



Board of Directors Meeting Minutes

March 1, 2022

2:30 p.m.: STAFF PRESENTATION (*Attendance recommended but not compulsory – presentation will be recorded and available for later viewing*)

3:00 p.m.: BOARD MEETING

Present: Tom Baumgartner, Stephen Bird, Cynthia Carver, Maddy Dever, Deborah Duffy, Jean Dunning, William Enright, Lindsay Jackson Derraugh, Sharon Mousseau, Kim O'Connor, Richard Schooley, Thomas Todd

Staff: Jane Coyle, John Jordan, Carol Anne McNeil, Sarah Sark, Becky Walker (resource)

Regrets: Carole Devine

Staff presentation: Carol Anne presented on Respite Services.

1.0 Welcome: Deborah welcomed everyone and read the land acknowledgement statement.

2.0 Approval of agenda: Agenda approved as presented.

3.0 Conflict of interest: No conflict of interest declared.

4.0 Approval of minutes from January 25, 2022: Minutes approved as presented.

5.0 Business arising from minutes: No business carried over from previous meeting.

6.0 New business

6.1 CEO orientation: John reported on the progress of Sarah's orientation. They have been meeting weekly, but will meet more frequently in March. They have reviewed the workplan and priority list. John will provide a summary of works in progress. We are in the process of recruiting for Sarah's replacement and will hopefully have the position filled before John leaves. Sarah is delegating work for her Director of Developmental

Services role as she recruits for the position. An organizational review took place, with changes to Sarah's position; new job title will be Director of Developmental Services. John announced that Jane Coyle will be supervising the Connections program. Additional administrative support for coordinators is also expected to come at a later date. John is working on updating MOU and partnership agreements, so Sarah is aware of termination dates. They will discuss possibly reassigning representation on some committees to other staff. Sarah has replaced John on the LLG OHT Collaborative Council. They have a meeting this Friday in Renfrew with John Yakabuski. In terms of staffing handoff, John has completed performance reviews for his direct reports and will share some of the feedback he received with Sarah. He will be available to assist with year-end and invites Sarah to reach out after his departure if anything requires clarification.

- 6.2 **Notice and extension of MSAA:** John presented the extension letter from Ontario Health, indicating minor changes to the existing MSAA (end date changed to March 31, 2023; LHIN changed to Ontario Health).

Decision: The Board authorized Deborah and John to sign the extension letter.

7.0 Board workplan

- 7.1 Begin planning for AGM: To be discussed at Governance.

8.0 Ontario Health Teams report: Covered in Operations report.

9.0 Operations report: John presented the Operations report.

- 10.0 **Joint Planning Committee report:** Jean presented the November 19 meeting minutes. She also presented a letter in support of Planet Youth Lanark County. Richard asked about discussing water in Lanark Village; Jean confirmed that the issue had been raised previously, but she will add it to the agenda for the next committee meeting.

Decision: The Board approved sending the letter in support of Planet Youth Lanark County to the Township of Lanark Highlands.

11.0 Planning & Review Committee report: Cynthia presented the February 1 meeting minutes.

- 12.0 **Nominating Committee report:** Jean presented the February 3 meeting minutes and the general outline of desirable qualities for Board members. The committee meets next on March 10; the meeting will focus on updating the recruitment package.



13.0 Healthier Community Committee report: William presented the February 4 meeting minutes. Board members were invited to send questions regarding the Life.School.House initiative to William or Carole.

14.0 Governance Committee report: Stephen presented the February 9 meeting minutes. Thomas asked about the status of piloting the use of consent agendas. Following discussion, Stephen offered to bring this item back to Governance for further consideration.

15.0 Finance Committee report: Kim presented the following items:

- February 14 meeting minutes
- policy 3.01.09
- policy 3.01.15
- staff indicator report 2021
- Q3 statement by part and summary by program
- statement of position December 31 2021
- LEIP budget

The Board received the documents; there were no questions. Kim commended senior staff for their work to manage vacation and overtime. She also thanked Amy and the Finance team for their hard work on reporting and budgets.

Decision: The Board approved revised policies 3.01.09 and 3.01.15.

Decision: The Board approved the LEIP budget.

16.0 CEO Transition Committee report: Deborah presented the January 12 and January 26 meeting minutes; she confirmed that the work of the committee has concluded.

17.0 Alliance Board Liaison report: To be discussed at the March 22 Board meeting. Deborah invited Board members to forward their feedback to Maddy.

18.0 Correspondence

18.1 Memo from Ontario Health: Service Accountability Agreements 2022/23 and Future Planning: Discussed in item 6.2.

18.2 Letter from Ministry of Health re: Asthma COPD Funding: John presented this as an information item. No Board action required.

19.0 Informational items: John presented the informational items.

20.0 Availability for cheque signing: Board signatories are available to sign cheques.



21.0 IN CAMERA: Approval of in-camera minutes from January 25, 2022: The Board went in-camera to review and approve the in-camera minutes from January 25. No discussion; the Board came out of camera.

22.0 Next meeting: March 22, 2022 @ 3:00 on Zoom
Staff presentation to take place @ 2:30 p.m.*
**Board attendance is voluntary*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Deborah Duffy".

Deborah Duffy
Board Chair