

LANARK RENFREW HEALTH & COMMUNITY SERVICES

BOARD Meeting Minutes – April 24, 2018

Location: Whitewater Bromley CHC, Beachburg

Present: Tom Baumgartner (Chair), Fay Bennett, Andrea Brett, Wayne Church, Jean Dunning, Jean Knowles (via OTN), Nic Maennling (Past Chair), Warren McMeekin (Secretary/Treasurer), Joseph Trimm, Tracy Zander (Vice-Chair)

Staff: John Jordan, Donna Davidson, Brenda Powers-Ross, Becky Walker (Resource)

Regrets: Bill Janes, Kara Symbolic

Guests: Halina Shannan (MHSP), Barb Drake

Presentation: The Link, Halina Shannan (MHSP)

1. Welcome

Tom extended a welcome to attendees; introductions went around the table for the benefit of Barb Drake.

2. Approval of Agenda

The agenda was approved with two additions as requested by Tom: item 2.2: *Appointment of new Board member* and item 2.3: *Expression of thanks to Noreene Adam*. Tom also asked that the Governance Committee minutes be pulled from the consent agenda list and discussed during the Committee reports later in the meeting.

2.1 Conflict of Interest – Conflict of interest for Jean Dunning with item 2.2 was recognized.

2.2 Appointment of new Board member: Tom pointed out that the by-law requires a minimum of 10 Board members; with recent resignations, it is necessary to appoint a Board member. Jean Dunning left the room while the Board discussed the current situation. The Nominating Sub-Committee met last week to nominate Jean Dunning, who has volunteered to serve on the Board until the AGM. The Board agreed that Jean would be an excellent addition and gratefully accepted the nomination.

2.3 Expression of thanks to Noreene Adam: Tom told the Board that Noreene Adam has submitted her resignation effective immediately and presented a quilt to be given to Noreene from the Board requested by Stephen Bird and made by Heart to Heart Quilts Lanark County (to be delivered by Fay). He offered his thanks to Noreene for her hard work on behalf of the organization; Board members also expressed their gratitude for her contributions, commenting on her sense of humour, dedication, insight, integrity, and leadership.

3. Approval of Consent Agenda Items

3.1 March 27, 2018 Board Meeting Minutes: Tracy requested the addition of her name to the list of members in item 9.8 Ad-Hoc Committee to Review Standing Committee Structure.

3.2 Governance Committee Minutes

3.3 Planning & Review Committee Minutes

Decision: Consent agenda items were approved by the Board as presented, with minor edits to March Board meeting minutes as outlined above, and a more detailed discussion of Governance minutes later in the meeting.

4. Business Arising from Minutes

4.1 March 27 Board evaluation survey: Tom noted that comments regarding to abrupt changes to the agenda (including last-minute additions), lack of consensus, and rushing through items, will be addressed and every effort will be made to improve. Nic brought up SharePoint and the frustrations expressed by Board members, and asked if any alternatives had been considered. John told the group that the next version of SharePoint would cost more than \$80,000 (including two updates), and an internal SharePoint committee will reconvene to consider other options. More in-depth SharePoint training for Board members was suggested if the decision is made to continue with current platform.

4.2 Consent agenda – written survey presented by Tracy: A survey regarding the use of consent agendas was circulated. Tracy asked that Board members fill in and return at the end of the meeting. Results will be collated and reviewed at the next Governance meeting.

4.3 AOHC Inclusive Leadership training sign up: The Board has been forwarded registration information for the AOHC Inclusive Leadership training, and were encouraged to contact Becky if they experienced any issues.

4.4 AOHC conference June 13-14: Tom and Tracy have been registered to attend the conference as Board representatives; John, Kara, and Christina will be attending as LRHCS staff. Kara will be presenting with the Perth Community Foundation on collaboration.

5. Correspondence: No correspondence presented.

6. New Business

6.1 MCAA Declaration of Compliance: The Board was asked to review the MCAA Declaration of Compliance and agree that last year's requirements were met. John discussed the three requirements and the Board approved the signature of the declaration by Tom.

ACTION: The Board approved Tom signing the MCAA Declaration of Compliance.

6.2 AOHC by-law resolutions, follow up letter (draft): AOHC distributed by-law resolutions to be discussed at webinar on April 26; Tom raised the issue of the AOHC Board member selection and proposed sending a letter outlining LRHCS' concerns regarding restrictions based on demographic representation. The group reviewed Tom's draft letter and agreed it should be sent tomorrow (with minor edits by John/Kara), with Tom raising the issue during the AOHC webinar on April 26.

ACTION: The Board approved that Tom's letter (with minor edits) be sent to the AOHC.

6.3 LRHCS by-law review: substantive changes: Tom reviewed the list of substantive changes to the LRHCS by-law and asked for consensus to accept the revisions to ensure distribution of the updated documents to the membership prior to the June 26 AGM.

ACTION: The Board approved the changes to the LRHCS by-law.

6.4 Cell phone coverage – P&R advocacy issue?: Tracy reported on the discussion which took place at Governance, where it was decided that the lack of cell phone coverage in rural areas could be a P&R advocacy issue. The Board agreed to pass the issue along to P&R for further exploration. Jean agreed to bring the issue back to P&R and discuss the role of LRHCS in terms of advocacy. Tracy to forward County contacts to Jean, and John to forward additional information.

ACTION: Planning & Review to discuss possible advocacy regarding cell phone coverage.

6.5 Policy 1.05.01a Holidays observed by LRHCS: The Board reviewed Amy's revised policy 1.05.01a Holidays observed by LRHCS and approved the changes to clarify language outlining statutory holidays for staff.

ACTION: The Board approved revisions to policy 1.05.01a Holidays observed by LRHCS.

7. Executive Director's Report

John highlighted his report to the Board.

Decision: The Executive Director's Report was accepted as presented.

8. LCP Agency Director's Report

Donna highlighted her report to the Board.

Decision: The LCP Agency Director's Report was accepted as presented.

10. Committee Reports

10.2 Governance: Tom asked that Governance be pulled from consent agenda items due to Noreene's action on AGM preparations; Becky confirmed that she has connected with Noreene to take on the outstanding tasks.

10.3 Planning & Review Committee

10.4 Nominating Sub-Committee: Jean Dunning reported that there are two applications with LCP connections and one from the Whitewater area, as well as two other possible applications to be submitted. She feels there will not be an issue filling the four Board vacancies. Tom brought up the possibility of changing Board meeting dates/times to accommodate candidates. It was decided that Becky would set up a Doodle poll to survey the current Board regarding alternate meeting dates/times.

ACTION: Becky to set up Doodle poll for Board members.

10.4 Ad-Hoc Committee on Standing Committee Structure

11. Informational Items

11.1. April MHSP calendar

11.2. Alzheimer's Society newsletter – NLCHC Blue Umbrella designation

11.3. AOHC press release: 2018 Ontario Budget overview and analysis

11.4. Aging with Confidence – letter

11.5. Community Home Support Spring 2018 newsletter

12. Availability for Cheque Signing - Tom, Warren, Nic

13. Date of Next Meeting – Tuesday, May 22, 2018 from 3:00 to 6:00 pm at NLCHC

Respectfully submitted,



Tom Baumgartner
Chair, Board of Directors



Becky Walker
Recorder