



## Board of Directors Meeting Minutes

November 23, 2021 @ 2:00 p.m.

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

**Staff:** Amy Booth, Jane Coyle, Leslie Greene, John Jordan, Carol Anne McNeil, Brenda Powers Ross, Sarah Sark, Kara Symbolic, Becky Walker (resource)

**Guest:** Chelsea Dawes, Manager of Facility and Community Affairs, Township of Lanark Highlands

**Regrets:** Thomas Todd

**1.0 Welcome:** Deborah welcomed everyone and read the land acknowledgement statement. She asked Board members and staff to introduce themselves for the benefit of guest Chelsea Rath.

**Special presentation:** Chelsea Rath, Manager of Facility and Community Affairs, Township of Lanark Highlands, presented the Lanark Highlands Achievement Award for Social Responsibility to Kara Symbolic, Community Programs and Communications Coordinator.

**Staff presentation:** Leslie Greene, Manager of Family & Developmental Services presented on the Speech and Language Program.

**2.0 Approval of agenda:** Agenda approved; Deborah indicated that the in-camera session scheduled at the end of the meeting was no longer required, and asked that it be removed from the agenda. Richard reminded Board members of the upcoming virtual Collaborative Governance Forum Workshop for the Lanark Leeds Grenville Ontario Health Team. He informed the Board that anyone on the Board is welcome to attend, including those outside of the LLG area.

**ACTION:** Becky to forward LLG Collaborative Governance Forum Workshop invitation to Board members.

**3.0 Conflict of interest:** None declared.

**4.0 Approval of minutes from October 26, 2021:** Minutes approved as presented.

**5.0 Business arising from minutes**

**5.1** 2021-2022 priority list: John shared the priority list for the current year.

- 6.0 New business:** No new business at this time.
- 7.0 Board workplan**
- 7.1** Receive and review annual complaints report from staff: John presented the annual complaints report; the Board expressed their appreciation for the professional manner in which staff addressed client concerns.
- 7.2** Review and sign-off for Family Relief legislative compliance for MCCSS: Carol Anne confirmed that the Ministry has not scheduled an inspection at this point, so review of Family Relief documents is not required at this time.
- 7.3** Holiday greetings: The Board accepted the recommendation of the Governance Committee and approved the holiday greetings to staff.  
**ACTION:** Becky to email Board holiday greetings to staff.
- 8.0 Ontario Health Teams report:** John provided an update on the work of local Ontario Health Teams (included in the Operations report).
- 9.0 Operations report:** John presented the Operations report to the Board.
- 10.0 Planning & Review Committee report:** Cynthia reported on the work of the committee and presented the November 2 meeting minutes as an informational item.
- 11.0 Finance Committee report:** Kim reported on the work of the committee. She presented the Q2 statements by part and program and the November 8 meeting minutes as an informational item. Carol Anne and Amy Booth presented their proposal to purchase property for Respite and Therapeutic Riding. Following discussion, the Board asked that a more detailed business plan be provided, with information on operational costs as well as purchase costs. Deborah asked that Board members send their questions to Becky, who will compile a list for Joh, Carol Anne and Amy to consider when drafting the plan.  
**DECISION:** The Board gave staff approval to prepare a business plan, which will include operational costs, for the provision of residential services to clients with complex behavioural needs and the purchase of property to accommodate the program and Therapeutic Riding. Board members are to send Becky the questions they hope will be answered by the business plan for forwarding to staff preparing the plan.  
**DECISION:** The Board approved the Trillium Foundation grant application for the Therapeutic Riding Program.
- 12.0 Governance Committee report:** Stephen reported on the work of the committee. He suggested that the consent agenda be deferred until further research and discussion could take place at the committee level; the Board agreed to revisit the topic at a later date. He reported that the



committee reviewed the October Board meeting evaluation results; no Board action is required at this time. Following discussion at Planning & Review and Governance, he presented the Board with a recommendation to change the staff presentation process. The Governance Committee proposed that staff presentations only take place at the beginning of Board meetings; attendance would be voluntary, and presentations would be recorded for those who are unable to attend. Staff presentations would no longer take place at Planning & Review. The Board approved the change; Deborah suggested that the Governance Committee discuss timing (when the change should be implemented). Stephen presented the November 9 meeting minutes as an informational item.

- 13.0 CEO Transition Committee report:** Deborah reported on the work of the committee. Interviews are scheduled for this week and next week; four candidates have been selected for interviews. She anticipates a special Board meeting will need to take place in mid-December when the committee makes its recommendation. She presented the October 28 and November 10 meeting minutes as informational items.
- 14.0 Whitewater Bromley Healthier Community Committee report:** Carole reported on the work of the committee and noted that the committee name has changed to *ConnectWell Community Health Renfrew County Sites Healthier Community Committee*. The Board approved the revised Terms of Reference. Carole presented the October 19 and November 15 meeting minutes as informational items.  
**DECISION:** The Board approved the name change and revised Terms of Reference for the committee.
- 15.0 Alliance Board Liaison report:** Maddy presented the Health Equity Charter motion for Board discussion and approval: *That the revised version of the Health Equity Charter be supported as circulated.*  
**DECISION:** The Board approved the motion as presented.
- 16.0 Correspondence:** No correspondence this month.
- 17.0 Informational items:** Deborah directed Board members to the informational items and asked that any questions be directed to John. No questions at this time.
- 18.0 Next meeting: January 25, 2022 @ 2:00 on Zoom**  
*\*As noted, Deborah indicated that a special meeting of the Board will be scheduled for mid-December. Details to come.*



Respectfully submitted,

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

Deborah Duffy  
Board Chair