

**North Lambton Community Health Centre  
Board of Director Minutes**

**Tuesday, January 31, 2017  
6:00 PM – 8:00 PM  
Crozier Hall - Forest**

<b>Attendees:</b>	Pam Atkinson	Stewart Burberry	Bill Davidson	Marja George	Jean Dorey	
	Jane Joris	Gus Mumby	Christine Murphy	Mac Redmond	Sue Sutherland	
<b>Staff</b>	Kathy Bresett	Robin Page				
<b>Recorder</b>	Laurie Minielly					
<b>Regrets:</b>	Barb Frayne					
<b>Guests:</b>	John Waltho, Rebecca Everaert and Julie Potts					

Item #	Agenda Item	Discussion Highlights	
1.0	<b>Call to Order</b>	<ul style="list-style-type: none"> <li>• Mac called the meeting to order at 6:00 PM.</li> <li>• Approval of Agenda and Consent Agenda Items. Addition to Agenda: Item 5.2 – Compensation Report; 6.1 Board Education Cultural Competency; 8.6 Board Application</li> <li>• Declaration of Conflict of Interest. There was no declaration of conflict of interest.</li> <li>• Quorum Status. Quorum was met according to the by-laws.</li> <li>• Jean introduced John Waltho as a potential Board member.</li> <li>• Rebecca and Julie gave a presentation on the Diabetes Peer programs they run from West Lambton and North Lambton. The Board found their presentation very enlightening and thanked them for the information.</li> </ul>	
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights	
2.0	<b>Approval of Agenda</b>		
<b>Motion Carried:</b> That the Board approves the agenda, including the consent agenda, as amended.		<b>Motion Made By:</b> Gus Mumby	<b>Motion Seconded By:</b> Bill Davidson
<b>Motion Carried: The Board of Directors approves the consent agenda items:</b> 3.1 Minutes of Board of Directors meeting of November 29, 2016 meeting;			

3.2 Minutes of Quality Performance Committee meeting of January 17, 2017; 3.3 Minutes of Executive Committee meeting of January 17, 2017 3.4 Minutes of the Resources Committee meeting of January 17, 2017		
The Privacy Policies were pulled out of Business Arising. Kathy noted that Jana McIntyre is the Privacy Officer. Change of word pledge is a recommendation instead of "agreement". There were some minor changes made to Privacy forms.		
Resources Committee 4.1: Update on Arkona. Kathy noted that a meeting was held on January 24 <sup>th</sup> to discuss the status. Paul Brown from the LHIN also attended. Kathy gave a summary of the meeting. We have posted, interviewed and offered the position to a Nurse Practitioner. The current NP is not interested in continuing. Arkona also toured a physician. Kathy is meeting with that physician on Friday regarding coming on board since one of our physicians has dropped down in hours. Mac added that the Lions Club is strong in that they want a physician. They have offered two years in funding to the Arkona Medical Centre.		

Marja arrived at 6:20 PM during presentation of programs that North Lambton CHC runs.

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.1	<u>Privacy Policies</u>	
<b>Motion Carried: That the Board approves the Privacy Policies as amended.</b>		<b>Motion Made By: Bill Davidson</b>
		<b>Motion Seconded By: Stewart Burberry</b>

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.2	<u>ED Performance Review</u>	
<b>Motion Carried: That the Board approves the ED Performance Review process this year using the NLCHC Staff form, with Executive Committee to review the process after it is completed.</b>		<b>Motion Made By: Gus Mumby</b>
		<b>Motion Seconded By: Jane Joris</b>

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.3	<u>CAPS Approval</u>	
<b>Motion Carried:</b> That the Board approves the CAPS as presented.		<b>Motion Made By:</b> Christine Murphy
		<b>Motion Seconded By:</b> Jane Joris

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.4	<u>Q3 Statements</u>	
<b>Motion Carried:</b> That the Board approves the Q3 statements as presented.		<b>Motion Made By:</b> Gus Mumby
		<b>Motion Seconded By:</b> Pam Atkinson

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.5	<u>HR Policy 15.0</u>	
<b>Motion Carried:</b> That the Board approves HR Policy 15.0 as presented.		<b>Motion Made By:</b> Gus Mumby
		<b>Motion Seconded By:</b> Jane Joris

Item #	Agenda Item	Discussion Highlights
5.0	<b>Report from Executive Director</b>	
	<ul style="list-style-type: none"> <li>There is a Retention &amp; Recruitment campaign regarding investment in primary care teams. This will be the second phase to advocate for funds to move teams to the 2012 Salary grid which will require \$130 million annualized in a two-year plan. North Lambton CHC will send a letter of support to the Minister and copy our MPP.</li> <li>Health Links meeting today with the partners. We did get funding for January – March 31, 2017. We have spent \$100K to date on wages; the balance is to be spent by March 31<sup>st</sup>. It is not able to be saved anywhere. Partners are to submit ideas very shortly with suggestions on how to spend the funds. The LHIN would like us to continue the steering group meetings. Kathy answered questions regarding staffing for health links.</li> <li>Sub-regions – Bill 41 has passed. Kathy gave a summary of some of the changes i.e. no additional staff are being hired; there are 75 sub-regions across the province. All of Sarnia-Lambton makes up our sub-region.</li> </ul>	
5.1	<b>West Lambton 10<sup>th</sup> Anniversary Celebrations</b> Kathy noted that it is 10 years for West Lambton. We would like to discuss next meeting about some dates for open house, etc. The original steering committee members would be invited.	
5.2	<b>Compensation Report</b> Kathy circulated the compensation report; it is due tomorrow. Bill / Gus that the Board approves the compensation report. CARRIED.	
<b>Motion Carried:</b> That the Board approves the Executive Director report as presented.		<b>Motion Made By:</b> Jane Joris
		<b>Motion Seconded By:</b> Bill Davidson

<b>Action:</b>	<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
6.0	<b>Board Development</b>	
6.1	<u>Board Education Cultural Competency</u> Some Board members have expressed an interested in knowing more about First Nation history. Kathy has information available and believes workshops are being presented. We will circulate the dates once we know when they are scheduled. All expressed an interest in attending.	
<b>Action:</b>	<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
7.0	<b>Quality Improvement</b>	
	There were no items for Quality Improvement	

Item #	Agenda Item	Discussion Highlights
8.0	<b>New Business</b>	
8.1	<u>Accreditation Follow-up</u> The items which required further documents so as to meet accreditation standards were circulated for review. Some of those items require Board approval.  <u>ORG-STW-1.2 Voluntary Dissolution Policy</u> <b>MOVED</b> by Jane Joris seconded by Gus Mumby that the Board accepts Board Policy #10, Voluntary Dissolution Policy as presented. <b>CARRIED.</b>  <u>ORG-STW-3.1 Retention of Financial Records</u> <b>MOVED</b> by Stewart Burberry seconded by Gus Mumby that the Board accepts Finance Facilities Policy #1, as amended. <b>CARRIED.</b>  <u>ORG-STW-7.1 Cost Recovery</u> <b>MOVED</b> by Jean Dorey seconded by Christine Murphy that the Board accepts Finance Facilities Policy #14, as amended. <b>CARRIED.</b>  <u>ORG-RS-3.1 Direct Reporting to CAS</u> <b>MOVED</b> by Sue Sutherland seconded by Gus Mumby that the Board accepts Volunteer Policy 2.15, as amended. <b>CARRIED.</b>  <u>ORG-SYS-3.1 Access and Security of Corporate Records</u> This section can be found in the Meeting Guideline which are appendices to the Board Policy Manual. <b>MOVED</b> by Jane Joris seconded by Stewart Burberry that the Board accepts Section 13, Access to Corporate Files as presented. <b>CARRIED.</b> <b>MOVED</b> by Bill Davidson seconded by Pam Atkinson that the Board accepts HR Policy #6 Personnel Records, as amended. <b>CARRIED.</b>	
<b>Action:</b>	<b>Assigned to:</b>	<b>Target Date:</b>


Item #	Agenda Item	Discussion Highlights
8.0	<b>New Business</b>	
8.2	<u>Board Member Resignation</u> Mac noted that Barb Frayne has tendered her resignation from the Board effective today. Because of her employment with CCAC and they are joining with the LHIN, she is unable to continue. Mac will send Barb a letter on behalf of the Board, accepting her resignation.	
<b>Action:</b>		<b>Assigned to:</b>
<b>Motion Carried:</b> That the Board accepts the resignation of Barb Frayne, with regret, effective January 31, 2017.		<b>Motion Made By:</b> Sue Sutherland
		<b>Motion Seconded By:</b> Stewart Burberry

Item #	Agenda Item	Discussion Highlights
8.0	<b>New Business</b>	
8.3	<u>AOHC Call for Nominations</u> This was included in the package for information. There is one member at large position that is open.	
<b>Action:</b>		<b>Assigned to:</b>
		<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
8.0	<b>New Business</b>	
8.4	<u>AOHC Call for Resolutions</u> This was included for information. There are no current issues.	
<b>Action:</b>		<b>Assigned to:</b>
		<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
8.0	<b>New Business</b>	
8.5	<u>Time of Resources Meeting</u> It has been suggested to move the time of Resources Committee meeting to 6:30 PM. All agreed to the new time. Sue Sutherland volunteered to move to the Resources Committee.	
<b>Action:</b>		<b>Assigned to:</b>
		<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
8.0	<b>New Business</b>	
8.6	<u>Board Application</u> Kathy received a new application form for a potential Board member for West Lambton. Mac gave a summary of the applicant. The Board reviewed the application and agreed that she would be a good	

	candidate. Mac will contact Carrie MacEachran.	
<b>Action:</b>	<b>Assigned to:</b>	<b>Target Date:</b>
<b>Motion Carried: That the Board accepts the application of Carrie MacEachran as a Board member.</b>	<b>Motion Made By: Bill Davidson</b>	<b>Motion Seconded By: Sue Sutherland</b>

Item #	Agenda Item	Discussion Highlights
9.0	Round Table	
<p>Gus – attended Sarnia Speaks on Mental Health. It was very well attended.  Christine – no longer at BWH.  Sue – Received notice today of the 4<sup>th</sup> annual Sarnia Lambton home Response Collaborative Conference in partnership with S/L Elder Abuse Awareness Network being held on April 6<sup>th</sup>. Kathy noted that we have staff who will be attending. If there were Board members interested in attending, let Laurie know and we will register you.  Jean – we do not have a Vice President as a result of Barb Frayne leaving. Jean noted that we should be considering a replacement. Kathy said that we have it on the Executive Committee for discussion in February. Mac suggested that we leave it and let people consider if they are interested and if so, please let Mac or Kathy know before the Executive Committee Meeting in February.</p>		

Item #	Agenda Item	Discussion Highlights
10.0	In-Camera Business	
10.1	Board of Director In-Camera Minutes – November 29, 2016	
10.2	Resources Committee In-Camera Minutes – January 17, 2017	
10.3	Personnel Issue	
<p><b>Motion Carried: That the Board go in-camera to approve the minutes as listed and discuss as personnel issue.</b></p> <p>The Board was in-camera at 7:35 PM.</p> <p><b>Motion Carried: That the Board arise from in-camera and that the Chair rise and report.</b></p> <p>The Board was in open session at 7:42 PM. The Chair noted that the minutes, as listed, were approved, and a personnel issue was discussed and no action was taken.</p>		
	<b>Motion Made By: Jane Joris</b>	<b>Motion Seconded by: Sue Sutherland</b>
	<b>Motion Made By: Pam Atkinson</b>	<b>Motion Seconded by: Bill Davidson</b>

<b>Action Item</b>	

<b>Agenda Item #</b>	<b>Discussion Highlights:</b>	
Adjournment		
<b>Motion Carried: That the meeting be adjourned.</b>		<b>Motion Made By: Jean Dorey</b>
Meeting adjourned at 7:42 PM.		

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Mac Redmond, Chair

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Laurie Minielly, Recorder

<b>Next Board Meeting</b>	<b>Tuesday, February 28, 2017</b> <b>6:00 PM – 8:00 PM</b> <b>Crozier Hall - Forest</b>
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