



Lanark  
Community  
Programs



North Lanark  
Community Health  
Centre



Whitewater Bromley  
Community Health  
Centre

## BOARD MINUTES

November 26, 2019

### North Lanark CHC

**Present:** Tom Baumgartner, Fay Bennett, Gwen Bennett, Andrea Brett, Cynthia Carver, Barbara Drake, Deborah Duffy, Bonny Johnson, Warren McMeekin, Kim O'Connor, Linda Russell, Joey Trimm

**Regrets:** Bill Janes

**Staff:** John Jordan, Sarah Sark, Kara Symbolic, Becky Walker (resource)

**Presentation:** Carol Anne McNeil – Family Relief

**Presentation:** Amy Vanderspank – Board financial orientation

**1. Welcome:** Fay extended a welcome to everyone.

**2. Approval of Agenda – Conflict of Interest:** The agenda was approved as presented. No conflict of interest was declared.

**3. Approval of Minutes – October 22, 2019:** The minutes were approved with one edit: due to a lack of quorum, the document presented for the Planning & Review Committee should be labelled as “notes” rather than “minutes”; Becky to make the change.

#### 4. Business Arising

- 1. Advocacy regarding Lanark Highlands’ changing relationship to community halls:** A Joint Planning Committee meeting took place with discussion around the new process for local community halls to receive funding from the Township. Township representatives acknowledged that future changes to policy should include consultation with stakeholders. Linda, Deborah and Kara provided an update on the events that followed the last Board meeting. Linda will draft a position statement and forward to Cynthia, Deborah, Kara and Warren for feedback. It was recommended that the issue be returned to Joint Planning for further discussion and advocacy, with a position statement presented in that venue. Kara suggested arranging a tour of the NLCHC for newer Township staff and

having a discussion about the importance of community halls for clients and residents. Tom recommended that a Board member be present during the tour to provide a governance perspective.

**ACTION:** Linda to draft a position statement and circulate to Cynthia, Deborah, Kara and Warren for review; to be sent to Board members electronically for further feedback.

**ACTION:** Kara to extend invitation to Township staff for tour of NLCHC.

2. **Board/staff retreat November 20:** The group agreed that the session on generating substantive discussions was very informative and useful. The most important takeaway from the day was the difference between discussion and dialogue: discussion is trying to convince others of your point of view; dialogue is sharing information, stepping back and exploring a topic. Key strategies to generative substantive conversations included asking questions, encouraging others, and looking for common ground. Fay indicated she has already received two submissions for discussion topics to be addressed at future Board meetings. She asked that people submit any ideas to her; the Executive Committee will review and determine if topics would be a good fit for Board discussion.

## 5. Board Workplan for November

- **Receive and review annual complaints report from staff:** John presented the annual complaints report; Board members agreed that appropriate action had been taken by staff and there are no outstanding items that raise any concerns. John indicated that any external complaints should be submitted through the proper channels. LRHCS now has a client feedback form available online, and clients can also complete a form on tablets available at both CHCs; paper copies can also be filled in and submitted anonymously.  
**ACTION:** The Board received and reviewed the annual complaints report from staff. No further action required.
- **Review and sign off for LCP legislative compliance for MCCSS:** Carol Anne reviewed the package of documents the Board is required to go through for MCCSS in order to comply with current legislation and QAM. The Board had been provided with the documents in the information package for the meeting; there were no questions.  
**ACTION:** Board Directors signed and submitted the form indicating they had read and reviewed the necessary documents, and were provided with an opportunity to ask questions.
- **Holiday greetings from Board to staff:** The Board reviewed three options for the holiday greetings card to staff. Tom indicated that the Governance Committee recommended selecting the first option; Cynthia pointed out that the candles on the card could be interpreted as religious and suggested using a more neutral image. After considering the other two options, the Board decided to send the card with a winter scene, which everyone agreed did not have any religious connotations. Cynthia also suggested that more inclusive holiday greetings be included, to

acknowledge holidays for other faiths, such as Hanukkah or Kwanzaa; Kim suggested that choosing a neutral image would eliminate the need to make sure all faiths are included. Tom also indicated that the Governance Committee recommended emailing the greetings to staff, rather than printing out copies; the Board agreed.

**DECISION:** The Board chose option #3 (neutral winter scene) for the holiday greetings. Becky will email to all LRHCS staff.

- **Finance presentation for Board orientation:** Amy presented the finance piece of the Board orientation.

6. **Correspondence:** No correspondence for November.

## 7. New Business

1. **LLG Collaborative Governance forum November 22:** The Board members who attended the session indicated it was a valuable experience.
2. **Board position regarding OHT geography for LL&G:** John pointed out that this is a critical time for the Lanark County OHT; the LC OHT Steering Committee strongly believes in including all of Lanark County, with a focus on issues in that region. There is a competing application that includes a larger Lanark Leeds & Grenville group; John expressed concern about how clients from such a diverse geographical area would be served by the larger OHT. He is worried that issues specific to Lanark County will not be addressed. At this time, John asking for Board's perspective and feedback (does not need Board approval until it goes to full application). The Board reviewed maps for Lanark and Leeds & Grenville and agreed that it would best serve clients to move forward with the Lanark County OHT, but indicated their support of whatever decision John makes on behalf of LRHCS.

**DECISION:** The Board expressed support for John's work with regards to the ongoing OHT development, and indicated they would approve his efforts to negotiate on behalf of LRHCS.

3. **Scotiabank closure in WB – advocacy for ATM:** Bonny spoke about the upcoming closure of the Beachburg Scotiabank branch in June, and asked for Board support to advocate on behalf of Whitewater Bromley residents to keep an ATM in the area. Kara and John offered suggestions based on the actions of LRHCS when the Scotiabank branch in Lanark closed several years ago. John indicated that the North Lanark Joint Planning Committee was instrumental at that time, and suggested that the Whitewater Bromley Healthier Community Committee meet to discuss possible action with local partners. Kara suggested drafting a letter to circulate in the community to highlight the issue. It was determined that Joey would call a meeting of the Whitewater Bromley Healthier Communities Committee to follow up on the issue and determine what advocacy would be required.

**ACTION:** Joey to call meeting of the WB Healthier Community Committee

to discuss possible advocacy regarding the closure of the Scotiabank branch in Beachburg.

**8. Executive Director's Report:** John presented his report to the Board.

**9. LCP Agency Director's Report:** Sarah presented her report to the Board.

## **10. Committee Reports**

1. **Finance:** Warren presented the minutes from the November 11 Finance Committee meeting, the financial summaries for Q1 and Q2, staff sick and turnover reports for 2018, and slides from the HOOPP presentation. He confirmed that the annual charitable tax return and HST application have been submitted.

**ACTION:** The Board received the November 11 meeting minutes for the Finance Committee, financial summaries for Q1 and Q2, and the staff sick and turnover reports for 2018.

2. **Governance:** Tom presented the minutes from the November 18 Governance Committee meeting; he asked that review of the proposed code of conduct for Board members and volunteers be deferred, as well as the results from the October 22 Board meeting survey. He submitted the following Governance policies to the Board for review/approval (following a review by the Governance Committee, it was determined that minor edits or no changes were required):

### **Governance policies for Board review/approval:**

- 6.01.01 Beliefs, Vision and Mission Statement
- 6.01.02 Strategic Planning
- 6.01.03 Annual Budgets
- 6.01.04 Board Governing Style
- 6.01.06 Board of Directors and Board Committee Member Conflict of Interest
- 6.01.07 Executive Director Role and Responsibility
- 6.01.12 Contracting Services of Directors
- 6.01.15 Disposal of Client-Corporate Records
- 6.01.16 Policy Development and Review
- 6.01.17 Advocacy Positions
- 6.01.19 Dissolution of the Corporation

He indicated that the Governance Committee would submit additional policies for review/approval following further editing and revision.

**ACTION:** The Board received the November 18 meeting minutes for the Governance Committee.

**ACTION:** The Board approved the policies presented by the Governance Committee. Becky to upload revised documents to SharePoint when all Governance policies have been reviewed and approved.

3. **Planning & Review:** Andrea presented the minutes from the November 6 Planning & Review meeting, as well as the documents reviewed at the

meeting.

**ACTION:** The Board received the November 6 meeting minutes for the Planning & Review Committee.

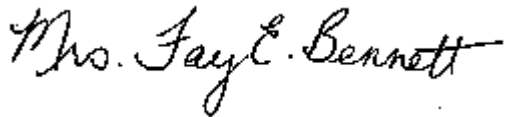
4. **Alliance Liaison:** Fay highlighted the links provided to the slides and webinar on changes in the health system; she indicated these would be excellent resources for the Board as the OHT development process continues.

**11. Informational Items:** Fay reviewed the informational items for this month.

**12. Availability for Cheque Signing**

**13. Date and Location of Next Meeting:** *Tuesday, January 28, 2020 at LCP (refreshments served at 3:00; meeting starts at 3:30)*

**Respectfully submitted:**

A handwritten signature in black ink that reads "Mrs. Fay E. Bennett". The signature is written in a cursive style with a long horizontal flourish at the end.

**Fay Bennett,  
Chair, Board of Directors**