



Lanark
Community
Programs



North Lanark
Community Health
Centre



Whitewater Bromley
Community Health
Centre

BOARD MINUTES

May 28, 2019 at 3:30 p.m.

North Lanark CHC

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

Regrets: Andrea Brett

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

Presentation: Morgan Hawn presented on the LRHCS Quality Improvement Committee.

1. **Welcome:** Tom extended a welcome to everyone.
2. **Approval of Agenda – Conflict of Interest:** Agenda approved as presented, with a change to item order: Due to a scheduling conflict, Tracy was unable to remain for the duration of the meeting. Therefore, Tom asked that the Governance report be moved to the top of the agenda, with Morgan Hawn's presentation to follow.
3. **Approval of Minutes – April 23, 2019:** Minutes approved as presented.
4. **Business Arising from Minutes**
 1. **OHT submissions – Lanark County OHT and To Be Named By Kids OHT (CHEO):** John presented the two expressions of interested signed by LRHCS, and outlined next steps. The Board thanked staff for their hard work on these proposals; Tom singled out John and Kara Symbolic for their efforts.
 2. **LRHCS introductory document:** A new document was created for the OHT application in order to provide a more comprehensive overview of LRHCS; the Board reviewed the document and it was recommended that it be shared with those attending the AGM.
5. **Board Workplan for May:**
 - **Budget presentation:** Deferred to June 18 meeting.
 - **Report on ED performance appraisal as per policy 6.01.09:** John left the room prior to discussion. Tom reported that he had received feedback from two staff members, three external colleagues, and five Board members. He shared a letter from one of the external colleagues with the Board. He has arranged to meet with John on June 5 to discuss.
 - **Ensure the organization conforms to by-laws:** John confirmed that all

- legislative requirements are met regularly.
- **Succession planning:** To be discussed during the Nominating Committee report later in the agenda.
- **Review results of annual Board evaluation survey:** Deferred to September Board meeting.
- **Board meeting evaluation:** Survey to be distributed at the end of the meeting.
- **Ensure that governance documents are in place for AGM (except audited financial statements):** Becky confirmed that all Board committees have been asked to submit their Annual Reports by June 7. Notices to membership were mailed out May 17.

6. New Business

1. **Alliance AGM June 2019:** The Board reviewed and approved all the resolutions to be put forward at the Alliance AGM. Fay Bennett was approved as the voting designate, with Linda Russell as the second. Tom completed the voting authorization form; Becky to forward to the Alliance via email.
2. **Library advocacy:** Gwen and Bonny shared a letter regarding recent cuts to funding for the Southern Ontario Library Service to be sent to MPPs Hon. John Yakabuski (Renfrew-Nipissing-Pembroke; Minister of Natural Resources and Forestry), Randy Hillier (Lanark-Frontenac-Kingston), and Hon. Michael Tibollo (Vaughan-Woodbridge; Minister of Tourism, Culture, and Sport). The Board approved sending the letter (signed by John and Tom). Becky to format and put on LRHCS letterhead before mailing.
3. **LRHCS logo:** John presented a preliminary version of the new LRHCS logo; after much discussion, the Board recommended that staff ask the designer to modify the design and make it less abstract. John will follow up and report back with any updates.
4. **Eganville primary care services:** John advised the Board that the LHIN had sent notice of funding approved for primary care services to be extended to Eganville.
DECISION: The Board approved acceptance of funding from the LHIN for primary care services for Eganville.
5. **Whitewater flooding report:** Bonny updated the group on the impact of flooding in the Whitewater area, as well as support efforts by the community and local organizations. She asked if representation from WBCHC could be on site at an information session planned for June 9; John confirmed that he would speak with Brenda Powers Ross about having someone attend to represent LRHCS in the area. Warren confirmed that property owners in his area (Dalhousie Lake) had not been offered any similar support; Bonny shared a document created by officials in Whitewater to guide residents through the process of disaster relief.

7. Executive Director's Report: John presented the Executive Director's Report.

8. LCP Agency Director's Report: In Sarah Sark's absence, Carol Anne presented the LCP Agency Director's Report.

9. Committee Reports

1. **Governance:** Tracy reported on the work of the Governance Committee. She presented the revised Terms of Reference for the committee, which included a change to committee membership - *COMMITTEE STRUCTURE: Members of the committee shall include a minimum of two Board members and up to three representatives from the community-at-large. The Executive Director will designate a staff resource and staff representatives as required to support the committee.* Under this structure, staff members would no longer be counted for quorum, or be eligible to vote if the occasion arose. The committee recommends that other Board committees also adopt this model for membership.
DECISION: The Board accepted the revised Terms of Reference and the May 15, 2019 Governance meeting minutes.
DECISION: The Board accepted the recommendation of the Governance Committee that Board committee structure be changed as outlined in the document provided.
 2. **Nominating:** Tom reported on the work of the Nominating Committee. He presented the slate of Board candidates to be put forward for consideration at the AGM: Deborah Duffy and Cynthia Carver.
DECISION: The Board accepted the April 30, 2019 Nominating Committee meeting minutes and approved the slate of candidates to be presented at the 2019 AGM.
 3. **Planning & Review:** Bill presented on the work of the Planning & Review Committee.
DECISION: The Board accepted the May 1, 2019 Planning & Review meeting minutes.
 4. **Joint Planning:** Minutes from the February 14, 2019 Joint Planning Committee meeting were approved by Lanark Council and submitted to the LRHCS Board for approval.
DECISION: The Board accepted the February 14, 2019 Joint Planning meeting minutes.
10. **Date and Location of Next Meeting: 10:00 a.m. Tuesday, June 18, 2019 in the Multipurpose (Consult) Room at NLCHC (Finance/Board meeting to review and approve audited financial statements prior to AGM):** Tom reminded Board members of the upcoming Finance Committee/Board meeting on June 18 to review the audited financial statements and LRHCS budgets. Whitewater Bromley Directors will be able to connect via OTN.
ACTION: Becky to arrange OTN access in Beachburg for June 18 Finance Committee/Board meeting.
11. **Board meeting feedback survey:** Board members completed the anonymous feedback survey and submitted to Becky.

Respectfully submitted,



Tom Baumgartner
Chair, Board of Directors