 Board meeting.

7.5 Alliance Updates

The Executive Director recently made a presentation on rural challenges to the Alliance for Healthier Communities Board as a member of the Rural, Remote and Northern Working Group.

8.0 Governance

8.1 Governance Committee

David James talked about Board training such as the Pillar Nonprofit All About Board sessions. Board Directors were asked to consider other training opportunities available such as Alliance Health Equity or Indigenous Cultural Safety sessions. He had recently attended an Indigenous training session that was a "powerful" learning opportunity.

8.1.1 Board Accreditation Standards

Geoff Heyland asked all Directors to read over the detailed accreditation and narrative documents. He reaffirmed the importance of Board preparation for December's accreditation interview and suggested that Directors be assigned to specific subjects as part of the preparation work.

8.1.2 Board Assessment Checklist

The Governance Committee had worked through the checklist and acknowledged that the checklist may no longer be useful as the accreditation standards document provides detailed information.

8.1.3 Strategic Plan

Andy Kroeker and David James confirmed that a consultant has been selected. A Steering Committee is under development with David James and Kathy Haehnel representing the Board. Ruth Martin and Nick Well also expressed interest in participating on the Steering Committee. In addition to Andy Kroeker, Kate Dymock and Barry Fellingner, a couple of front-line staff, a volunteer and a client will complete the membership on the Steering Committee.

The first Steering Committee meeting is scheduled for November 17, 2021. The Consultant will also attend the November staff and Board meetings.

8.1.4 Alliance Board Liaison and Chair

Nick Wells confirmed that he will continue in his role as Board Liaison with the Alliance. David James reminded the Board that there is a protected portal with great information on the Alliance website.

Andy Kroeker also mentioned the Indigenous training noted in the presentation.

8.1.5 Membership Secretary

As the Membership Secretary role remains vacant, David James will be the acting Membership Secretary. Amarilis Drouillard will consider the role and let the Board know of her decision in the new year.

Action: David James to follow-up with Amarilis Drouillard in the new year.

8.1.6 Voting Rights

Ruth Martin has satisfied the orientation requirements to be granted Board voting rights. This agenda item was moved to the beginning of the Board meeting.

MOVED BY: Kathy Haehnel

SECONDED BY: Linda Long

That the Board of Directors approve voting rights for Ruth Martin effective immediately.

CARRIED

8.2 Finance Committee

Jen Ford talked about an over recovery by the Ministry of Health. John Mockler has been working with the Ministry in an attempt to retrieve the money. The letter for the Auditor contract extension has been signed. The financial procedures manual is being reviewed. Additional Community Infrastructure Renewal Funding (CIRF) has been received and \$64,000 in projects is underway.

8.3 Client and Family Advisory Council

Deferred.

8.4 New Business

None.

9.0 Closed In-Camera Session

None.

10.0 Next Meeting

Tuesday, November 23, 5:30 p.m. AGM.

11.0 Adjournment

MOVED BY: Geoff Heyland

SECONDED BY: Kathy Haehnel

That the Board meeting is adjourned at 7:52 p.m.

CARRIED