



Lanark
Community
Programs



North Lanark
Community Health
Centre



Whitewater Bromley
Community Health
Centre

BOARD MINUTES

April 23, 2019 at 3:30 p.m.

Whitewater Bromley CHC, Beachburg

Present: Tom Baumgartner, Fay Bennett, Gwen Bennett, Stephen Bird, Andrea Brett, Barbara Drake, Bill Janes (via OTN), Bonny Johnson, Kim O'Connor, Linda Russell, Joey Trimm

Regrets: Warren McMeekin, Tracy Zander

Staff: John Jordan (via OTN), Carol Anne McNeil, Brenda Powers Ross, Sarah Sark (via OTN), Kara Symbolic, Becky Walker (resource)

Guests: Cynthia Carver (via OTN), Moira D'Aoust

Presentation: Christina Dolgowicz presented on the LRHCS Lung Health program.

1. **Welcome:** Tom extended a welcome to everyone, especially guests Cynthia Carver and Moira D'Aoust. Introductions went around the table.
2. **Approval of Agenda – Conflict of Interest:** Agenda approved as presented with the addition of *item 7.7 Advocacy – rural libraries*.
3. **Approval of Minutes – March 26, 2019:** Minutes approved as presented.
4. **Business Arising from Minutes**
 1. **Alliance resolution submission regarding Long Term Care:** Tom indicated that the resolution regarding long-term care has been accepted by the Alliance for consideration. The Alliance made some simplifications and additions of background information to the resolution, which will be voted on at the Alliance AGM in June.
5. **Board Workplan for April:**
 - **Board succession planning:** Tom reported that the Nominating Committee would have a report on this item at the next Board meeting.
 - **Request Committee Chairs to submit their annual reports:** Becky will be contacting Committee chairs and resources regarding annual reports for 2018-2019.
 - **Initiate annual Board evaluation survey:** Notification was sent to Board members on April 18 with a link to the current survey. Anonymous responses will be downloaded and forwarded to Tom for review. Collated results will be shared at the next Board meeting.

6. Correspondence:

1. **Transfer of Child and Youth Mental Health to MOHLTC:** Tom shared a letter he received from MOHLTC regarding the transfer of Child and Youth Mental Health from MCCSS to MOHLTC, with some exceptions. John confirmed that CHC mental health services already fell under MOHLTC, and Carol Anne confirmed that mental health services for LCP are under MCCSS.

7. New Business:

1. **LEIP Draft Financial Statements:** LEIP runs on calendar year basis, rather than fiscal year, so the audit is performed separately from the rest of LRHCS programs. The program received an excellent report from the auditors, with no issues identified.
DECISION: The Board approved the LEIP Draft Financial Statements.
2. **Executive Committee – strategy and planning:** Tom presented a proposal to increase the activity of the Executive Committee. Specifically, he asked the Board to assign the Executive Committee with the task of developing strategies and making plans to assist staff in responding to ongoing changes. He confirmed that all Board members are invited to Executive Committee meetings, but do not need to count for quorum. Quorum for the Executive Committee is at least two of the four Committee members plus two other Directors.
DECISION: The Board decided to empower the Executive Committee to assist staff in the ongoing healthcare transitions.
3. **Report on April 18 LLG Collaborative Governance Forum:** Tom presented his report on the recent Collaborative Governance Forum.
4. **Special Executive Committee meeting May 14 to review and approve self-assessment form (Ontario Health Team):** A special Executive Committee meeting will be held on May 14 to review the OHT expression of interest to be submitted to the Ministry by LRHCS and partners (deadline for submissions: May 15). Board approval of the expression of interest is not required by the Ministry, but may give the submission more credibility. All Board members are welcome to attend, but as per item 7.2, the Board has delegated power to the Executive Committee to review and approve the expression of interest to be submitted to the Ministry by May 15.
ACTION: Executive Committee meeting to be scheduled for May 14 at 3:30 p.m. to review and approve the OHT expression of interest.
5. **Special Board meeting June 18 to approve audited financial statements:** A special Board meeting will be held June 18 to review and approve the audited financial statements prior to the AGM. The Finance Committee will meet at 10:00 a.m., followed by the Board. Tom confirmed that the meeting will be very short, so it's acceptable for Board members to connect via phone or OTN rather than attending in person. Board members are welcome to attend the Finance Committee meeting, as well as the Board meeting to follow.
ACTION: Special Board meeting to be scheduled for June 18 at 10:30 a.m. to review and approve the audited financial statements.
6. **MSAA 2018-2019 Declaration of Compliance:** John presented the MSAA 2018-19 Declaration of Compliance, which requires the Chair's signature. The Board reviewed the document and authorized Tom to sign on their behalf.
DECISION: The Board authorized Tom to sign MSAA 2018-19 Declaration of Compliance and declared that LRHCS is compliant with the agreements listed in

the document

ACTION: John to submit signed MSAA 2018-19 Declaration of Compliance to the LHIN.

- 7. Advocacy – rural libraries:** Bonny and Gwen updated the Board on the recent 50% reduction in funds to the Southern Ontario Library Service (SOLS) which will directly impact interlibrary loan programs. This service is widely used in rural areas, which do not have access to large collections in their libraries. Tom directed her to review the advocacy process and submit the advocacy form to Planning and Review for consideration.

ACTION: Becky to forward advocacy policy and form to Gwen; Gwen and Bonny to present issue at next Planning & Review Committee meeting on May 1.

- 8. Executive Director’s Report:** John presented his report to the Board.

- 9. LCP Agency Director’s Report:** Carol Anne and Heather presented their report to the Board.

10. Committee Reports

- 1. Governance:** Stephen presented on the work of the Governance Committee. He asked the Board for their input regarding a speaker for the AGM; several suggestions were put forward, including having a discussion panel regarding recent changes to healthcare, David Sompi (Planet Youth), Lars Schrader (former CEO of Deep River Hospital), Christina Dolgowicz (LRHCS Lung Health) and Ed Lawrence (CBC gardening). Bill offered to contact Ed Lawrence to gauge his availability; the group agreed this would be a suitable option. Stephen submitted the revised Rules of Procedure, updated Terms of Reference, and April 8 meeting minutes for review and approval. Tom reviewed the substantial change to the Rules of Procedure regarding consensus; the Board agreed to the change. Stephen presented the recommended change to staff membership on Board committees in the Terms of Reference. With regards to the Governance minutes, Tom pointed out a discrepancy between the meeting minutes and the recommended change to staff membership on Board committees included in the Terms of Reference; the meeting minutes erroneously listed the ED as a committee member. It was agreed that the Governance Committee would discuss the change and bring the corrected minutes and ToR to the next Board meeting.

ACTION: Bill to contact Ed Lawrence regarding AGM.

DECISION: The Board accepted the revised Rules of Procedure.

ACTION: Governance to revise April 8 meeting minutes and Terms of Reference to reflect the recommendation regarding staff membership on Board committees.

- 2. Nominating:** Tom presented on the work of the Nominating Committee. He indicated that individuals to be appointed as Vice Chair and Chair of Governance Committee to be confirmed and there are three candidates for two open positions on Board. Minutes from the April 9 meeting were not available for Board acceptance at this time.
- 3. Planning & Review:** Bill and Andrea presented on the work of the Planning & Review Committee. Andrea shared work on the planned Board retreat in the fall; generating substantive discussions has been suggested as a possible topic. Tom suggested this would be a useful focus, with the morning dedicated to learning

about the process, and the afternoon spent putting those techniques to practical use. It was agreed that a facilitator should be present to guide the session; the group will discuss possible facilitators at their next meeting and bring recommendations to the Board.

DECISION: The Board accepted the April 3 minutes of the Planning & Review Committee.

11. Date and Location of Next Meeting(s):

- Regular Board meeting: Tuesday, May 28, 2019 at NLCHC
- Special Executive Committee meeting: Tuesday, May 14, 2019 at 3:30 p.m. at NLCHC to review OHT expression of interest
- Special Finance Committee/Board meeting: Tuesday, June 18, 2019 at 10:00 a.m. at NLCHC to review/approve audited financial statements