

# LANARK RENFREW HEALTH & COMMUNITY SERVICES

## BOARD Meeting Minutes – September 27th, 2016

**Present:** Nic Maennling (Chair), Stephen Bird, Bob Fletcher, Tom Baumgartner, Jean Dunning, Bev Buchanan, Noreene Adam, Jean Knowles, Bill Janes, Dana Buchanan, Diane McGee, Tracy Zander  
**Regrets:** Melanie Mills  
**Staff:** John Jordan, Donna Davidson, Kara Symbolic, Joanne Foster-Komendat (Resource)

**Presentation:** LRHCS Implementation/Operation Plans of each Part presented by Kara Symbolic

### 1. Welcome

### 2. Approval of Agenda

**Decision: The agenda was approved as presented.**

2.1. Conflict of Interest – none declared.

### 3. Approval of Minutes

3.1. [May 24th, 2016 Board Minutes](#)

**Decision: The minutes for May 24th, 2016 were accepted as presented.**

3.2. [June 21<sup>st</sup>, 2016 Post AGM Board Minutes](#)

**Decision: The Post AGM minutes for June 21st, 2016 were accepted as presented.**

3.3. [Sep 7<sup>th</sup>, 2016 Board Rejuvenation/Orientation Minutes](#)

**Decision: The Board Rejuvenation/Orientations minutes for Sept 7th, 2016 were accepted as presented.**

### 4. Business Arising from Minutes - N/A

### 5. Correspondence – N/A

### 6. New Business

6.1. [Cobden Service Expansion](#)

John Jordan announced that the WBCHC is re-introducing some primary care services to the Cobden site – effective immediately. Marion Graves, Director of Health Services at WBCHC noted that clients registered with Nurse Practitioner Tricia MacKay will have the opportunity to attend appointments every Monday in Cobden. Registered Nurse Margaret Cliché will offer wellness visits from the Cobden site as well as delivering programs such as chronic disease management, weight management and smoking cessation. Client appointments will still be booked through main reception desk located in Beachburg. The Cobden site will continue to offer all of the programs and services that have been established over the past few years.

6.2. [Sub-Region Consultation](#)

John Jordan advised that the North Lanark Health Link (NLHL) partners are actively engaged in developing the NLHL Business Plan. On August 24<sup>th</sup> they met to discuss the impact and potential benefits of sub-regional planning with consensus that the following sub-regional recommendation is sent to the Champlain and South East LHIN.

- That the NLHL boundary be inclusive of all of the Champlain portion of Lanark County

- That the North Lanark, Rideau Tay, and Thousand Island Health Links form a multi-LHIN sub-region made up of Lanark, Leeds and Grenville Counties.
- That the South East and Champlain LHINs recognize the need to jointly address planning across the LHIN boundaries by actively participating in and supporting the activities of this multi-LHIN sub region.

A letter was sent to both the Champlain and South East LHIN expressing the NLHL recommendations (copied to all).

### 6.3. Telus acquisition of Nightingale

John Jordan provided an update on the recent acquisition of Nightingale by Telus which includes Electronic Medical Record (EMR) software. Telus has guaranteed 36 months for full transition to the new platform called PS Suite (EMR). John added that Telus will guarantee the remaining 5 years left in our contract.

### 6.4. Scotiabank Closure Lanark – Advocacy -- [Reply Aug 13th](#) and [Reply Sept 2nd](#)

Scotiabank provided two responses (copied to all) to our letter advocating against the closure of the Lanark branch. Scotiabank maintains its position, however they are looking at installing an ATM at another secure location in Lanark. The Board discussed different advocacy options using the Accessibility for Ontarians With Disabilities Act (AODA) through the Ombudsman and through the Joint Planning Committee meeting scheduled for Oct 24th.

### 6.5. MCSS Risk Assessment 2016

Donna Davidson reported on the MCSS Risk Assessment 2016 – which covered Governance, Service Delivery, Stake Holder Satisfaction, Financial Risk, Legal, IT and HR. Out of 40 outcomes two recommendations for improvement were made and have been addressed.

**Decision: The Board received, reviewed and accepted the 2016 MCSS Risk Assessment report as presented.**

### 6.6. Quality Assurance Measures Board Orientation (QAM)

John Jordan briefed the Board on the Ministry of Community and Social Services requirement to ensure compliance on specific standards of care and safety requirements set out in the Ontario Regulation 299/10 Quality Assurance Measures (QAM) which stipulates that all Board members review and sign off annually on the following documents:

1. LRHCS Mission Statement
2. LCP Principles of Service
3. LRHCS policies
  - 2.01.10 Statement of Client Rights and Responsibilities
  - 2.01.14 Client Complaints
  - 7.02.01 Privacy and Confidentiality
  - 7.02.09 Mandatory Reporting

4. LCP Component from Family Relief Program’s Client Orientation Package on Abuse

Donna Davidson circulated a form for Board member signatures.

**Decision: Board received, reviewed and signed-off on the above-noted QAM documents.**

### 6.7. Nurse Practitioner Advocacy Letters ([Scott Reid](#) & [Cheryl Gallant](#))

John Jordan presented two letters addressed to Scott Reid, MP and Cheryl Gallant, MP advocating that Nurse Practitioners be added to the list of health practitioner signatories for federal forms. With a

couple of minor changes and added cc to the RNAO the Board approved the Chair to sign off on the letters.

#### 6.8. Date for Road Trip for Board members to all Parts

John Jordan spoke to a suggestion from the Board Affairs Committee to have a road trip for Board members before winter to visit all the Parts along with some respite homes. After further discussion it was agreed that a visit to WBCHC and Cobden site could be combined with the October 25<sup>th</sup> Board meeting leaving NLCHC at noon arriving at 1:30, which will allow time for tour/visit with staff before the start of the Board meeting. A further road trip will be organized for the afternoon on November 22<sup>nd</sup> to visit LCP, MHSP and a couple of respite homes prior to the Board meeting starting at 3:30 at NLCHC. John will make arrange for transporation.

### 7. Executive Director's Report

John highlighted his report to the Board.

### 8. LCP Agency Director's Report

Donna highlighted her report to the Board.

### 9. **Committee Reports**

#### 9.1. Finance

Stephen reported on the work of the committee.

##### 9.1.1. LRHCS 1<sup>st</sup> Quarter Financial Summary Report

Stephen presented the consolidated 1<sup>st</sup> Quarter Financial report.

**Decision: The Board received, reviewed and approved the LRHCS 1<sup>st</sup> Quarter Financial Summary Report as presented.**

##### 9.1.2. Therapeutic Riding Grant Application (\$12,714)

Therapeutic Riding program is making a grant application from the Communities in Action, Grants Ontario System in the amount of \$12,714 which requires Board approval.

**Decision: The Board approved the above-noted grant application as presented.**

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

#### 9.2. Health Links

Noreene Adam advised that a meeting is scheduled for Thursday, October 13<sup>th</sup> at noon at NLCHC in the Community Room. Noreene also welcomed both Diane McGee and Bill Janes who have asked to join the Health Links Committee and that Joanne Foster-Komendat will replace Kara Symbolic as the resource person.

John added NL Health Link is moving fast to complete the business plan by the end of the month with Christine Perringer facilitating the process.

#### 9.3. Governance Committee

Tom Baumgartner reported on the work of the committee asking for Board approval to change the name from Board Affairs to Governance which is more representative of the committee.

**Decision: The Board approved changing the name of the committee to Governance Committee.**

Tom advised that Mary Gilmour, community member and Past Board Chair will be joining the Governance committee.

Tom noted that planning for the Board Retreat usually falls under the Governance Committee, however will be passed to the Planning & Review Committee for this term as the focus will be on the Strategic Plan for 2017-2022.

9.3.1. AOHC Report

The AOHC has asked for Board input on proposed changes to AOHC membership criteria – detailed in the [Special AOHC Board to Board Report](#). The Governance Committee formed an Ad-Hoc working group to review the survey questions and impact of suggested changes which will be presented at the October Board meeting.

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

9.4. Planning & Review

Jean Knowles reported on the work of the committee noting that Diane McGee and Tracy Zander are joining the committee. Jean Knowles noted that the program presentation scheduled is being revised with a 28 month rotation schedule.

A concern was raised about proposed public school closures with the Upper Canada School Board for end of the 2016-2017 school year including Glen Tay, North Elmsley, Rideau Centennial and possibly Maple Grove for review. Tracy Zander offered to share a 'draft' Staff Report to the Board of Trustees which provides more detail on proposed school closures and amalgamations. The P&R Committee agreed to put this back on the agenda for further action -- Kara offered to draft an advocacy letter for review at the meeting.

9.4.1 LRHCS Operations Workplan Priorities 2016-2017 – for information

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

9.5. NL Joint Planning

Nic Maenling noted that there was only one meeting so far this year and that the next meeting is scheduled for Monday, October 24<sup>th</sup> held at the Youth Centre in Lanark from 9:00-11:00 a.m.

9.6. WB Joint Planning

Bev reported that the committee met on Aug 26<sup>th</sup> working through committee membership and the Terms of Reference. The committee will meet 3 times per year with the next meeting in January 2017.

**10. Informational Items**

- 10.1. [Board & Administrator - August](#)
- 10.2. [Board and Administrator - Sept](#) plus [Sept Supplementary](#)
- 10.3. [Special AOHC Board to Board Report](#)
- 10.4. [Lanark Era – Credit Union Interest](#)
- 10.5. [Nordic Pole Walking](#)
- 10.6. [NLCHC Newsletter Sept 2016](#)
- 10.7. [Letter to PSFDH re Hospital Coverage](#)

**11. Availability for Cheque Signing - Stephen, Nic is away Oct 7-15, Tom is away Oct 21 – Nov 10<sup>th</sup>.**

**12. Review of Date and Times for Committee Meetings**

A suggestion was made to have the Finance Committee change their meeting time to the 2<sup>nd</sup> Thursday of the month starting at 1:30 pm. which would enable Tracy Zander to attend the meetings.

**Action: John will send out email to Finance Committee proposing new date.**

13. Date of Next Meeting – Tuesday, October 25th, 2016 at Beachburg – Leaving NLCHC at noon.

Respectfully submitted,



**Nic Maennling**  
Chair, Board of Directors



**Joanne Foster-Komendat**  
Recorder

**Added Note:**

Bob Fletcher has offered to take the warden on a tour of our CHCs sometime in October (working with John and Kara) to see firsthand what we offer the community.