



Lanark
Community
Programs



North Lanark
Community Health
Centre



Whitewater Bromley
Community Health
Centre

BOARD MINUTES

October 22, 2019

North Lanark CHC

Present: Tom Baumgartner, Fay Bennett, Andrea Brett, Cynthia Carver, Barbara Drake, Deborah Duffy (via phone), Bill Janes, Bonny Johnson, Kim O'Connor, Linda Russell

Regrets: Gwen Bennett, Warren McMeekin, Joey Trimm

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

Presentation: Brenda Powers Ross – Whitewater Bromley CHC

1. Welcome: Fay extended a welcome to everyone.

2. Approval of Agenda – Conflict of Interest: The agenda was approved with one addition under *item 4.2: Presentation of Board annual evaluation survey results* (Tom to review). No conflict of interest was declared at this time.

3. Approval of Minutes – September 24, 2019: The minutes were approved as presented.

4. Business Arising

- 1. Board Committee Chair training – follow up:** Fay reviewed some highlights from the Board Committee Chair training session which took place earlier in the afternoon. The session was well attended, with the following Board and community members participating: Tom Baumgartner, Fay Bennett, Andrea Brett, Cynthia Carver, Deborah Duffy (via phone), Barbara Drake, Bill Janes, Bonny Johnson, David Orman, Linda Russell. The group reviewed topics such as facilitating discussion with remote attendees, developing a list of actionable items to go to the Board, and leading a consensus decision-making committee meeting. Attendees agreed that the session was very informative, and it was

suggested that something similar be offered yearly, or every two years. Fay recommended that more time be allotted to the session to allow for further discussion or questions.

2. **Presentation of annual Board evaluation survey results:** Tom reviewed a summary of the Board evaluation survey results; notable comments were discussed. Tom confirmed that there is no Terms of Reference for the Board; he referred the group to the bylaw as a guidance document. The group agreed that the comment "Lack of understanding of policies pertaining to misuse of funds" should be addressed; Tom suggested and John agreed that Amy could review the relevant policies at her presentation during the November Board meeting. A number of the issues raised have been dealt with (i.e. need to improve Board orientation to adequately prepare Directors). Other items, such as "Interest in learning more about facilities" are in the process of being addressed, with a virtual tour of Family Relief properties to be distributed, and on-site tours to be scheduled prior to upcoming Board meetings.
ACTION: John to ask Amy to review relevant fiduciary policies at the financial presentation to the Board in November.

5. Board Workplan for October

- **Board meeting evaluation:** The evaluation was made available to Board members to complete and submit at the end of the meeting. Results will be shared at the November Board meeting.

6. **Correspondence:** No correspondence for this month.

7. New Business

1. **All-Agency Retreat - Lanark County Developmental Services Leadership Team:** John shared an invitation from Robert Eves, CEO of Carebridge Community Support (formerly The Mills), to attend an all-agency retreat for organizations supporting individuals with developmental disabilities. The purpose of the retreat is to identify opportunities for integration between Lanark County DS agencies. John suggested that representation from the LRHCS Board would be optimal; Andrea and Barbara both expressed interest in attending.
ACTION: John to register Andrea and Barbara for Nov. 30 All-Agency Retreat.
2. **Advocacy regarding Lanark Highlands changing relationship to community halls:** Kara, Linda and Deborah introduced the issue of community halls being required to submit lengthy applications for grants through the Township of Lanark Highlands. Linda pointed out that this task is very onerous for the volunteers who maintain the facilities. John suggested that the community halls participate as directed by the Township for this year, then make a recommendation to change the process for future applications. Tom suggested that concerns be raised at the upcoming North Lanark Joint Planning Committee meeting on

Thursday (October 24). Linda also offered to bring it to the public open house/workshop on the Township's strategic plan at Highlands Council as well; the group agreed that Linda could represent the Board at both meetings in expressing concerns with changes to the grant approval process.

ACTION: Concerns re: changes to community halls grant application process to be raised by Kara and John at NL Joint Planning Committee meeting on Oct. 24. Linda and Kara to attend public meeting on Township strategic planning on Oct. 24. Update to be shared at November Board meeting.

8. Executive Director's Report: John presented his report to the Board. He asked Board members to consider registering for the Collaborative Governance workshops scheduled to take place November 22; Ontario Health Teams will be discussed, so it should be very informative. He also confirmed that the Board/staff retreat will take place November 20 at Calabogie Peaks; further details to come.

ACTION: Kara to forward Collaborative Governance registration link to Becky for distribution to Board.

----- **BREAK** -----

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

10. Committee Reports

- 1. Governance:** Tom presented the October 7 meeting minutes, draft Terms of Reference for the Executive Committee, ED Performance Appraisal policy 6.01.09 (no changes), and Committee Membership Process policy 6.01.20 (recommended changes to reflect the change in status of the Nominating Committee from a sub-committee under Governance to a standing committee of the Board). He also presented the Governance Committee recommendation that the Board adopt the goal for the current year of supporting LRHCS staff to further the development of the Lanark County Ontario Health Team. He explained that this would involve the Board being responsive to assist staff with the work involved in the OHT development. He gave the example (included in Alliance webinars available online) of Directors meeting with the other Boards involved in the same Ontario Health Team application. John pointed out that the Board's direct involvement is not required until the OHT goes in to full application status. He suggested that at this stage, the Board could focus on informing themselves of the process and next steps. Based on this discussion, the group decided to make the following statement: *The Lanark Renfrew Health & Community Services Board continues to support staff, partner agencies, and people we serve in the ongoing development of Ontario Health Teams in our area.* The group also discussed if committee meetings are open to the public; in his research, Tom

determined that there is no requirement for Board committee meetings to be open to the public. It was determined that the Board should adopt the stance of making committee meetings open to the public upon invitation and at the discretion of the committee Chair.

DECISION: The Board received the October 7 meeting minutes of the Governance Committee.

DECISION: The Board approved the Terms of Reference for the Executive Committee.

DECISION: The Board approved the ED Performance Appraisal policy 6.01.09.

DECISION: The Board accepted the changes and approved the revised Committee Membership Process policy 6.01.20.

DECISION: The Board agreed to the following statement: *The Lanark Renfrew Health & Community Services Board continues to support staff, partner agencies, and people we serve in the ongoing development of Ontario Health Teams in our area.*

DECISION: The Board agreed that committee meetings should be open to the public upon invitation and at the discretion of the committee Chair.

2. **Planning & Review:** Andrea presented notes from the October 2 meeting for Planning & Review. Due to a lack of quorum, there are no minutes for the meeting. At the request of the Governance Committee, Planning & Review revisited the mission, vision, and values statement for the organization, but felt that no changes were required at this time. The Board agreed to leave the statement as it is written for now and reassess at a later date if necessary.

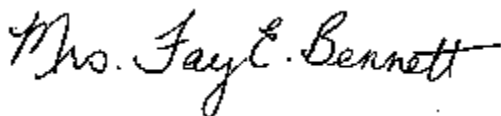
DECISION: The Board received the October 2 meeting notes of the Planning & Review Committee.

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

12. Availability for Cheque Signing

13. Date and Location of Next Meeting: *Tuesday, November 26 @ 3:30 at North Lanark CHC (refreshments served @ 3:00)*

Respectfully submitted,



Fay Bennett, Chair