

# LANARK RENFREW HEALTH & COMMUNITY SERVICES

## BOARD MINUTES – October 23, 2018

### Present

**Board:** Tom Baumgartner (Chair), Fay Bennett (Vice-Chair), Stephen Bird (Past-Chair), Gwen Bennett, Andrea Brett, Barbara Drake, Bill Janes, Bonny Johnson, Joey Trimm, Tracy Zander

**Regrets:** Warren McMeekin (Secretary/Treasurer), Kim O'Connor

**Staff:** Heather Ballinger, Amy Vanderspank, Becky Walker (staff resource)

### 1. Welcome

#### 1.1. Program's Client Stories and other neat stuff heard by Board and Staff during the

**Celebration:** The Board shared some of the conversations they had with clients and staff during the 25<sup>th</sup> birthday celebration; Tom opened a plaque presented to the Board by the Remedy's Rx Lanark Medical Pharmacy to mark the occasion.

2. **Approval of Agenda – Conflict of Interest:** The Board approved the agenda as presented; Tom asked that item 4.3 and 4.4 be reversed. No conflict of interest declared at this time.

3. **Approval of Minutes from September 25, 2018:** The Board approved the minutes as presented.

### 4. Business Arising from Minutes

4.1 **Finance presentation – Board orientation (Amy):** Amy presented information on audited financial statements, financial ratios, obligations of a registered charity, and the deferral method. She referred the Board to a guide which addresses questions directors should be asking regarding financial statements.

4.2 **Revisit reorganization recommendation regarding education (mentoring, orientation, committee chair training):** Tom recommended that Board education be the responsibility of Governance, rather than Nominating (as had been previously approved by the Board). It was agreed that education would be moved back to Governance and incorporated in the committee Terms of Reference. **ACTION ITEM: Governance and Nominating to revise ToR and re-submit for approval at the next Board meeting.**

4.3 **Continuation of reorganization recommendation regarding Planning & Review (P&R draft ToR):** This item was tabled until November, in order to provide the Board with more time to review changes to the committee Terms of Reference. **ACTION ITEM: Becky to ask Sandy to forward electronic version of P&R ToR for November Board package.**

4.4 **Program's Client Stories guidelines:** Tom reviewed the updated guidelines and the group discussed incorporating this change into the Board meeting structure. Tracy shared feedback from Governance; the committee agreed that the cycle of staff presentations is important, and would like to see it continue coming through P&R. Tom indicated that the new guidelines mean staff presentations would not have to go through P&R, but could come directly to the Board. He said the current 24-month cycle of staff presentations would continue, with staff going to P&R first, then the Board; however, presentations could be made directly to the Board. The client stories would be separate from the current program review presentations. Bill indicated that client stories have been included (for the most part) in program presentations to P&R. He suggested continuing with the current process of following the 24-month cycle of program reviews, imbedding client stories in the staff presentations. Barbara pointed out that the program presentations developed out of a recommendation from accreditation that Board members needed to be made aware of challenges and concerns experienced by staff in programs. John agreed that this was something identified during a previous accreditation process as a gap; staff presentations, the planning and evaluation map, and ED's report were created to address. Following a lengthy discussion, it was determined that the majority of Board members preferred retaining the current structure, but recommended incorporating client stories into staff program presentations.

4.5 **AODA training update:** Board members still need to complete AODA training; reminders have been sent. Tom indicated that Kara said if LRHCS makes the training available and reminds Board members to complete it, the organization has fulfilled its obligations so no further follow up is necessary.

4.6 **Resignation of Wayne Church:** The Nominating Committee made the recommendation of Linda Russell to take Wayne's place on the Board until June 2019. Tom informed the group that she will become a member of the Finance Committee. Stephen has volunteered to be Linda's mentor. The Board reviewed Linda's bio; Tom confirmed that consensus was reached to appoint Linda to the Board.

**DECISION: The appointment of Linda Russell was approved by the Board.**

4.7 **WB Communications Committee:** To be taken off agenda (committee will coordinate meeting time offline). No further action required by the Board at this time.

4.8 **LRHCS Priority List (Kara - deferred from last month):** Kara unavailable to present; deferred to November.

4.9 **ED Workplan (John - deferred from last month):** The Board reviewed the ED workplan and John highlighted some key areas of focus for the year ahead. The group discussed possible funding for rural dental care; John indicated that oral health (particularly for seniors) is a priority for this provincial government, so funding may be an option. He has also discussed

the possibility of a public/private partnership with a local provider, and will continue to explore both options. Tom asked what support the Board could provide; John said having a Board presence during any meetings with government representatives (MPP Randy Hillier) would be helpful. Tracy asked about the ongoing work on the capital plan; John said it is on the workplan and continues to be a priority.

**4.10 Board Workplan (Governance inputs including locations for meetings in 2018-19):** The Board reviewed the revised workplan with changes made by Governance, and confirmed the meeting locations for 2018-19. The locations remained the same as the previous year; it was hoped that an additional meeting in WB could be arranged, but with the 25<sup>th</sup> celebration in Lanark, scheduling a meeting in October wasn't possible. Tracy said tours at the various meeting locations and any nearby facilities are being arranged (for example, the November Board meeting at LCP). Staff will arrange for virtual tours of any facilities where on-site tours are not possible. Tom pointed out that the annual complaints report was scheduled for October, but did not make it on this month's agenda; to be discussed in November.

**ACTION ITEM: Becky to include complaints report on November Board agenda. DECISION: The Board workplan for 2018-19 (with meeting locations) was approved.**

## 5. Correspondence

5.1 **CAPS 60-day notice from Champlain LHIN:** John informed the Board of the CAPS 60-day notice from the Champlain LHIN (due November 16<sup>th</sup>), and confirmed that the Board will be asked to approve the final submission by January 31, 2019. No further Board action required at this time.

6. **New Business:** No new business for this month.

7. **Executive Director's Report:** John presented the ED's report to the Board.

8. **LCP Agency Co-Directors' Report:** Heather presented the LCP Co-Directors' report to the Board. It was noted that the dashboard table at the beginning of the report was very helpful in providing a quick overview of the programs.

## 9. Committee Reports

9.1 **Finance:** Stephen presented on the work of the Finance Committee, including the minutes from the October 11 meeting. John explained that the OTF funding application for Therapeutic Riding has been submitted and approved, but requires Board approval to move forward to receive the \$103,000. The document was not available prior to the Board meeting, so members did not have time to review. Following a discussion, it was agreed that the Board would approve the application and receipt of funding. John reviewed the criteria he keeps in mind when considering

funding applications: Is it something that we do? Is the amount within the guidelines for approval (over \$10,000 needs Board approval)? What are our barriers to exit? What is our administrative responsibility (e.g. insurance)? He suggested that the Board needs to reflect on the organization's mandate and if funding fits in, while staff review the details of the agreement and brings any concerns forward to the Board for consideration. Following a point raised in a subsequent discussion, Barbara declared a conflict of interest due to the fact that a family member may be impacted by receipt of funding for the program.

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

**DECISION: The Board accepted the application and funding for Therapeutic Riding through OTF, subject to the ED's review of the conditions of the application.**

- 9.2 **Governance:** Tracy presented on the work of the Governance Committee, including the minutes of the October 10 Governance meeting. She pointed out that a guideline on mentoring has been posted to SharePoint for Board members to review. Board bios were discussed; members were asked to submit their revised bios to Becky by November 6 to be reviewed by Governance at their next meeting. As per discussion earlier in the meeting, it was determined that the Governance Committee would revise their Terms of Reference and present to the Board for approval at the November Board meeting.

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

**ACTION ITEM: Becky to send out current Board bios for members to review/revise and submit on or before November 6.**

- 9.3 **Nominating:** Tom presented on the work of the Nominating Committee, including the minutes of the October 9 meeting. Tom reviewed updates to the committee structure; Linda Russell will move from P&R as a community member over to Finance as a Board member. This leaves P&R without any community members due to Kylee Graf accepting a position with LRHCS as an employee. Tom indicated that a possible community member for P&R has been identified. John pointed out that Kylee could still sit on the P&R committee as an employee; the Board agreed that it would be acceptable to extend the invitation to her to remain on the committee in her new role. As with Governance, the Terms of Reference for Nominating will be revised and submitted next month for Board approval. Tom presented the Alliance Liaison and Sub-Region Liaison Terms of Reference. Bonny has volunteered to be the Sub-Region Board Liaison for West Champlain and Tom is the Sub-Region Board Liaison for Lanark Leeds and Grenville. Fay and Tom will be co-liaisons for the Alliance.

**DECISION: The report of the Nominating Committee was accepted as presented; ToR for the Alliance and Sub-Region Liaisons were approved.**

- 9.4 **Planning & Review:** Bill presented on the work of the Planning & Review Committee, including the minutes of the October 3 meeting. Tom indicated he has changes to be made to the minutes of the last meeting; Bill said the minutes would be returned to the committee for revision and re-submitted for approval at the next Board meeting. As per item 4.3, Terms of Reference for P&R will be submitted for Board approval at the November meeting.

- 10 **Informational Items:** Tom directed the Board members to this month's informational items on SharePoint.
- 11 **Availability for Cheque Signing:** All signing officers indicated they were available for cheque signing this month.
- 12 **Date of Next Meeting – Tuesday, November 27, 2018 at LCP from 3:00 to 6:00; facility tour to be conducted prior to the meeting.**
- 13 **Board Meeting Evaluation:** Board members completed and submitted the meeting evaluations.

Respectfully submitted,



Tom Baumgartner  
Chair, Board of Directors