



Lanark
Community
Programs



North Lanark
Community Health
Centre



Whitewater Bromley
Community Health
Centre

BOARD MINUTES

January 22, 2019 at 3:30 p.m.

North Lanark Community Health Centre

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

Staff: John Jordan, Carol Anne McNeil, Kara Symbolic, Becky Walker (resource)

Guests: Jane Hess, David Moat (Community Programs volunteer)

Prior to the meeting, the Board heard presentations from the following individuals:

- *Jane Hess, Director of Healthy Living and Development for Leeds, Grenville and Lanark District Health Unit: Health Unit Strategic Plan*
- *Kara Symbolic, Community Programs and Communications Coordinator, LRHCS: Community Programs Team Overview, 2017-2019*

1. **Welcome:** Tom extended a welcome to everyone.
2. **Approval of Agenda:** The agenda was approved as presented. Tom added two items: 7.3 Alliance call for resolutions and 10.7 LLG Sub-Region Liaison
 - **Conflict of Interest:** None declared.
3. **Approval of Minutes from November 27, 2018:** Minutes approved as presented, with the addition of the following sentence at the end of item 7.3: *In-camera session – At this time, the Board expressed its support for the staff and management with regards to the handling of this situation.*
ACTION: Becky to update the minutes as directed.
4. **Business Arising from Minutes**
 1. **Discussion on possible advocacy for long-term care residents (item 4.1 in November 27, 2018 minutes):** It was determined that this issue would be added to the Planning & Review agenda for further discussion regarding possible advocacy. Linda will attend the February 6 meeting and forward the information she has obtained to Bill.
ACTION: P&R to discuss at the February 6 meeting and report back to the Board as necessary.

5. Board Workplan

1. **Nominating Committee to determine membership needs for upcoming Board:** Tom confirmed that the Nominating Committee will be meeting on February 12 to discuss membership needs and will provide an update at the February Board meeting.
ACTION: NC to provide report to the Board at the February 26 meeting.

6. Correspondence

1. **LHSIA s.20 Notice MSAA 2019-20:** John indicated that LRHCS has received the MSAA 2019-20 notice from the LHIN. The Board will review the agreement prior to the submission deadline at the end of March.
2. **Confirmation of appointments from Lanark Township:** The Board received the letter received from Lanark Township regarding the council members appointed to serve on the North Lanark Joint Planning; Reeve Peter McLaren and Councillor Bill King will represent the council for the duration of their term (2019-2022). Tom confirmed that the next meeting of the committee was scheduled to take place on February 14, and council members would be invited to attend.
3. **Chair letter to client:** The group went in-camera to discuss written correspondence drafted by Tom in response to a former client. Out of camera, the Board determined that staff should draft a general response for Board members to use when dealing with requests or feedback from the public.
ACTION: John and Tom to coordinate drafting of Board response to public inquiries and forward to Directors.

7. New Business

1. **Alliance for Healthier Communities Board election:** notice, voting authorization form, proxy form: Tom presented the Alliance for Healthier Communities Board election information. The vote will be held during a special meeting via webinar on January 31, 2019. It was determined that Tom would act as the voting representative, with Fay as alternate. The group reviewed the candidates and directed Tom to vote for the slate presented.
ACTION: Becky to submit signed voting authorization form to the Alliance; Tom to attend webinar meeting and vote as per the Board's direction.
2. **Community Accountability Planning Submission (CAPS):** John presented the CAPS narrative and budget summary. The Board approved the submission with the request that John update the listing of areas in the Whitewater region to better cover the regions served: The Township of Whitewater Region, and the Township of Admaston Bromley.
DECISION: The Board approved the CAPS submission.
3. **Alliance call for resolutions:** Tom directed the Board's attention to the Alliance's call for resolutions to be presented at the Annual General Membership Meeting in June. The deadline to submit resolutions to the Alliance is March 1; Tom asked that any ideas be presented for consideration at the February LRHCS Board meeting.

8. **Executive Director's Report:** John presented the ED's report to the Board. He directed the Board to the work of the Canadian Association of Community Health Centres regarding universal access to prescription drugs, including an online petition with excellent information. He suggested that the Board consider

membership in CACHC. He will confirm the cost and report back the Board. Linda asked if there is a way for LRHCS to share the petition and information with the public and clients. John indicated that the website or Facebook page would be possible. Linda suggested an individual could write a letter to the editor as a member of the public to spread awareness. Fay also confirmed that there is the option on the CACHC website to add the petition to individual Facebook pages. Bonny recommended adding the information to the slides in the waiting room at NLCHC.

ACTION: John to confirm membership cost for CACHC and report to the Board. John to follow up with staff regarding sharing information on the CACHC petition.

9. LCP Agency Directors' Report: Carol Anne presented the LCP Agency Director's Report to the Board.

10. Committee Reports

1. **Planning & Review:** Bill presented on the work of the Planning & Review Committee.

DECISION: The report of the Planning & Review Committee was accepted as presented and the minutes approved.

2. **Executive Committee:** Tom presented on the work of the Executive Committee. Because the December 4, 2018 meeting was held in-camera, the Board went in-camera to discuss the meeting.

DECISION: The report of the Executive Committee was accepted as presented and the minutes approved.

3. **Leeds Lanark Grenville Sub-Region Liaison:** Tom presented a verbal report on the recent meeting he attended for the Leeds Lanark Grenville Sub-Region about medical privacy. He will forward materials from Country Roads CHC regarding Board Directors and privacy to the Governance Committee to review at the next committee meeting.

11. Date and Location of Next Meeting: Tuesday, February 26, 2019 at NLCHC

12. Board Meeting Evaluation: Eleven Board members completed the meeting evaluation form and submitted their feedback.

Respectfully submitted,



Tom Baumgartner
Chair, Board of Directors