

Land Acknowledgement Statement

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. In particular, we acknowledge the Anishnaabeg (Ah-nish-in-a-bek), Huron-Wendat, Haudenosaunee (Ho-den-no-show-nee), Oneida, and Algonquin peoples. We are grateful to live and work on this land, and to work in allyship with Indigenous communities. Let us learn from the Indigenous caretakers of this land about the sacred relationships and responsibilities that we have to each other and to these beautiful lands that give us what we need to live a healthy life.

Board of Directors Meeting Minutes

November 19, 2024 @ 3:00 p.m.

30 Bennett St. Carleton Place (Davidson Room)

Attendance : Tom Baumgartner, Nick Dibdin, Lesley Scharf, Michael Vermette, Miriam Hunt, Bruce Brough, Jean Dunning, Jan Paul-Barr, Wayne Stryde, Carole Divine, Mary Lou Pratt, Gerry Van Loon, Stephen Bird

Staff: Sarah Sark, Corrie Stewart (Resource)

1. **Welcome:** Jean called the meeting to order at 3:01 p.m.
 - 1.1. **Land Acknowledgement:** read by Wayne Stryde.
 - 1.2. **Confirmation of quorum:** Quorum was confirmed.
2. **Approval of agenda:** Approved as presented.
 - 2.1 Conflict of Interest: no conflict of interest at any time.
3. **Approval of minutes:**
 - 3.1 **October 22, 2024, minutes:** Consensus to approve
 - 3.2 **In camera review:** Consensus to approve

4. **Business:** Business arising from minutes.

4.1 **Board meeting evaluation:** Deferred until Becky returns.

4.2 **Orientation Survey (Stephen):** Stephen read highlights from the [Orientation Survey](#). Overall, Orientation went well.

4.3 **Follow-up Lung Health (Sarah):** Sarah answered Tom's question from a previous meeting, Why the ConnectWell Lung Health participation rate was 13% of the total Ontario rate. ConnectWell runs the biggest program spread over a large geographic area.

5. **New Business:**

5.1 **Annual Meeting planning: Indigenous speaker and topic:** Sarah suggested two possible contacts for speakers: Kevin Lamar, or (full name here <https://iphcc.ca/>) (IPCC) have staff that live in this region. Another suggestion was to ask the Alliance to recommend someone local.

Action: Sarah will forward contact info to Jean

5.2 **Springboard Retreat planning:** The Board agreed it was important to hold an annual Board and that holding it at Calabogie worked well last year. Jean requested Directors forward ideas for a focus/topic to her or bring them to the January meeting. Booking will need to happen in January.

6. **Board workplan items for November:**

6.1 **Receive and review annual complaints report:** Sarah ~~went over her~~ presented a matrix and provided an explanation of how the staff track the numbers and categories of complaints. There was a discussion about the definition given to the category of "service delivery" and whether it included quality of care. **Action:** Tom, as Chair of the QRS Committee, suggested the discussion be continued by that committee.

6.2 **CEO attestation of conformation to legislative requirements for the organization:** Sarah presented a spreadsheet used to track compliance with legislative requirements. Directors requested it be posted on SharePoint. Sarah attested that ConnectWell is current and compliant.

6.3 **Review and sign-off for legislative compliance for MCCSS (Respite Services):** Sarah presented-the (MCCSS Quality Assurance Measure) (QAM) reports. Leslie Greene and Nicole

Murray attended a training session for the launch of this year's QAM. Policy 2.01.06 Abuse Responding and Reporting states that it is the responsibility of every person including those with professional or official duties, other employees, students and volunteers to immediately report suspected abuse. The policy and a media campaign document were appended to the agenda of this meeting for review. **Action:** An annual review of the policy will be added to the November Board Workplan. Corrie will ask Becky about the best way to receive attestations from Directors that they have read both documents.

6.4 **Annual thank-you message to staff from the Board (Video):** Video and photos completed.

7. **Report from the Chief Executive Officer:** Sarah reviewed highlights from her report.

****BREAK ****

8. **Governance Committee report:**

8.1 **November 6, 2024, meeting minutes:** No questions.

9. **Finance Committee Report:**

9.1 **November 11, 2024, meeting minutes:** Mary Lou stated the financial statements should be available soon and that the Finance Committee will meet to review them before their next scheduled meeting. Mary Lou recommended that the Board approve spending a maximum of \$104,000 to purchase a new wheelchair accessible van for respite services. Consensus to approve.

10. **Advocacy Committee Report:**

10.1 **November 5, 2024, meeting minutes:** Rotating the Chair each month.

10.2 **Recommendations: For Us. For You:** Consensus to have Jean send templated letters to suggested government officials at all levels of government on behalf of the Board. The

committee also encouraged each Director to send the same letters as individuals. In support of wage parity. all

11. **QRS Committee report:**

11.1 November 14, 2024, meeting minutes: Tom described a part of Jane Coyle's presentation to the QRS committee regarding the (Lean Quality Improvement Green Belt) training (LEAN).

Action: Tom requested Jane's slides be made available for Directors to view on-line.

12. **Executive Committee Report:** nothing to report.

13. **Alliance Liaison report.**

14. **Presentation from Alliance: CEO Sarah Hobbs (4:00pm):** Sarah provided an overview of the Alliance for Healthier Communities including the merits of membership [slideshow presentation](#) followed by a Q & A opportunity. Sarah pointed out the Board Director can always attend Alliance meetings Sarah also mentioned there are other presentations offered by the Alliance that are available on-line by logging in to the Alliance website. Tom asked if there was a question about what the fee Sarah did not have the answer but mentioned she would respond.

15. **Health Care in Renfrew County:** In camera session started at 5:10 p.m. In camera session ended at 5:35 p.m.

16. **Informational Items:**

16.1 Article from The Humm regarding local support by Civitan clubs for the Therapeutic Riding Program (TRP)

17. **Upcoming meetings:** Board Meeting: January 28, 2025 @ 3:00 p.m. via Zoom

18. Meeting adjourned at: 5:35