

Board of Directors Meeting Minutes

Tuesday, May 27, 2025 – 4:30 p.m.

Hybrid – Boardroom/Zoom

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Aug
James, David	X	X	X		X	X	X	X	X		
Wells, Nick	X	X	X		X	X	X	X	X		
Haehnel, Kathy	X	X	X				X	X	X		
Long, Linda		X	X		X	X	X	X	X		
Schneider, Larry	X	X	X		X	X	X	X	X		
Kisuule, Richard	X	X			X		X	X	X		
Knipfel, Jeff	X	X	X			X		X	X		
Maziak, Dawn		X	X		X	X	X		X		

Present:

Linda Long, Director	Jeff Knipfel, Director (Virtual)
David James, Vice-Chair	Nick Wells, Director (Virtual)
Larry Schneider, Director	Kathy Haehnel, Secretary-Treasurer
Richard Kisuule, Director (Virtual)	Dawn Maziak, Chair

Staff:

Andy Kroeker, Executive Director
Debra Auterhoff, Human Resources Officer, Recorder

Regrets:

1.0 Call to Order - Welcome and Introductions

Dawn Maziak called the meeting to order at 4:33 p.m.

2.0 Land Acknowledgement

Nick Wells read a book passage.

3.0 Declaration of Conflict of Interest

Dawn Maziak declared a potential conflict of interest related to agenda item 6.2. The Board did not require Dawn to excuse herself from this discussion.

4.0 Approval of May 27, 2025, Meeting Agenda

MOVED BY: Larry Schneider
SECONDED BY: Nick Wells

That the Board of Directors' Meeting Agenda for May 27, 2025, be approved as presented.

CARRIED

5.0 Approval of May 27, 2025, Consent Agenda

MOVED BY: Kathy Haehnel
SECONDED BY: Richard Kisuule

That the Board of Directors' Consent Agenda for May 27, 2025, be approved as presented.

CARRIED

Kathy Haehnel inquired about the Ontario Health Team (OHT) priorities document and a plan for 100% attachment by 2029 notably with the Dutton Medical Centre agreement up for renewal in 2027.

Kathy also asked about the Alliance for Healthier Communities ("the Alliance") Healthy Debate article and the provincial Northern Travel grant. Although the travel grant is focused on Northern Ontario, she suggested that there is an inequity, and funding for rural Ontario should be considered. Kathy recommended that the Centre apply for a grant for a new accessible van.

6.0 Monitoring / Reporting

6.1 Justice, Equity, Diversity, and Inclusion (JEDI) Training

Andy Kroeker shared a video regarding provincial legislation Bill 5, *Protecting Ontario by Unleashing our Economy Act*. A discussion about the duty to consult with Indigenous communities followed.

6.2 Interprofessional Primary Care Team Expansion

The Centre participated in the request for proposal process coordinated by the Middlesex-London OHT for postal code Forward Sortation Area (FSA) N0L. The Centre has requested funding for one new Nurse Practitioner, one new Registered Practical Nurse, and one new Social Worker, along with \$50,000 for renovation costs. The Centre is the only organization in Elgin County that participated in this proposal submission, and the response is anticipated by the end of July.

6.3 Active Client List by Geography

The active client lists by geography for both primary care and non-primary care clients were shared.

6.4 Operational Plan 24-25 Q4 Update

The 2024-25 year end Operational Plan update was reviewed. Discussions focused on intakes, social prescribing, caregiver support, and youth advocacy.

David James asked if there was any part of the Operational Plan progress that was pleasing or disappointing.

Larry Schneider spoke about the potential training of volunteers using new grant money and noted that the delivery of programs in Rodney is part of the new initiative.

Kathy Haehnel asked about the reimagining of administrative services.

Dawn asked about an employee engagement survey.

Andy Kroeker confirmed that Barry Fellingner, Director of Community Health Services, has given written notice that he will be retiring at the end of December 2025.

6.5 Declaration of Compliance

MOVED BY: Larry Schneider
SECONDED BY: David James

That the Board of Directors approves the Declaration of Compliance as presented.

CARRIED

6.6 Alliance Annual General Meeting Motions and Voting Authorization

MOVED BY: Nick Wells
SECONDED BY: Kathy Haehnel

That the Board accepts and approves the Alliance AGM Resolutions (Gov. #1, Policy #1, #2, #3, #4, #5) as presented.

CARRIED

Kathy Haehnel initiated discussion about #1 Governance and the Centre's commitment and partner expectation regarding emergency response.

Action: Add Emergency Response as a discussion item on a future Board meeting agenda.

MOVED BY: David James
SECONDED BY: Nick Wells

That Andy Kroeker be granted voting rights at the Alliance AGM on behalf of the Board.

CARRIED

7.0 Governance

7.1 Governance Committee

7.1.1 Advocacy

Dawn Maziak confirmed that the meeting with the local mayors will be rescheduled and that she is looking for an ongoing commitment to meet every two months.

The Board also discussed the possibility of free space being made available at the Dutton Medical Centre.

7.1.2 Fundraising

Larry Schneider indicated that he has not heard back from the West Lorne Kiwanis in response to his latest presentation. It was agreed that the Fundraising Committee will focus their efforts on raising money for a replacement accessible van over the next two to three years. Larry noted that Green Lane, local businesses, and legacy donors will be explored.

Action: Larry to write an article about fundraising for the Chronicle.

Action: A “Friends of the Centre” webpage was discussed to thank donors for their fundraising contributions. Larry and Debra will work together to develop a new section on the website.

7.1.3 Board Annual Workplan

MOVED BY: Larry Schneider
SECONDED BY: Richard Kisuule

That the Board approves the Board Annual Workplan as presented.

CARRIED

7.1.4 Board Self-Evaluation

Deferred to a future Board meeting.

7.1.5 Board Recruitment

MOVED BY: David James
SECONDED BY: Larry Schneider

That Kelsey Prior be approved as a Board Director as of the June 24th AGM.

CARRIED

Larry Schneider noted that he has had discussions with two retired medical professionals about them considering a position on the Board. Dawn is also awaiting recommendations from the Dutton Dunwich Mayor.

7.1.6 Policy Review

Policies GOV-104 *Code of Ethics and Conduct* and GOV-105 *Membership Recruitment and Participation* were reviewed.

MOVED BY: David James
SECONDED BY: Richard Kisuule

That the Board approves the updates to policies GOV-104 and GOV-105 as presented.

CARRIED

The Board then talked about Board and Executive succession planning and whether any current directors are prepared to take on Board executive positions. It was confirmed that Dawn will stand for Chair. David is willing to step back from Vice Chair if another director is interested in the position. Richard will accept the nomination for Secretary-Treasurer following Kathy Haehnel's retirement.

Although Nick Wells' six-year term as a Board director will be ending, he has offered to remain on the Finance Committee as a public member. Ideally, the Finance Committee will have another Board Director.

7.1.7 Annual General Meeting

Dawn Maziak confirmed that the keynote speaker will be Deanna Huggett, Executive Director of the Elgin OHT. Her presentation will focus on the future of primary care across Elgin County.

Larry Schneider has agreed to lead the land acknowledgement.

David James will lead the Election of Directors and Thanks to Departing Directors agenda items.

Erie Shore Singers will entertain before the AGM.

7.1.8 Finance Committee

Kathy Haehnel spoke about the Centre's financial status as of March 31, 2025, with a minor surplus expected. The Centre will be providing a small RRSP to eligible staff, except for the physicians who will be receiving a large salary increase.

It was also noted that the wheelchair accessible van repairs totaled \$22,000. A request will be sent to the funder looking for assistance with this unexpected expense.

Kathy shared feedback regarding the financial audit including the great work by Steve Wilkins during the audit process.

Kathy also raised concerns with how the duties of Operations/Facilities/Information Management/Information Technology and Privacy will be managed with Barry's pending retirement.

The Board talked about the Provincial Budget and the lack of new funding for the Centre.

7.1.9 Alliance Board Liaison

Kathy Haehnel attended the webinar on behalf of Nick Wells. Kathy discussed the resolutions to be presented at the Alliance AGM and Board Executive succession planning.

7.1.10 Partnership Mapping

Kathy Haehnel presented a sample partnership map and suggested that mapping be included as part of the Board's annual workplan.

7.1.11 Board Town Hall

David James spoke about increasing the exposure of the Centre in the community, proposing that the Board host town halls, one in Dutton Dunwich and one in West Elgin (Rodney). David confirmed that the Client and Family Advisory Council agreed to help plan and host the event(s).

David suggested that the Board reach out to local municipalities for their support and their ability to provide a location free of charge. The Board will need to develop an agenda, including expected goals and outcomes. There will be a necessity to advertise and promote the event tentatively to be held in October or November 2025.

MOVED BY: David James
SECONDED BY: Larry Schneider

That the Board will organize a local Town Hall meeting planned for October or November 2025.

CARRIED

7.2 Client and Family Advisory Council

No discussion.

7.3 New Business

None.

8.0 Closed In-Camera Session

The Board moved in camera at 6:37 p.m. to discuss a personnel matter.

MOVED BY: Kathy Haehnel
SECONDED BY: David James

That the Board approves to move in camera.

CARRIED

The Board moved out of camera at 6:48 p.m.

MOVED BY: David James
SECONDED BY: Nick Wells

That the Board approves moving out of camera at 6:48 p.m.

CARRIED

9.0 Next Meeting

June 24, 2025, following AGM, 5:30 p.m., Boardroom

10.0 Adjournment

MOVED BY: Linda Long

SECONDED BY: Kathy Haehnel

That the Board meeting adjourned at 7:30 p.m.

CARRIED

APPROVED: _____
Dawn Maziak, Chair

DATE: _____

APPROVED: _____
David James, Vice-Chair

DATE: _____