

Land Acknowledgement Statement

Although we gather here virtually, we acknowledge that the land where we work and gather is the traditional unceded territories of the Indigenous nations who have lived on these lands since time immemorial.

Board of Directors Meeting Minutes

March 28, 2023

Present: Jean Dunning, Bruce Brough, Tom Baumgartner, Miriam Hunt, Kim O'Connor, William Enright, Sharon Mousseau, Nick Dibdin, Stephen Bird, Carole Devine

Regrets: Tandrae Knapp, David Moat

Staff: Leslie Greene, Sarah Sark, Carol Anne McNeil, Amy Vanderspank, Morgan Hawn, Brenda Powers-Ross, Kara Symbolic, Jane Coyle, Averie Rowan (resource)

Staff program presentation: Infant and Child Development Program

Andrea Mulder, Erin Hewson and Sequoia Sullivan presented on the Infant and Child Development Program.

- 1. Welcome:** Jean welcomed everyone, read the land acknowledgement statement, and confirmed quorum.
- 2. Approval of agenda:** Agenda was approved with the following change: move item 12.2 – In-camera meeting below item 13 – Alliance Board Liaison report.
 - 2.1. Conflict of interest: None declared.
- 3. Approval of minutes:** February 28, 2023 Board meeting minutes were approved as presented.
- 4. Business arising from minutes:** A reminder that the strategic planning party is scheduled for April 17. A link to the strategic planning survey was sent to all Board members to fill out.
- 5. New business**
 - 5.1. Community Accountability Planning Submissions (CAPS) budget: Amy presented a brief overview of the CAPS budget for the 2023-2024 fiscal year, which is submitted to Ontario Health East. The budget makes up part of the Service Accountability Agreement, also called the Multi-Sector Service Agreement, between Ontario Health East and ConnectWell.
 - 5.2. Multi-Sector Service Accountability Agreement 2023-24: This agreement goes with the CAPS and outlines the service agreement for the funding. There were no significant

changes in the agreement from previous years; it was noted that two items were taken away. The MSAA targets are included in a chart within the monthly operational report. Moving forward, the chart will be adapted to the new targets, and will be presented to the Board quarterly. The Board approved the document to be signed and submitted tomorrow.

- 5.3. Ontario Seniors Grant application brief: Kara and Jane submitted the application for this grant. If ConnectWell is granted the funding, it will go to the Board for approval of the funding. A reminder that staff can apply for grants without board approval, but any funding that is \$10,000 or more needs board approval to be accepted.
- 5.4. Food for Thought partnership brief: The Food for Thought program provides nutritious lunches to students in Lanark County schools who may have food insecurity, which would benefit ConnectWell clients. ConnectWell is in discussions to become a flow through agency (transfer payment agency) for the program. There does not appear to be any major risks to partnering with the program, and it should not have a big impact on ConnectWell resources. Sarah would sit on the advisory board, and Kara would sit on the local Lanark County Food for Thought committee. The Board provided approval for these discussions to continue, with the final decision to be approved by the Board at a later meeting.

6. Board workplan items for March

- 6.1. Ensure the organization conforms to by-laws: This item is discussed at the Governance committee; the committee concluded that ConnectWell did operate within the bylaws for the past year.
- 6.2. Generative discussion: How does the Board get input from outside sources? (continued): Stephen led this continued discussion.
 - Flow in: digital suggestion boxes (low cost, easy to implement), QR codes, surveys. The main resource cost of this type of information gathering is the cost of a person to monitor responses and report on the information. One suggestion to combat this resource cost is to gather this type of feedback once or twice per year rather than on an ongoing basis.
 - In and out flow: health and wellness fairs, word of mouth, health organizations, universities, colleges, high schools. Potential costs of this type of information gathering include: financial costs for resources, attending conference, etc., in-house costs of diverting staff to process incoming information.
 - Ways to mitigate various information gathering costs:
 - In person focus groups – have staff members or volunteer board members run the group instead of hiring a facilitator
 - Collating incoming information could be done by a summer student
 - ConnectWell currently gathers lots of information from various sources on an ongoing basis. The Board should determine what information they would like to know from external sources. Current information gathering methods (surveys, etc.) may be able to be adjusted to include questions that address what the Board would like to know. Sarah noted the importance of clarifying governance information vs. operational information, to ensure this committee receives only information needed

to help make decisions and fulfill the committee's responsibilities. The program presentations are the Board's opportunity to ask more detailed questions about information gathered/surveys/results.

6.3. Accreditation update: No update, they are continuing to update/finalize new policy documents.

6.4. Strategic planning update: The Co-Design Team met this week. They are starting to get data back from the 250 surveys that have been completed so far. They are using the data to plan the next steps, which will include both in person and virtual focus groups.

7. Report from the Chief Executive Officer: Sarah highlighted a few items of note. Both Sarah and Carol Anne will be sitting on a Steering Committee for Developmental Services. The Ombudsman of Ontario will be investigating cases of people with developmental delays who are inappropriately housed in hospitals. There have been some changes to Autism funding which could be an area for Board advocacy; this will be discussed further in the in-camera session. We were also notified that we can no longer access CAMH psychiatrists for consults due to changing priorities; this may be an area of advocacy the Board could consider.

8. Planning and Review Committee report: Carole reported that the committee was supportive of the backgrounder and survey.

9. Renfrew County Healthier Communities Committee report: No updates.

10. Governance Committee report: Tom reported on the March 14, 2023 meeting minutes. The Board approved the following items from the Governance committee:

10.1. Policy 6.01.04 Board Governing Style: This document was approved with one change to the second bullet under Equity, Diversity and Inclusion: change the period after "as many sources as possible" to a semi-colon. Tom will make this change and share the final version of the document.

10.2. Policy 6.01.20 Committee Membership Process

10.3. Policy 6.01.23 Board Member Self-Assessment: A new governance policy in which individuals complete self-assessment via a survey. It was noted if someone decides their performance needs to improve, they can talk to another board member, find a mentor, etc. The policy was approved with one change: in the last question, change 'Board Director' to 'Board member'.

10.4. Policy 6.01.24 Equity, Diversity, and Inclusion: A new policy to cover the governance side.

10.5. Draft proxy form for ConnectWell Annual Meeting: This does not require board approval, but was presented to inform the Board.

11. Nominating Committee report: Jean reported on the work of the committee. The application package will be available online this year but can also be mailed out. They will receive completed applications back in April, and potential candidates will be invited to the Board meeting in April. Jean also provided an update on the updated board and committee

succession plan. There were originally 5 seats to fill, but Bruce has indicated he is interested in staying on the Board. Please send the contact information of anyone interested in joining the Board to Jean. There are also open community member seats to fill on some of the standing committees. Jean made a motion for Kim to remain the secretary/treasurer for a 4th year next year, and the Board approved the motion. William offered to stay on the board until the AGM, which was approved by the Board.

12. Executive Committee report

- 12.1. CEO performance appraisal: Sarah received a positive review, and the Board approved Sarah to receive a raise to Step 3 of the HAY grid at 100% level.
- 12.2. Policy 3.01.17 Reserves: The policy was approved.

13. Alliance Board Liaison report

- 13.1. Attendance at in-person Alliance AGM and conference (June 6-8): Sarah will be attending the conference. Jean would like one of the new board members to volunteer to attend, all expenses paid. She also suggested that the board member who attends become the liaison for this board.
- 13.2. Attendance at virtual Board Liaison Networking Session (April 26): Open to anyone to attend.

14. In-camera meeting

15. Informational items

- 15.1. KPMG webinar – New Rules for ONCA

16. Availability for cheque signing

17. Next meeting: April 25, 2023

- 2:30 p.m.: Program presentation (Quality Improvement)
- 3.00 p.m.: Board meeting