



Lanark  
Community  
Programs



North Lanark  
Community Health  
Centre



Whitewater Bromley  
Community Health  
Centre

## BOARD MEETING

September 22, 2020

### MINUTES

**Present:** Tom Baumgartner, Gwen Bennett, Stephen Bird, Cynthia Carver, Matthew Dever, Carole Devine, Barbara Drake, Deborah Duffy, John Jordan, Carol Anne McNeil, Sharon Mousseau, Richard Schooley, Becky Walker (resource)

**Regrets:** Andrea Brett, Bonny Johnson, Kim O'Connor, Sarah Sark

1. **Welcome** – Deborah welcomed everyone.
2. **Approval of Agenda - Conflict of Interest:** Stephen suggested looking at the Board workplan during the Governance Committee report, as the committee has updated the workplan for 2020-2021. John asked that an update on Cat's Cove be added to the end of the ED report. No conflict of interest declared.
3. **Approval of Minutes – September 15, 2020:** Minutes approved as presented.
4. **Business Arising from Minutes:** An update on LRHCS rebranding and the name change process facilitated by Cat's Cove to be covered in the ED report as per item #2.
5. **Board Workplan for September:** To be discussed in item 10.1.
6. **Correspondence:** None for this month.
7. **New Business**
  1. **Board bios – permission to share:** John shared a request from Cat's Cove to include introductions for the Directors on the updated website. He wanted to confirm that all Directors are comfortable with this, and said he would send out a release form. Gwen asked if Directors could review their existing bios and edit if necessary. Becky to email bios to Directors. John pointed out that Cat's Cove may ask Directors to stick to a word limit; he will confirm. There was no objection to sharing Board bios on the updated

website.

**ACTION:** Becky to send Directors current bios for review and editing.

**ACTION:** John to send release form to Directors and confirm word count requirements with Cat's Cove.

2. **LCP annual required reading:** Carol Anne explained the requirements for document review and signing. This is a yearly requirement for MCCSS; LRHCS must make sure Board members are made aware that clients review documents yearly. Richard pointed out that points 7 and 8 in the statement of client rights appear to be duplicates; Carol Anne will revise. Stephen asked about including Renfrew, but Carol Anne pointed out that LCP doesn't currently provide services to the area. Matthew suggested that as services expand perhaps a catch-all phrase could be used to cover service area. John said the policy is an LRHCS policy, so it should include reference to other locations. Carol Anne will update. Gwen pointed out that on page 3 of the abuse responding and reporting document the language could be more direct, stating "should not" rather than "do not" with regards to investigating and validating suspected abuse. She suggested that CAS should take over any investigation. Carol Anne will review and revise the document.

**ACTION:** Board members confirmed having received and reviewed the required documents for MCCSS.

**ACTION:** Board members to sign and return acknowledgement document to Carol Anne or Becky.

**ACTION:** Carol Anne to edit documents as outlined above.

8. **Executive Director's Report:** John provided updates on items in his report:  
**Ontario Health Teams:** John stated he is optimistic that the Lanark OHT will join the LLG group. The Ministry has proposed an Ottawa satellite model, including LRHCS with Kemptville, Winchester, and Three Rivers. John has been clear that this will not work, and he would prefer to join LLG with certain criteria that would ensure a Lanark component to the health team. He did not have an update for Renfrew County, as no further action has taken place. Carole asked how funding will work if LRHCS joins a Lanark County OHT but not a Renfrew County OHT. John said the Ministry has not given details on how funding will be allocated or how it will flow; his expectation is that we will be part of two OHTs and funding will flow through two different groups. Carole asked if there is any value in advocating politically. Sharon said in terms of political advocacy, our MPP is no longer part of the governing party so that route is not viable. She offered to look into what avenues the organization could take with regards to local political advocacy. **COVID testing:** John said primary care staff have had meetings with partners such as paramedics to see what can be pulled together to initiate a local mobile test centres. He provided an update on pop-up test sites with possible locations in Perth, Lanark, and Carleton Place. It is a work in progress, but moving fast, with daily meetings. The pop up sites will not be drop in; individuals will need to make an appointment, as with mobile sites. Matthew suggested there may need to be some public education, because when

people hear “pop up” they may assume it is a drop in and no appointment is necessary. **Cat’s Cove:** John asked the Board for feedback regarding the launch timeline and process. A professional designer has been hired to revise the logo; when would the Board like to review the options? Deborah suggested they be shared as they are developed, rather than waiting for the next Board meeting. By the time of the next Board meeting, everyone will have seen the options and can make recommendations. John suggested asking the ad hoc committee to meet and have recommendations ready for the next Board meeting. Matthew, Tom, Carol Anne, Gwen, Deborah and Barbara offered to participate. John and Becky will coordinate with Cat’s Cove.

**ACTION:** Becky to email Cat’s Cove and coordinate ad hoc committee meeting. Deborah mentioned the need to hold a meeting of LRHCS members, as the name change requires amending the by law and applying to the provincial government for supplementary letters patent. The name change first needs to be approved by the Board and then by members with a majority of 2/3 in attendance. The group discussed calling a meeting as soon as possible, as 30 days’ notice is required (per the by law). Deborah pointed out that if timing permits, the membership meeting could be held immediately following the Board meeting on October 27.

**DECISION:** The Board approved calling a special meeting of the membership in order to approve changing the name of the organization to ConnectWell Community Health.

**ACTION:** John to contact lawyer for guidance on materials required for membership meeting.

**ACTION:** Once meeting date is determined, Becky to send notice to members.

**ACTION:** Tom to review relevant sections of by law and note changes required.

**9. LCP Director’s Report:** Carol Anne presented the LCP Director’s report on behalf of Sarah.

## **10. Committee Reports**

**1. Governance Committee:** Stephen presented the September 18 meeting minutes, Governance Committee workplan, and Board workplan. He confirmed the dates and times for upcoming Board orientation sessions.

**ACTION:** The Board received the September 18, 2020 Governance Committee meeting minutes and 2020-2021 committee workplan.

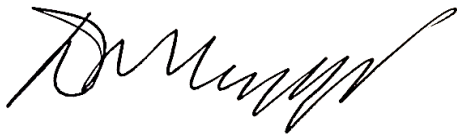
**DECISION:** The Board approved the 2020-2021 Board workplan.

**11. Informational Items:** John and Deborah reviewed the informational items.

**12. Availability for Cheque Signing**

**13. Date and Time of Next Meeting:** October 27, 2020 @ 3:00 p.m. via Zoom

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Duffy', written in a cursive style.

Deborah Duffy, Board Chair