

LANARK RENFREW HEALTH & COMMUNITY SERVICES

BOARD Meeting Minutes – November 27, 2017

Location: LCP, Carleton Place

- Present:** Tom Baumgartner (Chair), Joey Trimm, Wayne Church, Noreene Adam, Fay Bennett, Warren McMeekin, Bill Janes, Jean Knowles, Tracy Zander, Nic Maennling
- Staff:** John Jordan, Donna Davidson, Kara Symbolic, Becky Walker (Resource)
- Regrets:** Andrea Brett, Melanie Mills
- Guest:** Heather Ballinger
- Presentation:** Ontario Autism Program presented by Heather Ballinger, Manager of Autism Services, LCP

1. Welcome

2. Approval of Agenda

Decision: The agenda was approved with the following changes and additions:

10.2 Governance Committee report moved up to follow 5.0 Correspondence

6.1 Rural Symposium added to New Business

2.1. Conflict of Interest – John declared a conflict of interest for item 10.1.4; Kara and Fay declared a conflict of interest for item 10.1.5.

3. Approval of Minutes

3.1. October 24, 2017 Board Meeting Minutes

Decision: The Board meeting minutes for October 24, 2017 were approved as presented.

4. Business Arising from Minutes

4.1. AOHC Branding Project

John presented on developments in the AOHC Branding Project. He indicated that cost had not yet been discussed, but believed they were included in the AOHC 2017/2018 budget. No additional funds have been requested from members.

5. Correspondence

5.1. LLG Sub-Region Collaborative Governance Forum

Tom and John will attend meeting in Smiths Falls Nov. 29.

5.2. MCAA Communications

New MCAA to be approved by Board as of March 31, 2018. There will be no new provincial indicators but there could be new local (Champlain) indicators. Indicator values will also be updated.

6. New Business

6.1. Rural Symposium – “Wicked Question”

John will be attending a rural healthcare symposium and asked the Board for feedback on the following question: “What can the government provide to address rural healthcare issues?”

Action: Board members can forward their comments to John via email by Nov. 29.

7. Executive Director’s Report

John highlighted his report to the Board.

7.1 MHSP Calendar

The Board was invited to attend MHSP events on December 8 and 14.

8. LCP Agency Director’s Report

Donna highlighted her report to the Board.

9. AOHC Board Liason Report

9.1. Reminder to AOHC re: distinction between rural and urban service delivery costs

9.2. Notes on AOHC November 2017 webinar

Tom indicated that the AOHC would like representatives from our organization to attend candidates’ meetings to ask questions and advocate for improved health services. The Auditor General has reviewed CHCs, with a report out in December. A new Act in 2018 will allow for healthcare data collection for demographic analysis. Tom mentioned that there is a dental care petition on the AOHC website.

10. Committee Reports

10.1. Finance

Warren reported on the work of the committee.

10.1.1. Terms of Reference

The Finance Committee recommended revising the TOR limiting the number of community members to three.

Decision: Board approved revision to Finance TOR.

10.1.2. Finance Workplan

A discussion took place regarding eliminating regularly scheduled meetings in March and October.

Decision: Board approved revised Finance Committee workplan removing March and October meetings from schedule.

10.1.3. CHC Recruitment and Retention Funding of \$171,400

10.1.4. Approval for ED salary increase

Discussion took place with ED out of the room.

Decision: Board approved ED salary increase as presented.

10.1.5. LRHCS 2017 CHC Recruitment and Retention Plan

Discussion took place with staff out of the room.

Decision: Board received the 2017CHC Recruitment and Retention Plan.

10.1.6. ESA Change Analysis

The Board discussed Bill 148 and its impact on the organization. (See item 10.1.8)

10.1.7. LRHCS Financial Report by Part and Summary by Program (Q2)

Decision: Board received, reviewed, and approved the Q2 Financial Reports.

10.1.8. Possible Advocacy re: Bill 148 – ONN Action Alert

A request from ONN regarding action on Bill 148 was discussed. The group agreed to draft a letter from LRHCS addressing the financial impact of Bill 148, to be sent to government contacts. Because the issue is time-sensitive, the letter should be sent prior to the next Board meeting.

Action: John will identify staff to participate in drafting letter to government ministries, and check on incorporating any additional advocacy materials from AOHC. Draft copy will be emailed to Board for review.

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

10.2. Governance

Tracy reported on the work of the committee.

The adoption of a consent agenda format was debated.

Decision: Board to adopt consent agenda format for meetings in February and March.

Actions: Becky to provide Governance Committee with standard agenda in advance of February meeting; Governance Committee to designate ad hoc group to look at standard agenda and revise in consent format. Tracy to ask Governance Committee for guidelines to measure success of consent agenda.

A discussion regarding accreditation and Board involvement took place. The Board agreed to meet at NLCHC on December 14th from 10:00 a.m. to noon for practice interviews; John reminded Board members to be available for the real interviews on January 16 from 6:00 to 7:00 p.m. Board members asked if the time of interviews on Jan. 16 could be changed; John to confirm with reviewers that interviews could take place earlier in the evening.

Action: John to check with reviewers re: changing interview time on Jan. 16.

The Governance Committee is preparing a strategy for evaluating committee structure and recommends forming an ad hoc committee to review standing structure with representation from each of the standing committees to make recommendations. Process will not start until after accreditation in January.

Action: Board members interested in participating in ad hoc committee to review standing structure should contact Tracy.

Action: John will recommend a staff member to join committee.

Noreene has agreed to Chair the Nominating Sub-Committee; Tracy indicated that the Governance Committee would support and help. Tom pointed out that there will probably be only one opening on the Board in the coming year.

The Governance Committee decided to revisit the annual Board evaluation tool; Nic and Deborah Duffy have offered to review and bring back to the Governance Committee in February for further discussion.

10.2.1 Christmas Message to Staff

Decision: The Board reviewed and approved the Christmas card for staff.

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

10.3. Planning & Review Committee

Jean reported on the work of the committee.

Heather Ballinger's presentation to P&R on the Ontario Autism Program lead to a discussion about how the Planning and Review Committee could assist in advocating for services.

Action: Donna will discuss possible advocacy with Heather and report at the next Planning & Review Committee meeting in January.

10.3.1. Planning & Review Terms of Reference (TOR)

Decision: The Board received, reviewed and approved changes to the TOR.

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

10.4. Health Links - no meeting/report

10.5. NL Joint Planning Committee

Meeting took place Nov. 24; minutes will be available for Board meeting January 23.

10.6. WB Joint Planning Committee – no meeting/report

11. Informational Items

11.1. Champlain LHIN News Release

11.2. Message to Primary Care Physicians and Providers in the South East LHIN

11.3. The Mills' Winter Newsletter

12. Availability for Cheque Signing - Tom (unavailable Dec. 15 – Jan. 16), Warren, Nic, and Bill are available

13. Date of Next Meeting – Board Meeting - Tuesday, January 23, 2018 at North Lanark Community Health Centre, 207 Robertson Drive, Lanark

Respectfully submitted,



Tom Baumgartner
Chair, Board of Directors



Becky Walker
Recorder