

Board of Directors Meeting Minutes

Tuesday, March 22, 2022 – 5:30 p.m.

Virtual Meeting Via Zoom

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

Present:

David James, Chair	Merle Massé Ciparis, Director
Geoff Heyland, Vice-Chair	Amarilis Drouillard, Director
Ruth Martin, Director	Linda Long, Director
Kathy Haehnel, Director	Bernie Wiehle, Director
Nick Wells, Director	

Staff:

Andy Kroeker, Executive Director
Debra Auterhoff, HROEA, Recorder

Guest: John Mockler, Director of Finance and Operations

1.0 Call to Order - Welcome and Introductions

David James, Board Chair, called the Board meeting to order at 5:30 p.m.

2.0 Land Acknowledgement

Geoff Heyland shared some of his research learning about the history of local Indigenous people. Geoff then led the Board through a land acknowledgement.

3.0 Declaration of Conflict of Interest

None.

4.0 Approval of March 22, 2022 Meeting Agenda

MOVED BY: Kathy Haehnel

SECONDED BY: Geoff Heyland

That the Board of Directors meeting agenda for March 22, 2022 be approved as presented. **CARRIED**

5.0 Approval of March 22, 2022 Consent Agenda

Ruth Martin inquired about risk management and French language requirements. Kathy Haehnel asked about masking in the Centre, United Way funding and social prescribing.

MOVED BY: Nick Wells
SECONDED BY: Merle Massé Ciparis

That the Board of Directors Consent Agenda for March 22, 2022 be approved as presented. **CARRIED**

6.0 Actions Arising from Previous Minutes

Actions from the previous minutes have been completed.

7.0 Monitoring / Reporting

7.1 2022-23 Budget

John Mockler led the Board through the proposed 2022-23 budget for the Centre. John spoke about the briefing note included in the Board package and provided an overview of deemed budget pressures, cost savings and reserves.

David James complemented John Mockler on his report. In turn, John Mockler acknowledged the great work of Lexi Leitch, Accountant.

David also mentioned lobbying the government for an increase in base funding especially given the current inflation rate. Andy Kroeker spoke about a recent unsuccessful meeting Barry Fellingner attended related to increasing Community Support Services funding. The lack of funding for staff salary adjustments and overall health human resources recruitment and retention are becoming a challenge.

MOVED BY: Kathy Haehnel
SECONDED BY: Nick Wells

That the Board of Directors approves the 2022-2023 budget as presented. **CARRIED**

Another request was presented asking that, if there is a year-end funding surplus, that the Board approve a one-time Registered Retirement Savings Plan (RRSP) contribution up to 1% for eligible staff.

MOVED BY: Geoff Heyland
SECONDED BY: Kathy Haehnel

That the Board of Directors approves the staff RRSP proposal, subject to available surplus funds, as presented. **CARRIED**

7.2 Salary Disclosure

The Board package included a salary disclosure chart listing staff whose 2021 salary exceeded \$100,000 as per legislation. There was no discussion related to salary disclosure.

7.3 Strategic Plan

The Executive Director met with Maria Sanchez-Keane on March 22, 2022. The online community survey will relaunch on April 4, 2022. The bookmarks will be distributed at the local libraries. In-person surveys at community locations are scheduled to resume at the end of April / early May, COVID permitting. The consultants will write a report in May. The Board is asked to hold the afternoon of June 23, 2022 for a Staff/Board Strategic Plan summit. The summit will be in person (if COVID allows) and offsite meeting space will be considered.

7.4 Elgin Ontario Health Team

The new Executive Director has started and attended her first meeting last week. The funding letter has been received and some clarification about funding will be required.

7.5 COVID-19

Although most provincial safety measures have been removed, they are still in force in healthcare. On May 1, 2022 the Centre proposes a return to 100% staffing on site and reopening Tuesday and Thursday evenings. Masking requirements remain in place until at least May 1, 2022. Although Directive #6 has been rescinded the Centre's vaccination policy remains in place until the end of April 2022 and will be reassessed at that time. COVID-19 vaccination requirements for employees and volunteers remain in place.

7.6 Accreditation

A formal motion was proposed for the Board to recognize the Centre's staff, notably Kate Dymock and Barry Fellingner, for their accreditation leadership.

MOVED BY: Ruth Martin
SECONDED BY: Amarilis Drouillard

That the Board recognizes the staff for their accreditation achievement.

CARRIED

The Board discussed the cost, workload and timeline of accreditation. It is typically a four-year accreditation cycle. As the Centre's recent accreditation was delayed due to COVID, the next scheduled accreditation is in 2 ½ years' time.

Ultimately it is the Board that signs off on the accreditation agreement. A discussion followed about the value of accreditation and a possible request to maintain a 4-year cycle.

There is value in accreditation but the proposed renewal cycle is too quick a turnaround. It takes a lot of internal resources to achieve this outcome. The Quality Committee will be reinstated as quality improvement must continue to move forward regardless of the accreditation decision.

It was moved that the Board approve the Release and Termination option - continuing to pay a \$500 a year maintenance fee to maintain accreditation status and not pursuing future accreditation.

MOVED BY: Ruth Martin
SECONDED BY: Geoff Heyland

The Board agreed that the Centre will proceed with the accreditation maintenance fee payments with further decision about accreditation tabled.

CARRIED

7.7 ED Leave

Andy Kroeker confirmed that the provincial campaign activity is expected to ramp up in April 2022. He will take sporadic vacation days to attend candidacy events with his leave to start the first week of May. If not successful in the election, a return to work is planned for June 13, 2022.

8.0 Governance

8.1 Governance Committee

8.1.1 Recruitment / Executive

Amarilis Drouillard confirmed discussions with a possible Board Director candidate. Although a commitment has not been made, Amarilis will continue to keep communication channels open with the candidate.

David James confirmed that Richard Kisuule remains interested in joining both the Board and the Finance Committee.

A motion was made by Kathy Haehnel requesting the Board approve Richard Kisuule as a Community member of the Finance Committee effective immediately.

MOVED BY: Kathy Haehnel
SECONDED BY: Nick Wells

That the Board approves Richard Kissule be invited to join the Finance Committee as a Community member effective immediately. **CARRIED**

Geoff Heyland also talked about the Board terms ending for five Directors in September 2022. Geoff reminded the Directors to confirm as soon as possible their intent to stand for re-election at the AGM.

It is also acknowledged that Kathy Haehnel has been proposed as Secretary-Treasurer effective immediately.

MOVED BY: Linda Long
SECONDED BY: Ruth Martin

That the Board approves Kathy Haehnel be named as Secretary-Treasurer. **CARRIED**

8.1.2 Self-Evaluation

Geoff Heyland discussed the recommended self-evaluation tool in the Board package. He asked that all Board Directors complete the self-evaluation and send completed evaluations to him before the May Board meeting. Geoff will review the feedback and prepare a report.

Action: Board Directors to forward completed self-evaluations to Geoff Heyland.

8.1.3 Staff Long Service/Recognition

The Centre's Staff Long Service /Recognition award event pre-COVID was discussed. Unfortunately, the last two service award events have been virtual. It is proposed that the Board take the lead to organize an in-person event that includes a meal and service award presentations.

David James proposed that the recognition event be scheduled between June and October 2022 and perhaps can be combined with strategic planning or the AGM. Ruth proposed the Prim Peony as the venue is open air.

It was agreed that the event date should be confirmed by May 2022 to issue a "save the date" notice to staff, Board and guests.

Action: Linda Long will contact the Prim Peony and provide preliminary information to the April 12, 2022 Governance meeting.

8.2 Finance Committee

As noted above in Article 7.1.

8.3 Client and Family Advisory Council (CFAC)

David James confirmed that the last meeting was a strategic planning focus group. The next CFAC meeting is scheduled for May when Andy Kroeker is on leave. It is yet to be determined whether a CFAC meeting will proceed.

Action: Barry Fellingner and Kate Dymock will be asked by Andy Kroeker about leading the May CFAC meeting.

8.4 New Business

David James mentioned that the Centre is developing a Justice, Equity, Diversity and Inclusion (JEDI) committee. He inquired whether a Board representative should participate on this committee. No decision was made.

David James asked about Board Directors attending the Alliance Conference and AGM in June 2022. It was proposed that the Centre arrange for two Board Directors to attend. Board Directors are asked to reach out to Andy or Debra via email if interested in attending the in-person Alliance Conference and AGM.

9.0 Closed In-Camera Session

None.

10.0 Next Meeting

Tuesday, April 26, 2022 5:30 p.m.

11.0 Adjournment

MOVED BY: Geoff Heyland

SECONDED BY: Ruth Martin

That the Board meeting is adjourned at 7:26 p.m.

CARRIED

APPROVED: _____ DATE: _____
David James, Chair

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