

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

**Tuesday, October 25, 2016  
6:00 PM – 8:00 PM  
Crozier Hall - Forest**

<b>Attendees:</b>	Pam Atkinson	Stewart Burberry	Jean Dorey	Barb Frayne	Marja George	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>						
	Bill Davidson					
<b>Guests:</b>						

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 6:10 PM.</li> <li>• Approval of Agenda and Consent Agenda Items.</li> <li>• Addition to Agenda: 10.3 Personnel Issue</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> </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> Jane Joris
<b>Motion Carried: The Board of Directors approves the consent agenda items:</b>		
3.1 Minutes of Board of Directors meeting of September 27, 2016, 2016 meeting;		
3.2 Minutes of Quality Performance Committee meeting of October 18, 2016;		
3.3 Minutes of the Resources Committee meeting of October 18, 2016		

<p><b>Round table: Quality Performance Committee: amend to read: Jean is forwarding information to the ED, not the Committee.</b></p> <p><b>Resources Committee: Item 4.1 It is noted that Alan Stevenson's name is misspelled.</b></p>		
<b>Motion Carried: that the Board of Directors approves the Quality Performance Committee minutes as amended.</b>	<b>Motion Made By: Jean Dorey</b>	<b>Motion Seconded By: Sue Sutherland</b>

Pam arrived at 6:15 PM during discussion of Client Experience Survey.

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.1	<u>Client Experience Survey</u>	This was included for information only. Discussion on the number of respondents to the survey which was increased this year.

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.3	<u>CMHA/CHC Community Health Capital Program Application.</u>	See item 8.2

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.4	<u>OH&amp;S 9.0 Safe Work Practices.</u>	The section changed was home visits is related to staff making a home visit when it should have been the police who were called to do the safety check.
<b>Motion Carried: That the Board approves OH&amp;S 9.0 Safe Work Practices as presented.</b>		<b>Motion Made By: Stewart Burberry</b>
		<b>Motion Seconded By: Barb Frayne</b>

Item #	Agenda Item	Discussion Highlights
4.0	<b>Business Arising from the Minutes</b>	
4.4	<u>Q2 Financial</u>	Robin provided a summary of the revenue and expenses of the Q2 financial report.
<b>Motion Carried: That the Board approves Q2 Financial Report as presented.</b>		<b>Motion Made By: Gus Mumby</b>
		<b>Motion Seconded By: Pam Atkinson</b>

Item #	Agenda Item	Discussion Highlights	
5.0	<b>Report from Executive Director</b>	<ul style="list-style-type: none"> <li>LGBT Communities in Practice Update. Kathy attended a meeting last Friday with community agencies to co-ordinate services. Kathy provided a summary of the meeting. It is possible that Lambton Public Health will take the lead. London-Middlesex Public Health provided information on their program. Jane said that she would be interested in attending.</li> <li>Kathy provided an update on the Health Link Co-Chairs meeting with the LHIN representatives. As a result, Sarnia-Lambton will be split off from Chatham-Kent and will receive a separate budget.</li> <li>Primary Care Recruitment and Retention Funding. Kathy and Robin attended a webinar on Monday. Kathy circulated the planning document. Kathy asked for two board members to sit on the committee as the plan needs to be approved and signed by the Board in November. Kathy would like to send a letter to the staff in the very near future to keep them apprised of what is happening. These funds are retroactive to April 1, 2016.</li> <li>CACHCA survey – we will ask Mac to draft a letter to be sent to the MPP.</li> </ul>	
<b>Motion Carried:</b> That the Board agrees to use the base funding entitlement provided by the Erie St. Clair Local Health Integration Network as intended and to the amendment of the service accountability agreement as per the letter dated October 25, 2016.		<b>Motion Made By:</b> Jane Joris	<b>Motion Seconded By:</b> Sue Sutherland
<b>Motion Carried:</b> That the Board approves the Executive Director report as presented.		<b>Motion Made By:</b> Sue Sutherland	<b>Motion Seconded By:</b> Barb Frayne
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights	
6.0	<b>Board Development</b>		
	There are no items for Board Development.		
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

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

Item #	Agenda Item	Discussion Highlights
8.0	<b>New Business</b>	
8.1	<u>Letter to Kettle Point Chief and Council.</u>	Kathy noted this came out of discussion at Quality Performance Committee to suggest that we send a formal letter to Kettle & Stony Point requesting another delegate. It was also agreed send a similar letter to Aamjiwnaang Band Council.

<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>CMHA/CHC Application</u> This was attached for review.	

<b>Action:</b>	<b>Assigned to:</b>	<b>Target Date:</b>
<b>Motion Carried:</b> That the Board endorses the Community Health Capital Program application to be submitted to the ESC LHIN.	<b>Motion Made By:</b> Jean Dorey	<b>Motion Seconded By:</b> Marja George

Item #	Agenda Item	Discussion Highlights
8.0	<b>New Business</b>	
8.3	<u>CCA 2012 Final Review</u> Kathy circulated the 2012 Final Review so the Board could review what will be expected. A schedule of the 2016 visit was circulated. The Board is invited to the verbal wrap up on Friday, November 25 <sup>th</sup> at 9:30 AM in Forest.	

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

Item #	Agenda Item	Discussion Highlights
9.0	<b>Round Table</b>	
	<p>Barb – attended AOHC orientation for the Board liaison. It was very good. She gave a brief summary.</p> <p>Pam – has the news out of Woodstock / London today created discussion among our professional staff.</p> <p>Kathy said there is an opportunity for them to discuss during their clinical meetings.</p> <p>Marja – just a reminder to everyone to get their flu shots</p> <p>Kathy – circulated information Collective Impact on the meeting with Grand Bend on November 18<sup>th</sup>.</p>	

Item #	Agenda Item	Discussion Highlights
10.0	<b>In-Camera Business</b>	
10.1	Board of Director In-Camera Minutes – September 27, 2016	
10.2	Resources Committee In-Camera Minutes – October 18, 2016	
10.3	Personnel Issue	

<b>Motion Carried: That the Board go in-camera to approve the minutes as listed.</b>	<b>Motion Made By:</b> Jean Dorey	<b>Motion Seconded by:</b> Gus Mumby
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The Board was in-camera at 7:23 PM.		
<b>Motion Carried: That the Board arise from in-camera and that the Chair rise and report.</b>	<b>Motion Made By: Jean Dorey</b>	<b>Motion Seconded by: Marja George</b>
The Board was in open session at 7:35 PM. The Chair noted that the minutes as listed were approved, and a personnel issue was discussed and no action was taken.		

<b>Agenda Item #</b>	<b>Discussion Highlights:</b>	
Adjournment		
<b>Motion Carried: That the meeting be adjourned.</b>	<b>Motion Made By: Jane Joris</b>	
Meeting adjourned at 7:35 PM.		

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Mac Redmond, Chair

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Laurie Minielly, Recorder

<b>Next Board Meeting</b>	<b>Tuesday, November 29, 2016 6:00 PM – 8:00 PM Crozier Hall - Forest</b>
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