

LANARK RENFREW HEALTH & COMMUNITY SERVICES

BOARD MINUTES – September 25, 2018

Present

Board: Tom Baumgartner (Chair), Fay Bennett (Vice-Chair), Stephen Bird (Past Chair), Warren McMeekin (Secretary/Treasurer), Gwen Bennett, Andrea Brett, Barbara Drake, Bill Janes, Bonny Johnson, Kim O'Connor, Joey Trimm, Tracy Zander

Staff: Heather Ballinger, Carol Anne McNeil, John Jordan, Sarah Sark, Kara Symbolic, Becky Walker (staff resource)

Guest: Olive M. (Mindfulness-Based Stress Reduction)

Mission Moment: Mindfulness-Based Stress Reduction – presented by Kara Symbolic

Prior to the meeting, Kara spoke about the Mindfulness-Based Stress Reduction program, which has been offered at NLCHC since 2009. To illustrate the impact of mindfulness, Kara invited Olive M., a participant in the program, to tell the Board about her experiences.

1. Welcome

1.1. Introduction and Review of Code of Conduct

2. Approval of Agenda: The agenda was approved with the addition of *2.1.1 Reading of LRHCS Mission Statement* and *6.7: ED Workplan*, and the removal of *4.1: Purchase of 259 Mississippi Road property* (addressed in the Finance Committee report and LCP Co-Directors' report).

2.1. **Conflict of Interest:** No conflict of interest declared.

2.2. **Reading of LRHCS Mission Statement:** Tom read the LRHCS Mission Statement aloud.

3. Approval of Minutes – Post-AGM Board meeting on June 26, 2018 and Special Board meeting on August 7, 2018: The Board approved the minutes as presented.

4. Business Arising from Minutes

5. Correspondence

5.1. **Letter from MHLTC re: infrastructure funding:** John presented the MHLTC letter approving funding for paving parking lot and replacing air conditioners at NLCHC.

5.2. **Letter to Adrianna Tetley (CEO of AHC) from Chair:** Tom reviewed his letter to Adrianna Tetley, CEO of AHC, regarding the evaluation of ED responsibilities. The AHC has followed up to collect information on ED salaries in order to fairly compensate executives based on their workload. The efforts of the AHC to implement retention and recruitment funding for CHC employees was successful, but ED salaries have remained frozen to date.

6. New Business

6.1. **AODA training update:** Kara indicated approximately 1/3 of Board members had not yet completed their online AODA training; she will ask Jodi to send reminders and Kara will provide an update for the October meeting.

ACTION ITEM: Kara to ask Jodi to send reminder to Board members who have not yet completed AODA training.

6.2. **Recommendations from Committee Reorganization Committee:** The group reviewed the document presented by the Committee Reorganization Committee, outlining suggested changes to committee structure and responsibilities. Decisions were as follows:

- *Discontinue Health Links:* Approved.
- *Appoint a director (liaison) for sub-region governance meetings (and continue AHC liaison position):* Approved, with request that ToR for both positions be developed and two separate sub-region representatives for Renfrew and Lanark be identified. Positions to be filled by next Board meeting.
- *Nominating Committee to become standing committee of the Board:* Approved.
- *Nominating Committee to take responsibility for Director mentoring and training committee chairs:* Approved. (Discussion took place regarding responsibility for Board bios; it was determined that the Governance Committee would discuss parameters at their next meeting and bring recommendations back to the Board next month, with ultimate responsibility for writing bios to be determined at a later date.)
- *Create Whitewater Bromley Communications Committee:* Approved.
- *Planning & Review to revise ToR to emphasize strategic thinking, planning, and quality improvement, and remove program evaluation function:* Deferred until after next P&R Committee meeting. P&R to review recommendations and return to next Board meeting with their own feedback on changes.
- *Risk management responsibility is with Finance Committee:* Approved.
- *AGM remains Governance Committee responsibility:* Approved.
- *(PROPOSED) Change purpose of beginning of staff presentation at Board meetings (Mission Moment):* John recommended waiting until P&R has reviewed the suggested changes for their committee.

6.2.1. **Mission Moment Guidelines:** See previous item.

6.3. **Location for Board meetings 2018-2019:** Forwarded to Governance for review and recommendations to be brought to the October Board meeting. Due to the North Lanark 25th birthday party celebrations next month, the October Board meeting will be held at NLCHC. The celebration takes place from 1:00 p.m. to 4:00 p.m.; the Board meeting will start at 4:00 p.m.

6.4. **Alliance Board of Directors Call for Nominations (letter and application):** Tom brought to the group's attention the Alliance's call for nominations; there are seven positions available, with strict criteria to fill five of the open spots. No interest declared at this time.

6.5. **Resignation of Wayne Church:** Wayne Church has moved to Guelph and submitted his resignation to the Board. The group discussed possible outcomes, including leaving the

seat vacant until June 2019, or asking the Nominating Committee to canvas for applicants. Consensus was reached to have the Nominating Committee search for a suitable candidate and report back to the Board.

ACTION ITEM: Nominating Committee to search for candidate to fill Board vacancy.

6.6. **LRHCS priority list:** Deferred to October meeting.

6.7. **ED workplan:** Deferred to October meeting.

7. **Executive Director's Report:** John presented the ED's report for September 2018.

8. **LCP Agency Directors' Report:** Carol Anne, Heather, and Sarah presented the LCP Co-Directors' report for September 2018.

9. **Committee Reports**

9.1. **Finance:** Warren presented the Sept. 13 minutes, quarterly reports, and 2018-19 calendar; the Board received the minutes and calendar, and approved the quarterly reports.

9.2. **Governance:** Stephen presented the June 7 minutes, Sept. 6 minutes, 2018-19 Governance workplan, and 2018-19 Board workplan (with Governance recommendations). The Board received the minutes and Governance workplan, with review of the Board workplan deferred to the next meeting. Discussion ensued regarding responsibility for the Board retreat; it was decided that Planning & Review would take on planning of the retreat with an anticipated date in spring of 2019 (no fall retreat planned). Stephen also notified the Board that the Governance meeting date and time has changed: meetings will now take place the second Wednesday of the month from 1:30 until 3:30.

9.3. **Nominating:** Tom presented the Sept. 4 minutes, 2018-19 Nominating workplan, and 2018-19 LRHCS committee composition, which the Board received. Tom confirmed the pairing of Board member mentors and mentorees: Bill and Kim, Stephen and Barbara, Tracy and Gwen, Warren and Bonny.

9.4. **Planning & Review:** Bill and Andrea presented the Sept. 12 minutes, and 2018-19 Planning & Review workplan, which the Board received.

9.5. **NL Joint Planning:** No meeting.

9.6. **WB Communications:** No meeting, but John will be contacting committee members to schedule a meeting focused on developing Terms of Reference and scope of responsibilities.

ACTION ITEM: John and Becky to schedule meeting for WB Communications Committee (preferably before October Board meeting).

10. **Informational Items:** Tom directed the group to the informational items available on SharePoint.

11. **Availability for Cheque Signing:** All signing officers indicated they were available.

12. **Date of Next Meeting – Tuesday, October 23, 2018 at NLCHC *START TIME: 4:00
(following NLCHC 25th birthday celebrations from 1:00 to 4:00).**

Respectfully submitted,



**Tom Baumgartner
Chair, Board of Directors**