

North Lambton Community Health Centre
Board of Director Minutes

Tuesday, November 26 2019
5:30 PM – 7:30 PM
Crozier Hall - Forest

Attendees:	Stewart Burberry	Carol Columbus	Bill Davidson	Jane Joris	Nicci McCann	
	Carrie McEachran	Gus Mumby	Mac Redmond	Ann Tuplin	Lori Veroude	
Staff	Kathy Bresett	Robin Page				
Recorder	Laurie Minielly					
Regrets:	Jean Dorey	Marja George				
Guests:						

Item #	Agenda Item	Discussion Highlights
1.0	Call to Order	<ul style="list-style-type: none"> Jane called the meeting to order at 5:30 PM.
1.1		<ul style="list-style-type: none"> Quorum Status. Quorum was met according to the by-laws.
1.2		<ul style="list-style-type: none"> Territorial Acknowledgement. We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Anishnaabeg who were signatories to the Huron Tract Treaty #29, specifically the First Nations of Kettle and Stony Point, and Aamjiwnaang First Nation.
1.3		<ul style="list-style-type: none"> Declaration of Conflict of Interest. There was no declaration of conflict of interest.
1.4		<ul style="list-style-type: none"> Approval of Agenda.
1.5		<ul style="list-style-type: none"> Addition to Agenda: Item 3.2 OChart Q2 Approval; Item 8.3 Resources Committee In-Camera Minutes October 8, 2019; Item 8.4 Property Issue; Item 8.5 Personnel Issue Accessibility for Ontarians with Disabilities Act. Kathy welcomed and introduced Isla Bergenhus, Risk Management Team Leader. Board members introduced themselves. Isla reviewed the Accessibility for Ontarians with Disabilities Act (AODA) plan and report with the Board. She noted that we have complied with all the timelines. The AODA states that our plan is to be reviewed and updated every five (5) years. Isla noted some items we can change now could be to include flashing lights for hearing impaired clients, so they are aware of fire alarms. Isla answered questions from the Board on AODA. It was suggested that Isla attend a Board meeting in the New Year to provide training to the Board as part of Board Development.

Action:	Assigned to:	Target Date:
Motion Carried: That the Board approves the agenda, as amended.	Motion Made By: Gus Mumby	Motion Seconded By: Stewart Burberry

Item #	Agenda Item	Discussion Highlights
2.0	Minutes of Previous Meetings	
2.1	Motion Carried: That the Board of Directors minutes October 22, 2019 are approved as presented.	Motion Made By: Mac Redmond Motion Seconded By: Nicci McCann
2.2	Motion Carried: That the Quality Performance Committee minutes of November 19, 2019 are approved as presented.	Motion Made By: Stewart Burberry Motion Seconded By: Ann Tuplin
2.3	Motion Carried: That the Governance Committee minutes of November 19, 2019 are approved as presented.	Motion Made By: Mac Redmond Motion Seconded By: Bill Davidson
2.3	Motion Carried: That the Resources Committee minutes of November 19, 2019 are approved as amended. It was noted in Item 5.2, Q2 Financial, to remove the word "Team" after Ontario Health, as our financial information will now come from Ontario Health.	Motion Made By: Carol Columbus Motion Seconded By: Nicci McCann

2.4 Business Arising from the Minutes		
Information. Health Promotion Report & Health Promotion Survey Results		
Motion Carried: That the Board approves the Partnership Policy as presented.	Motion Made By; Stewart Burberry	Motion Seconded By: Ann Tuplin
Information. Client Experience Survey Report.		
Motion Carried. That the Board accepts the Quality Performance Committee Membership & Mandate as amended.	Motion Made By: Bill Davidson	Motion Seconded By: Mac Redmond
Motion Carried. That the Board accepts the Quality Performance Committee 2019-2020 Work Plan as presented	Motion Made By: Bill Davidson	Motion Seconded By: Mac Redmond

Motion Carried. That the Board accepts the Quality Performance Committee Chair Job Description as presented.	Motion Made By: Carrie McEachran	Motion Seconded By: Ann Tuplin
Motion Carried. That the Board accepts the Volunteer Policies as presented.	Motion Made By: Carrie McEachran	Motion Seconded By: Stewart Burberry
Motion Carried. That the Board accepts the In-Camera Meeting Review as presented.	Motion Made By: Nicci McCann	Motion Seconded By: Mac Redmond

Item #	Agenda Item	Discussion Highlights	
3.0	Report from Executive Director Kathy reviewed highlights: <ul style="list-style-type: none"> • Meetings are to be held this week with the County of Lambton regarding our Housing Connector and Circles program. • A new partnership with Dr. Farag, Cardiologist with our CHF NP to provide virtual care is scheduled this week. <p>Kathy's accreditation PowerPoint is deferred to January.</p>		
Action:		Assigned to:	Target Date:
3.1	<u>OHT Discussion.</u> Kathy noted that the Sarnia-Lambton OHT self-assessment is due December 4 th . Kathy circulated the implementation snapshot. She noted that there is a Board Chair / Vice Chair evening on December 17 th .		
Motion Carried. That the Board approves the SL OHT Self Assessment		Motion Made By: Gus Mumby	Motion Seconded By: Carol Columbus
3.2	<u>OChart Q2 Reporting / Hep C Report.</u> Kathy noted that reporting is done twice per year to the Hep C Ministry.		
Motion Carried. That the Board approves the OChart Report as presented.		Motion Made By: Mac Redmond	Motion Seconded By: Gus Mumby
Motion Carried: That the Board approves the Executive Director report as presented.		Motion Made By: Mac Redmond	Motion Seconded By: Gus Mumby

Item #	Agenda Item	Discussion Highlights	
4.0	Board Development		
4.1	<u>Self-Reflection Exercise.</u> Mac explained the self-reflection exercise brought back from the Alliance Conference in June. The Board completed the exercise. Mac will review and come back with a summary.		
Action:		Assigned to:	Target Date:

Item #	Agenda Item	Discussion Highlights
5.0	Quality Improvement	
	There were no items for Quality Improvement.	
Action:		Assigned to:
		Target Date:

Item #	Agenda Item	Discussion Highlights
6.0	New Business	
6.1	<u>Board Committee Structure Discussion.</u>	Jane noted concerns surrounding quorum at Committee meetings. and with accreditation coming up, it was discussed to have volunteers as non-voting members. Discussion on various options including Committees meeting every second month for the first quarter of the year (February, April, May). The Board will continue to meet monthly. All were in agreement. Ad hoc committees will be set up for policy review. For Human Resources Policies review, Gus and Carol volunteered to be on the ad hoc committee. For Occupational Health & Safety Policies review, Ann Tuplin and Jane Joris volunteered to be on the ad hoc committee.
Action:		Assigned to:
		Target Date:

Item #	Agenda Item	Discussion Highlights
6.0	New Business	
6.2	<u>Committee Mandates.</u>	These were reviewed and discussed whether to have the volunteer committee members as non-voting. However, after discussion, it was agreed that the volunteer members would be able to vote.
Action:		Assigned to:
		Target Date:

Item #	Agenda Item	Discussion Highlights
7.0	Round Table	
	Kathy – Volunteer Appreciation Dinner is Wednesday, November 27 th . Bill is attending and can bring greetings from the Board. - Kathy also circulated medicine wheel pins to the Board members. Ann – a friend received orientation for volunteer and was very impressed with the training received. Ann noted she is also taking the ICS training and finding it very informative. Carol – is taking the ICS training as well and there is lots to learn.	

Item #	Agenda Item	Discussion Highlights
8.0	In-Camera Business	

8.1	Resources Committee In-Camera Meeting Minutes October 8, 2019		
8.2	Board of Directors In-Camera Minutes October 22, 2019		
8.3	Resource Committee In-Camera Minutes November 19, 2019		
8.4	Property Issue		
8.5	Personnel Issue		
Action:		Assigned to:	Target Date:
Motion Carried: That the Board go in-camera to discuss as property issue.		Motion Made By: Carrie MCEachran	Seconded by: Bill Davidson
The Board was in-camera at 6:35 PM.			
Motion Carried: That the Board arise from in-camera and that the Chair rise and report.		Motion Made By: Stewart Burberry	Seconded by: Gus Mumby
The Board was in open session at 7:00 PM. The Chair noted the minutes as listed were approved and a property issue was discussed and there is nothing to report.			

Agenda Item #10.0	
Adjournment	
Motion Carried: That the meeting be adjourned.	Motion Made By: Mac Redmond
Meeting adjourned at 7:00 PM.	


 Jane Joris, Chair


 Laurie Minielly, Recorder

Next Board Meeting	Tuesday, January 28, 2020 at 5:30 PM Crozier Hall – Forest Site
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