



Lanark
Community
Programs



North Lanark
Community Health
Centre



Whitewater Bromley
Community Health
Centre

BOARD MEETING MINUTES

April 28, 2020 at 3:30 p.m.

Via Zoom

Present: Tom Baumgartner, Fay Bennett, Gwen Bennett, Andrea Brett, Cynthia Carver, Barbara Drake, Deborah Duffy, Bill Janes, Bonny Johnson, Linda Russell, Joey Trimm

Guests: Stephen Bird, Carole Devine, Sharon Mousseau, Richard Schooley

Staff: John Jordan, Carol Anne McNeil, Sarah Sark, Becky Walker (resource)

Regrets: Warren McMeekin, Kim O'Connor

- 1. Welcome – Etiquette for Zoom meetings:** Bonny reviewed the document on etiquette for Zoom meetings. She extended a welcome to all, especially the guests for the meeting: Stephen Bird, Carole Devine, Sharon Mousseau, and Richard Schooley. The guests, Board members, and staff took a few moments to introduce themselves.
- 2. Approval of Agenda – Conflict of Interest:** The agenda was approved with one addition suggested by Tom: *item 4.3 Update on Alliance AGM and conference*. No conflict of interest declared at this time.
- 3. Approval of Minutes:** The minutes from the February 25, 2020 meeting were approved as presented.
- 4. Business Arising**
 - 1. Status of survey and letter regarding Alliance Health Equity Charter:** Deferred. Neither John nor Fay have received any notice from the Alliance. To be included in agenda moving forward.
 - 2. Ad hoc leads (one Lanark, one Renfrew) to attend meetings for OHT development upon request (no formal organization yet):** Deferred. No updates or action required at this time. John confirmed that the Lanark County OHT had requested more accurate data from the Ministry, but has received incorrect data again.
 - 3. Update on Alliance AGM and conference:** Tom informed the group that the Alliance AGM will be held virtually on Tuesday, June 9 via Zoom;

the meeting will focus on essential business, including Board elections, appointing an auditor, and reviewing financial statements. The conference has been postponed until the end of September, at which time the Health Equity Charter will be discussed. He indicated that the Board will need to appoint someone to attend the Alliance AGM via Zoom. John said that the Alliance usually sends a form for the organization to declare who will be attending and have voting privileges, and to designate an alternate. Tom offered to attend and vote. Fay suggested that Bonny be the alternate. John said Becky would fill out form when it arrives.

DECISION: The Board delegated Tom Baumgartner as Voting Representative and Bonny Johnson as Alternate Voting Representative with the authority to vote on behalf of LRHCS at the June 9, 2020 Alliance Annual General Meeting

5. Board Workplan for April

- **Board succession planning:** – See Nominating Committee report.
- **Request Committee Chairs to submit their annual reports:** – Given the postponement of the AGM to September 15, it was recommended that the deadline for annual reports be extended to June 30.

DECISION: The Board extended the deadline for submission of annual reports from Committees to June 30.

- **Initiate annual Board evaluation survey:** – The annual Board evaluation survey will be launched online in May.
- **Ensure Board stewardship by documenting select indicators/targets contained in a variety of funding agreements:** – John shared stats on panel size and MHSP numbers.

6. Correspondence

1. **Memo from Renfrew County and District Health Unit:** John shared a memo from Dr. Robert Cushman (Acting Medical Officer of Health of Renfrew County and District Health Unit) asking directors of primary care centres to consider redeploying staff to nursing homes. John confirmed that LRHCS has redeployed to local triage centres, so probably won't be redeploying staff to nursing homes at this time.

7. New Business

1. **QIP extension – submission on hold (see update from HQO):** John shared correspondence from HQO extending the deadline for QIP indefinitely. He confirmed that Morgan and Brenda are completing the LRHCS QIP and will present to the Board for approval before submitting to HQO. He suggested that the document be sent out electronically with the Executive approving, or the Board approving at the next meeting.
2. **LRHCS Annual General Meeting – rescheduled to September 15 at 4:00 p.m.:** Bonny confirmed that the AGM will take place via Zoom in September. Tom told the group that the province has provided approval

for non-profits to hold their AGMs virtually rather than in person. This year's AGM will be minimal, just focusing on essential business such as the election of new Board members, review of financial statements, and approval of auditors for next year. There will not be a speaker, and staff awards will take place at a later date.

3. **LEIP draft financial statements:** The group reviewed the audited financial statements for LEIP. Richard Schooley observed that the administrative fee is different in the table as compared to the notes section at the end. Cynthia suggested that they had included the audit fee in the notes section, whereas it is shown as a separate line in the preceding table. When combined, the two amounts equal the total mentioned in the notes section, meaning that the figures are correct.
DECISION: The Board approved the audited financial statements, with the recommendation to the auditors that future statements include mention of the auditor's fee in the Notes section in order to avoid confusion.

8. Executive Director's Report: John presented his report. He wanted to share congratulations to staff for the work they have been doing in the community during this time, and for their ongoing ability to be flexible and innovative during these uncertain times. Services are continuing as needed. He mentioned the recent establishment of an isolation centre in Perth for individuals who have tested positive for COVID-19 but who do not have a place to self-isolate. He indicated that the February order for PPE has not been delivered to NLCHC because the Ministry is controlling where PPE is directed, and the priority is for hospitals to receive the equipment. NLCHC has limited PPE; John confirmed that the supply will not be sufficient if there is an increase in cases. WBCHC has surgical masks but no N95 masks. Daily reports are going to the Ministry of Health and Alliance but this has not had an impact. Carol Anne said that LCP was able to access some masks, glasses and gowns because respite homes fall under long term care. Cynthia asked how many positive cases there are in the NLCHC client base or Lanark County. John said the only information he receives is from public health, and the majority of cases are in Almonte. John said outbreaks in the long term care facilities make a huge difference in the total number of cases in an area. Clients of NLCHC who have been symptomatic and were tested have come back negative.

9. LCP Agency Director's Report: Sarah presented her report. She indicated that LCP teams were able to take the week of March Break to reconfigure resources and have adapted quickly. Appointments with clients are conducted by Zoom or phone whenever possible. At this time, there doesn't seem to be a significant impact on the number of clients served, but there may be more of an impact in the future, as a reduction in referrals is possible.

10. Committee Reports

1. **Executive:** Fay presented the March 2, April 6 and April 16 meeting

minutes. Tom discussed the revision to the ED salary grid to bring it in line with the 2017 HAY grid.

DECISION: The Board approved the increase in ED salary to step 6 at 96% of the 2017 salary grid.

2. **Governance:** Tom presented the March 9 meeting minutes, as well as Governance policy 6.01.05 Board of Director's Role and Responsibilities policy and Board and committee member pledge. He mentioned the revised Board meeting questionnaire (updated by Jean Dunning) to be implemented at the next in-person Board meeting.

DECISION: The Board approved policy 6.01.05 Board of Director's Role and Responsibilities and the Board and committee member pledge.

ACTION: The Board received the March 9 Governance Committee meeting minutes.

3. **Planning & Review:** Bill presented the March 4 meeting minutes. He said the P&R Committee meeting will go ahead next month, and asked John to confirm with Morgan if she will be presenting re: NLCHC primary care.

ACTION: The Board received the March 4 Planning & Review Committee meeting minutes.

4. **Nominating:** Barbara presented the March 9 meeting minutes and the April 1 meeting minutes. She thanked the four guests at this meeting for their interest in serving on the Board, and confirmed that there is one additional space on the Board, and the committee will continue looking.

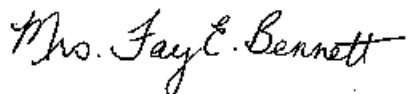
ACTION: The Board received the March 9 Nominating Committee meeting minutes.

11. **Informational Items:** Bonny reviewed the informational items. On a related note, Tom wanted to recognize Kara for her work with various local organizations to provide information on local COVID-19 resources in the Lanark Era. John confirmed that there has been a lot of positive feedback from individuals in the community. In addition, Bill wanted to acknowledge Gina Gibson at the Lanark Era for helping to put the piece together.

12. **Availability for Cheque Signing:** Tom, Bill and Fay indicated they were available to sign cheques if needed.

13. **Date and Location of Next Meeting:** May 26, 2020 @ 3:30 p.m. via Zoom.

Respectfully submitted,



Fay Bennett
Chair, Board of Directors