

# LANARK RENFREW HEALTH & COMMUNITY SERVICES

## BOARD Meeting Minutes – March 28, 2018

Location: Lanark Community Programs, 30 Bennett Street, Carleton Place

- Present:** Tom Baumgartner (Chair), Andrea Brett, Bill Janes, Nic Maennling, Joseph Trimm, Noreene Adam, Tracy Zander, Warren McMeekin, Fay Bennett, Jean Knowles, Wayne Church
- Staff:** John Jordan, Donna Davidson, Kara Symbolic (Resource)
- Guests:** Brenda Powers-Ross (Director of WBCHC), Carol Anne McNeil (LCP – Family Relief)
- Presentation:** Brenda Powers-Ross (Director of WBCHC) on the LRHCS Quality Improvement Plan (QIP)

### 1. Welcome

Tom welcomed attendees and opened with two announcements:

- i) At 5:30 today, the AOHC is holding a special member's meeting via webinar with electronic voting. If the LRHCS Board meeting ends before 5:30, all are welcome to stay and participate. If the LRHCS Board meeting extends beyond 5:25, Tom will pass the chairing function to Tracy and will excuse himself to participate in the AOHC meeting.
- ii) Tom emphasized that Board Members are encouraged to ask questions at the Board meeting re: any and all staff and committee recommendations and reports – especially if something doesn't make sense or doesn't "sit well" with the member. Becky will be asked to make note of this in the 2018 Board Orientation workplan/agenda.

### 2. Approval of Agenda

The agenda was approved with the following changes: 1) The Planning and Review Committee Minutes, QIP Progress Report, Narrative, Workplan and Indicators will be advanced from Item 6.2 New Business to just after Item 2.1 Conflict of Interest. 2) Bill asked to bring forward a brief post-script discussion that was held at the end of the last Planning and Review committee meeting pertaining to the Board Retreat. 3) The numbering scheme for agenda items under 5.0 and 6.0 was incorrect and should be adjusted accordingly.

**2.1 Conflict of Interest** – No conflicts of interest declared.

#### **6.1 Planning and Review Committee Minutes (moved forward from 6.0 New Business) and Quality Improvement Plan (QIP progress report, narrative, workplan and indicators)**

Bill reported that at the last Planning and Review meeting, the committee was asked to play a lead role in planning the next Board Retreat. At the end of the last Planning and Review committee (and therefore not caught in the minutes), committee members suggested that the focus for the retreat could be on learning more about the implications of legalized marijuana for the communities and populations we serve. A tour of Tweed, followed by presentations/discussion on addictions, harm reduction, medical and/or political perspectives etc. (Suggested speakers included Dr. Paula Stewart, Medical Officer of Health, CEO of Tweed, Member of the Senate, parent of a child who uses, Gabor Mate, other? Suggested locations included: the new Smiths Falls Arena, Rideau Community Health Services Board room, other?) **Decision: The Board expressed support for this topic for the retreat.**

People felt that this topic is very timely and relevant. October was identified as a good month for the retreat. The Board retreat planning function was re-assigned to the Governance committee where it had previously resided. Bill offered his willing assistance.

**Decision:** Following Brenda's presentation on the Quality Improvement Plan (QIP) and a walk-through of the component parts of the QIP submission, the Board reached consensus that chair Tom Baumgartner sign the Quality Improvement Plan (report, narrative and plan) and have this submitted to Health Quality Ontario (HQO). Kara will make a few slight edits as per Tom's review and Brenda Powers-Ross will upload the documents to Health Quality Ontario web portal.

### **3. Approval of Consent Agenda Items**

- 3.1 February 27, 2018 Board Meeting Minutes
- 3.2 March 9, 2018 Governance Committee Minutes
- 3.3 Nominating Sub-Committee Minutes

Tom pulled out NSC minutes for discussion. The NSC Terms of Reference are also being brought back (Item 4.5 under Business Arising) with some revisions.

**Decision:** The Consent agenda items 3.1 and 3.2 were approved by the Board as presented, and the Nominating Sub-Committee Minutes (item 3.3) were excluded.

### **4. Business Arising from Minutes**

**4.1 Share Care House proposal and budget:** Carol Anne McNeil's response to Board member's questions vis a vis the Share Care proposal was received and discussed.

**Decision:** The Board reached consensus that Carol Anne could move forward in looking for a suitable property for the Share Care House. If Carol Anne finds a suitable property, she should bring this forward to the Finance Committee. The Finance Committee is empowered to hold a special meeting if required. If a suitable property is sourced during the summer months, the Executive Committee of the Board could be empowered to make a decision.

**4.2 AOHC Conference:** **Action:** John requested that any Board member interested in attending the AOHC conference on June 13 and 14 should let Becky know. To date, Tracy has expressed interest, Wayne is considering it, and Tom would like to go if there is space.

**4.3 CCA Submission:** John has submitted the supplementary documentation requested by the CCA in support of our accreditation. We are awaiting their response.

**4.4 AOHC Inclusive Leadership Project:** Board and Committee Members are invited to Log In to the AOHC Inclusive Leadership Project and take the four online training modules (Inclusive Leadership Framework, Board Membership and Authentic Engagement, Board Governance Part 1 and Part 2). LRHCS has registered and paid for access. **Action: Becky will send the link and log-in information out.**

**4.5 Nominating Sub Committee Terms of Reference:** In response to comments raised at the February Board meeting, the Nominating Sub Committee has revised their Terms of Reference to address the concerns expressed.

**Decision: The Board reached consensus and approves the NSC revised (March 1, 2018) Terms of Reference.**

**5. Correspondence**

**5.1 OTN Funding:** John presented notice that LRHCS has received one-time funding from the Champlain LHIN in the amount of \$21,500 for the purchase of OTN replacement equipment.

**5.2 Health Link Implementation Managers Announcement:** John provided an overview of changes being made by the Champlain LHIN vis a vis Sub-Regions and Health Links and the appointment of lead organizations and implementation managers.

**6. New Business**

**6.2 MSAA (Multi-Sector Service Accountability Agreement) and Declaration:** John provided an overview of the MSAA agreement and declaration. This needs to be signed/submitted annually by April 1. The MSAA is based on the CAPS (Community Annual Planning Submission) report which the Board has previously approved.

**Decision: The Board reached consensus and approved having Chair Tom Baumgartner sign the agreement and declaration.**

**6.3 Discussion regarding Consent agenda:** Board members were invited to comment on their experience with the Consent Agenda to date. A range of opinions were expressed. Tracy brought forward the recommendation from the Governance Committee that the two month trial be extended by one month. **Decision: The Board reached consensus and approved the extension of the trial of the Consent Agenda for another month.**

**6.4 Whitewater Region Proposal (in-camera):** At the request of a third party, and in accordance with Policy 6.01.21 In-Camera Sessions (point 1b), the Board moved into an in-camera discussion that started at 5:00 pm and ended at 5:17 pm. **Decision: The Board reached consensus authorizing Executive Director John Jordan to continue discussions regarding the proposal. The in-camera discussion notes will be circulated for review and approval as per policy 6.01.21 and will then be sealed and retained in a locked file.**

**7. Executive Director's Report**

**Decision: The ED's Report was accepted as presented.**

**8. LCP Agency Director's Report**

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

**9. Committee Reports**

**9.1 Finance:** No meeting was held, therefore no report was provided.

**9.2 Governance:** The Governance Committee item re: Consent Agenda, has already been addressed under item 6.3. Tracy asked people to complete the meeting evaluation questionnaire before they leave tonight.

**9.2.1 Complaints Report:** John advised that the Complaints Policy will be reviewed by the Management Team to ensure that there is adequate guidance re: the process for receiving, reviewing, approving and addressing complaints.

**Decision: In future, the Annual Complaints Report will not be circulated to the Board in its present form. It will be presented to the Governance Committee and then notice will be provided to the Board that the committee has received the the report from Management. LRHCS Management will be reviewing the policy for clarity on this process.**

**9.3 Planning and Review Committee:** Items from the Planning and Review Committee meeting have been addressed earlier in the agenda.

**9.4 Nominating Sub-Committee:** Noreene asked all Board Members who haven't already done so, to let her know their interest and intent in remaining on the Board this coming year and to advise her of their interest and intent to seek or serve in a leadership role (ie as a committee chair or as an executive member). Fay Bennett has agreed to join this committee. Noreene highlighted that the Committee is looking for four new Board members this year and has identified the need to target recruitment efforts on members from Renfrew County and people with personal and/or professional experience in the social services/developmental services sector.

**9.5 Health Links:** The HL Governance meeting in Almonte was cancelled on short notice; therefore there is no report.

**9.6 NL Joint Planning Committee:** No meeting was held, therefore no report was provided.

**9.7 WB Joint Planning Committee:** No meeting was held, therefore no report was provided.

**9.8 Ad-Hoc Committee on Standing Committee Structure:** Tom reported on the work of the committee. The Committee is comprised of Tom (chair), Nic, Stephen, Jean D, Andrea, John and Kara (staff resource). A revised set of six questions will be sent to each committee (along with their Terms of Reference) for discussion at each committee's next meeting.

## **10. Informational Items**

- 10.1 AOHC Response to Auditor General's report
- 10.2 Globe and Mail article on "Holiday pay changes..."
- 10.3 EMC Article "Dolls take International Women's Day celebrants..."
- 10.4 Smiths Falls Integrated Health Hub Development
- 10.5 United Way Governance Capacity Building Workshops
- 10.6 Lanark County Mental Health Meme re: new location

**11. Availability for Cheque Signing - Tom, Nic, Tracy and Bill are all available**

**12. Date of Next Meeting – Tuesday, April 24 from 3:00 to 6:00 pm at WBCHC in Beachburg.  
Ride sharing can be coordinated through Becky.**

Respectfully submitted,

Tom Baumgartner  
Chair, Board of Directors

Kara Symbolic  
Recorder