

**Board of Directors Meeting Minutes**  
**April 27, 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  
Jen Ford, Vice-Chair  
Bekki Grieve, Membership Secretary  
Nick Wells, Board Director  
Amarilis Drouillard, Board Director  
Linda Long, Board Director  
Geoff Heyland, Board Director

**Regrets:** Merle Massé Ciparis, Board Director  
Bernie Wiehle, Board Director  
Sandi Welch, Board Director  
Peter Adams, 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.

Prior to proceeding with the agenda there was a motion to grant Geoff Heyland voting rights as a new Board Director.

**MOVED BY: Nick Wells**  
**SECONDED BY: Amarilis Drouillard**

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

## 2.0 Declaration of Conflict of Interest

None.

## 3.0 Approval of April 27, 2021 Meeting Agenda

**MOVED BY:** Jen Ford

**SECONDED BY:** Geoff Heyland

THAT the Board of Directors meeting agenda for April 27, 2021 be approved as presented. **CARRIED**

## 4.0 Approval of April 27, 2021 Meeting Consent Agenda

**MOVED BY:** Nick Wells

**SECONDED BY:** Amarilis Drouillard

THAT the Board of Directors Consent Agenda for April 27, 2021 be approved as presented. **CARRIED**

## 5.0 Actions Arising from Previous Minutes

- a) David James to contact East Elgin Family Health Team's Board Chair – *complete*.
- b) Debra Auterhoff will update policies on the Board portal and the master policies list – *complete*.

## 6.0 Monitoring / Reporting

### 6.1 Meals on Wheels Video

The video was well received by the Board. The Board asked that their thanks and appreciation be passed on to Shelly Vergeer and the team.

A discussion followed about the Meals on Wheels catchment area.

### 6.2 Elgin Ontario Health Team (EOHT)

The Executive Director and Board Chair attended three recent meetings related to developing the Collaborative Decision Making Agreement (CDMA). The meeting minutes and a draft CDMA were included in the Board Agenda package. On March 31 the Elgin OHT submitted additional information to the Ministry and are awaiting a response.

Some slides were reviewed from a presentation that will also be shared with the Client and Family Advisory Council on May 4.

A discussion followed related to the role of the Centre's Board and the Elgin Ontario Health Team. This included the eventual movement to a sector based model and the importance of incorporating the social determinants of health and health equity.

### 6.3 COVID-19

Since the last Board meeting the Province has moved back into a stay-at-home order and schools have been closed. The Centre's employees continue to rotate between working from home and coming into the Centre. Staff see clients virtually as well as in person. Provincial and local infection rates were reviewed along with vaccine and variant status and the Centre's recent support to provide vaccines at local residences. In addition, the Centre will receive a small number of vaccines to vaccinate our own primary care clients (per the current eligibility criteria determined by Southwestern Public Health). This is scheduled at the Hub during the week of May 3.

No information about any local public vaccination clinics was available at this time.

### 6.4 2021-22 Operational Plan

The draft operational plan for 2021-2022 was reviewed. A general discussion followed.

**MOVED BY: Geoff Heyland**  
**SECONDED BY: Jen Ford**

That the 2021-2022 Operational Plan is approved as presented. **CARRIED**

### 6.5 Bill 124 Salary Moderation

There is a three year salary moderation legislation called Bill 124. It must be in place by January 1, 2022, however, the Centre has aligned the start of this legislated requirement with the fiscal year and this is in place as of April 1. Specific administrative rules regarding the Bill are unclear at this time.

It was also confirmed that Assisted Living salary adjustments were made in March 2021 based on new Assisted Living funding starting April 1. It is expected that provincial Personal Support Worker temporary wage increases will be exempt from Bill 124.

A discussion followed about other funding sources and the application of the Bill.

## 7.0 Governance

### 7.1 Governance Committee

#### 7.1.1 Board Executive

Board Directors were asked to respond if they are interested in the Vice-Chair role. To-date Board Directors have not come forward, however, Geoff Heyland, new Board Director has offered to take on the Vice-Chair Executive position.

Jen Ford resigned as Vice-Chair to make the Vice-Chair position officially available effective April 27. The Board thanked Jen Ford for her efforts.

Geoff Heyland was nominated to assume the role of Vice-Chair. Geoff accepted the nomination.

**MOVED BY:** Nick Wells  
**SECONDED BY:** Linda Long

That Geoff Heyland is approved as Vice-Chair and will assume the role at the May 2021 Governance Committee meeting. **CARRIED**

Jen Ford let her name stand to be the new Secretary Treasurer.

**MOVED BY:** Nick Wells  
**SECONDED BY:** Geoff Heyland

That Jen Ford is approved as Secretary -Treasurer effective immediately. **CARRIED**

#### 7.1.2 Policy Review

Polices Reviewed:

GOV-207	Board of Director's Evaluation – <i>approved as amended</i>
GOV-208	Board Directors' Responsibility and Declaration – <i>approved as presented</i>
GOV-209	Conflict of Interest Policy – <i>approved as presented</i>
GOV-210	Recruitment and Nomination of Directors – <i>approved as presented</i>
GOV-211	Executive of the Board – <i>approved as presented</i>
GOV-213	Board Policy Development – <i>approved as presented</i>

**Action:** Bekki Grieve will email Geoff Heyland with her policy comments.

**Motion:**        **Amarilis Drouillard**  
**Second:**      **Nick Wells**

The Board approves proposed changes to policies GOV-207, 208, 209, 210, 211 and 213 as presented/amended. **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 was reminded that it is a good tool for upcoming accreditation. The Governance Committee will review the Board Assessment Tool against current policies and make any recommendations to the Board.

### **7.2 Finance Committee**

There was a recent Finance orientation with Kathy Haehnel and Geoff Heyland facilitated by John Mockler. There is no financial information to report at this time.

### **7.3 Client and Family Advisory Council**

The next meeting is scheduled for May 4. David James will provide a report at the next Board meeting.

### **7.4 New Business**

None.

### **8.0 Closed In Camera Session**

None.

### **9.0 Next Meeting**

Tuesday, May 25, 2021 5:30 p.m.

### **10.0 Adjournment**

**MOVED BY:**        **Geoff Heyland**  
**SECONDED BY:**   **Jen Ford**

THAT the Board meeting is adjourned at 7:53 p.m.

**CARRIED**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
*David James, Chair*

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Jen Ford, Vice-Chair*