

LANARK RENFREW HEALTH & COMMUNITY SERVICES

BOARD Meeting Minutes – January 30, 2018

Location: North Lanark Community Health Centre

Present: Tom Baumgartner (Chair), Andrea Brett, Bill Janes, Fay Bennett (OTN), Melanie Mills, Nic Maennling, Joseph Trimm (OTN), Noreene Adam (OTN), Warren McMeekin, Wayne Church

Staff: John Jordan, Donna Davidson, Becky Walker (Resource)

Regrets: Jean Knowles, Tracy Zander, Kara Symbolic

Guests: Amy Booth (TRP), Cynthia Carver, Susan Berlin

Presentation: Therapeutic Riding Program, Amy Booth, Coordinator

1. Welcome

Tom welcomed attendees; a special welcome was extended to two members of the public who joined the meeting: Cynthia Carver and Susan Berlin.

2. Approval of Agenda

The agenda was approved as presented.

2.1 Conflict of Interest – no conflict of interest declared.

3. Approval of Minutes

3.1 November 28, 2017 Board Meeting Minutes

Decision: The Board meeting minutes for November 28, 2017 were approved as presented.

4. Business Arising from Minutes

4.1 Accreditation Update: John updated the Board on accreditation; the verbal report delivered at the end of the visit highlighted strong community engagement and client satisfaction. CCA has two weeks to provide a written report with details on additional information needed. Two areas requiring attention are providing linked documents identified as not available by reviewers, and demonstrating continuity in chart audits. The Accreditation Review Committee will meet next week to review the written report and formulate a plan for addressing gaps.

4.2 Bill 148 Advocacy: Tom asked if there was a need for further advocacy efforts since Bill 148 has already passed. John indicated that he would follow the lead of the ED network regarding action. Donna reported that she and Heather Ballinger presented to the P&R Committee and that report will be coming to the Board shortly. Tom suggested the Board could write a letter to the Ministry requesting additional funding, but will wait for further details from staff before proceeding.

4.3 Reminder to AOHC re: distinction between rural and urban service delivery costs: John spoke about the Rural Symposium meeting he attended; he indicated that the issue of rural vs. urban service delivery costs was highlighted to the MPP and staff in attendance.

5. Correspondence

- 5.1 LHSIA S.20 Notice re: MSAA: The LHSIA S.20 notice regarding MSAA related to the CAPS discussion scheduled for later in the meeting.
- 5.2 AOHC Letter: The AOHC letter dealt with the re-branding of AOHC (no action required).
- 5.3 Minister of Health Letter: Tom shared a letter he had received via email from the Minister of Health regarding earlier advocacy correspondence sent by the Board.

6. New Business

- 6.1 AOHC Nominations: The AOHC has put out a call for nominations for the Board of Directors. Tom informed the group that the bylaw regarding nominations will be changing and the vote will not be held in June.
- 6.2 AOHC Resolutions: The AOHC has put out a call for resolutions to be submitted by March 9.
- 6.3 CAPS: John presented the Community Annual Planning Submission (CAPS) for the Board's approval. He indicated that the only changes were the addition of the COPD program and retention/recruitment funds.

Decision: The CAPS submission was accepted and approved as presented.

- 6.4 Ontario Election: The AOHC has put out advocacy items for the Ministry, including additional funding for items such as information management, expansion of professional teams, investments in oral healthcare, housing, and child care. Bill pointed out that there was no mention of the additional cost associated with Bill 148; P&R Committee will discuss and consider possible action with AOHC.

7. Executive Director's Report

John highlighted his report to the Board.

- 7.1 Privacy Report Q3 2017-2018
- 7.2 Health and Safety Year-End Report: John acknowledged the excellent work of the Health & Safety Committee, noting their participation in the health and safety quality improvement group based in Kingston.
- 7.3 January Calendar MHSP: John shared the January calendar from MHSP.

Decision: The ED's Report, Privacy Report, and Health & Safety Report were 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.

9. AOHC Board Liason Report

- 9.1 AOHC Board Election Process: Tom reported on the change in process for forming the AOHC Board of Directors. The selection process is currently based on filling allocations for regions, but will move to consideration of balancing skills and diversity within the Board. The AOHC proposes holding elections at a special membership meeting in December. Tom asked the Board for comments on the changes before the bylaw is finalized. John has an ED meeting on Feb. 6, and will ask the AOHC representative for clarification on how election will take place. Tom also discussed the rebranding efforts; the AOHC will reveal the new name, tagline, and logo in early February, with a vote scheduled via webinar in March. John clarified that the AOHC is rebranding as an organization, but this will not impact the CHCs re: signage.

Action: John to ask AOHC representative for details on election process and report back to Board.

10. Committee Reports

10.1. Finance

Warren reported on the work of the committee.

Decision: The report of the Finance Committee was accepted as presented.

10.1.1 Vacation and Overtime Liability Report: Warren reviewed the vacation and overtime liability report. While there has been significant work to decrease liability, overtime must be monitored regularly. The committee recommended to staff that because levels are remaining the same, it would be advisable to discuss resetting the goals to reflect the levels being experienced.

10.1.2. Policy 3.01.03 Procurement and LRHCS Long-Term Leases and Contracts

Decision: The report of current long-term contracts and leases was accepted and approved by the board.

Decision: Policy 3.01.03 was received by the Board.

10.2 Governance

In Tracy's absence various members reported on the work of the committee.

Decision: The report of the Governance Committee was accepted as presented.

10.2.1 Consent Agenda Process: The consent agenda process will be adopted for the February and March Board meetings.

10.2.2 Board Retreat: It was agreed that the Planning & Review Committee would take on the task of considering topics, locations and timing of the Board retreat. Possible topics suggested included indigenous cultural sensitivity training or harm reduction (Dr. Turnbull).

Action: P&R Committee to discuss Board retreat and report back to the Board.

10.2.3 Nominating Sub-Committee: Melanie and Wayne both volunteered to represent the Board on the Nominating Sub-Committee. The meeting will take place on Feb. 8 from noon until 1:00 p.m.

10.2.4 Ad-Hoc Committee to Review Standing Committee Structure

A request was made for a representative from the Planning and Review Committee to join the Ad-Hoc Committee; Bill will check with Jean to see if she is interested and discuss at the next P&R Committee meeting. The Ad-Hoc Committee to Review Standing Committee Structure will meet on Feb. 27 prior to the Board meeting.

10.3 Planning & Review Committee

Bill reported on the work of the committee.

Decision: The report of the Planning & Review Committee was accepted as presented.

10.3.1 Appendix B: Crisis State of MCYS Funded Programs in LCP: Donna presented a report on the state of MCYS funding for LCP programs; she indicated there is a lack of equity in funding between rural and urban programs. The group discussed possible advocacy to change the funding ratios. P&R will discuss advocacy options at next meeting. John offered to bring up issue at LHIN meeting on Feb. 20 and ask for clarification re: funding discrepancies.

Action: Planning & Review to discuss advocating for higher funding in rural areas.

Action: John to raise funding issue at LHIN meeting Feb. 20

10.3.2 Appendix B1: Ottawa Citizen article

10.4 Health Links

10.4.1 LLG Sub-Region Collaborative Governance meeting Dec. 1: Tom and John attended the Lanark Leeds and Grenville Sub-Region Collaborative Governance meeting on Dec. 1; John indicated that another meeting is scheduled to take place at NLCHC on Feb. 12 (30 spaces have already been booked by attendees). Noreene and Fay attended the West Champlain sub-region meeting and reported on their experience.

10.5 NL Joint Planning Committee

10.5.1 Municipal Drug Strategy Committee meeting Nov. 30: Nic reported on the Municipal Drug Strategy Committee meeting held Nov. 30 and shared the invitation to the next meeting scheduled for Feb. 9.

10.6 WB Joint Planning Committee – no meeting/report

11. Informational Items

- 11.1. Board and Administrator – Dec. 2017, Jan. 2018, Feb. 2018
- 11.2. New Chair Appointment – South East LHIN Board
- 11.3. AOHC Membership Brochure
- 11.4. AOHC bulletin: 2018 Ontario Budget
- 11.5. AOHC letter: Indigenous self-determination in health
- 11.6. Indigenous history course
- 11.7. LHIN addition treatment
- 11.8. Rural Healthcare Symposium
- 11.9. Auditor General's Report on Community Healthcare Centres
- 11.10. NLCHC Winter 2018 Newsletter

12. Availability for Cheque Signing - Tom, Warren, Nic, and Bill are available

13. Date of Next Meeting – Tuesday, February 27, 2018 from 3:00 to 6:00 pm at North Lanark Community Health Centre, Lanark

Respectfully submitted,



Tom Baumgartner
Chair, Board of Directors



Becky Walker
Recorder