



# North Lambton Community Health Centre

Annual General Meeting  
25<sup>th</sup> Anniversary

**Tuesday, June 16, 2020**

**5:00 PM**

**59 King Street West**

**FOREST**

Healthy People ♦ Strong Communities



North Lambton  
Community Health Centre

Supported by:



**Ontario**

Erie St. Clair Local Health  
Integration Network

## AGENDA

### **CALL TO ORDER, WELCOME AND INTRODUCTIONS**

Traditional Territorial Acknowledgement Jane Joris, Doug George

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.

Message from the President and Executive Director

Message from Doug George, Director, Kettle & Stony Point Health Services

### **APPROVAL OF MINUTES**

June 18, 2019 Annual General Meeting (attached) Jane Joris

Motion required to adopt the minutes

### **REVIEW OF AUDITED FINANCIAL STATEMENTS (attached)**

Motion to adopt the 2019-2020 Financial Statements Gus Mumby

Secretary / Treasurer

Motion to appoint Deloitte as auditor for 2020-2021 fiscal year, and authorize the Board of Directors to set the Annual fee for the auditor

Gus Mumby

### **COMMITTEE REPORTS (Attached)**

Executive Committee Report Jane Joris

Governance Committee Report Nicci McCann

Quality Performance Committee Report Stewart Burberry

Resources Committee Report Gus Mumby

A motion is required to adopt each of the Committee Reports

### **SPECIAL RESOLUTIONS**

Proposed changes to By-law #1 Jane Joris

### **RATIFY THE ACTION OF THE BOARD OF DIRECTORS (Attached)**

A motion is required. Jane Joris

### **NOMINATING COMMITTEE REPORT (Attached)**

• Presentation of the slate of Proposed Candidates Jane Joris

• Remarks by candidates

### **ELECTION OF BOARD MEMBERS**

• Call for nomination from the Floor (3 times) Jane Joris

• Call for motion to close nominations

• Review list of candidates

**PRESENTATIONS**

Staff Service Recognition

Kathy Bresett

**OTHER BUSINESS ARISING**

- Announcement of Election Results
- Call for other items for discussion from the membership
- Ask new Board to convene for a short organizational meeting at after this meeting
- Social Time

Jane Joris

**DATE OF NEXT BOARD MEETING**

Tuesday, August 25, 2020 at 5:30 PM

**ADJOURNMENT**

Motion to adjourn (no vote necessary)



## MESSAGE FROM PRESIDENT AND EXECUTIVE DIRECTOR

This year, the North Lambton Community Health Centre celebrates 25 years of business! The real celebration is those 25 years of work that has produced positive outcomes for the clients and communities we serve.

Our team has focused on assisting people to improve their well-being through better health and community inclusion. Our expertise in rural health and serving marginalized communities is one of our core strengths.

We continue to work together in partnership with other agencies who provide strong support and creative solutions to maximize our impact.

We would like to take this opportunity to thank the wonderful staff, board members and volunteers – past and present! North Lambton Community Health Centre has changed to meet the needs of our clients and communities by expanding over the years to include a suite of chronic disease programs as well as recognizing the need for harm reduction supports. The Centre has grown incredibly over the years from an 8-person staff group and two sites to manage in Forest and Kettle Point to now include 120 staff members and 3 additional sites in Sarnia and Watford for a total of 5 locations for increased accessibility for clients.

The Centre has a dedicated group of 125 volunteers who work tirelessly to deliver health promotion programs at no charge across Lambton County and provide hope and kindness to those who attend.

We recognize all the funders, thousands of clients, community leader with whom it has been a privilege to work as friends. Your support has enabled us to achieve our mission of “Healthy People, Healthy Communities”.

We look forward to the future of healthcare – we are up to the challenge!

Jane Joris  
President, Board of Directors

Kathy Bresett  
Executive Director

**North Lambton Community Health Centre  
Annual General Meeting  
Tuesday, June 18, 2019  
5:00 PM  
Crozier Hall – Forest Site**

**Present:** 12 members of the North Lambton Community Health Centre (general membership) in attendance.

**2018-2019 Board Members Present:** Stewart Burberry, Carol Columbus, Bill Davidson, Jean Dorey, Jane Joris, Nicci McCann, Carrie McEachran, Gus Mumby, Mac Redmond, Ann Tuplin

**Regrets:** Marja George, Lori Veroude

**Recorder:** Laurie Minielly

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**1. Welcome and Introduction**

Mac Redmond called the meeting to order at 5:00 PM and welcomed all those in attendance to the 24<sup>th</sup> Annual General Meeting. Mac paid tribute to the territorial acknowledgement. Mac noted the biggest change in the coming year will be the establishment of Ontario Health Teams. Quorum was met according to the by-law.

**2. Approval of Minutes**

Approval of Minutes from the Annual General Meeting held June 28, 2018.

**MOVED** by Gus Mumby seconded by Bill Davidson that the membership adopts the minutes as presented. **CARRIED.**

**3. Review of Audited Financial Statements**

Gus Mumby, Secretary/Treasurer reviewed the audited financial statements for the year ended March 31, 2019. Gus noted that Deloitte has been our auditor for 5 years. Gus thanked Kathy, Robin and Karen for their time and co-operation in providing information to Deloitte. He noted that a copy of the financial statements is available on the Centre's website, or by contacting the offices of either the Executive Director or the Finance Team Lead.

**MOVED** by Gus Mumby seconded by Stewart Burberry that the members adopt the 2018-19 Audited Financial Statement as presented. **CARRIED.**

**MOVED** by Gus Mumby seconded by Bill Davidson that the membership appoints the firm of Deloitte as the audit firm for the North Lambton CHC financial statements for the 2019/2020 fiscal year, with an annual fee as negotiated by the Board of Directors. **CARRIED.**

#### **4. Committee Reports**

##### **4.1 Executive Committee Report**

Mac Redmond noted the report covers a brief summary that the Committee completed during the past year. The Executive Committee responsibilities are limited as most of their duties have been moved to the Governance Committee.

**MOVED** by Mac Redmond seconded by Carol Columbus that the Executive Committee report be adopted as presented. **CARRIED.**

##### **4.2 Governance Committee Report**

Bill presented the Governance Committee Report. He noted some of their accomplishments through the year including a review of the M-SAA, completing a review of by-law #1.

**MOVED** by Bill Davidson seconded by Jean Dorey that the Governance Committee report be adopted as presented. **CARRIED.**

##### **4.3 Quality Performance Committee Report**

Stewart reviewed the accomplishments of the Quality Performance Committee over the past year. He noted that the Committee has fun at their meetings, and they are always interesting. He said we have staff coming in to give updates on the programs, noting that we have 66 programs at 45 different sites led by approximately 120 volunteers.

**MOVED** by Stewart Burberry seconded by Jean Dorey that the Quality Performance Committee report be adopted as presented. **CARRIED.**

##### **4.4 Resources Committee Report**

Gus reviewed the accomplishments of the Resources Committee, noting that they adopted a new process for reviewing quarterly financial statements. He noted this Committee, too, had a good time. Gus thanked the committee members for their involvement.

**MOVED** by Gus Mumby seconded by Carrie McEachran that the Resources Committee report be adopted as presented. **CARRIED.**

## 5. Proposed Changes to the By-law

Mac noted that one of the responsibilities of the Board each year is to review By-law #1. Because it is reviewed each year, most of the items are changing because of wordsmithing.

Mac highlighted the suggested changes of the by-law this year:

- Election of Directors shall be held by show of hands, unless election by ballot is requested
- Changing the term of Secretary / Treasurer to two years
- Duties of Vice President to include chairing Governance Committee meetings
- Delete the transferability of memberships
- Deleting the time limit of proxies.
- Any issues to be dealt with at a membership meeting can be dealt with at a subsequent meeting

**MOVED** by Jane Joris seconded by Gus Mumby that By-law #1 of the Corporation be amended as listed. **CARRIED.**

## 6. Ratification of the Actions of the Board of Directors

Mac noted this is an annual motion that covers the Directors for the business transacted since the June 28, 2018 Annual General Meeting.

**MOVED** by Bill Davidson seconded by Stewart Burberry that the resolution ratifying the Board of Directors' actions be adopted. **CARRIED.**

## 7. Nominating Committee Report

Mac noted that there were four members whose terms were ending this year; however, they are standing for re-election. Those members are: Stewart Burberry, Nicci McCann, Carrie McEachran, Gus Mumby.

Stewart Burberry. Stewart was Recreation Director for Elgin County Long Term Care Homes. He was in charge of activities for three homes. He would like to be on the Board for another 3 years.

Nicci McCann. Nicci lives in Forest and is married with 4 kids. She has worked in Development Services for 36 years. It's interesting learning

about another sector and noted that her organization has partnered with the Health Promotion programs before.

Carrie McEachran. Carrie lives in Mooretown and is Executive Director of Rebound. She has always been involved with youth. She is looking forward to another 3 years on the Board and learning more.

Gus Mumby. Gus is completing 6 years on the Board tonight. He was a Client Services Manager with BDO. He retired in 2012. Gus noted all that he has learned since being on the board: Social Determinants of Health, Health Equity, Truth and Reconciliation. The next few years are going to be interesting with the implementation of Ontario Health Teams.

Mac called three times for nominations from the floor for the Board. There were no nominations received from the floor.

**MOVED** by Jean Dorey seconded by Bill Davidson that nominations be closed. **CARRIED.**

By acclamation, Mac welcomed Stewart Burberry, Nicci McCann, Carrie McEachran, and Gus Mumby to the Board for a three-year term.

## 8. Presentations

### Long Term Staff Recognition

Kathy said she would do something different this year. She called on Kathy George and Wendy McKay, both long term Nurse Practitioners with the Centre. If these two were at the beach, Kathy would be skipping stones and watching the sunset. Wendy would be racing out around a buoy and passing the pace boat. Both ladies are extremely intelligent and work at their maximum scope of practice. They are both kind and out of the box thinkers to utilize all resources possible to care for our clients. They have spent the majority of their careers defining the Nurse Practitioner Role for others to model.

Kathy congratulated Kathy George on 20 years of service and Wendy McKay on 10 years of service.

Kathy called on Lisa Ash. Lisa is a Registered Nurse and Primary Care Team Leader who manages the Forest, Kettle Point, and Watford sites. I'm sure you've heard the term "herding cats", well, here at the Centre we have some pretty smart cats and Lisa is someone who works together



with the clinical team to come up with the best solutions for our clients. Lisa is a great client advocate who ensures that all of their medical and social issues are considered. Being a front-line nurse in this role has provided her with the benefit of understanding the workflow and being able to make improvements in this area.

Kathy congratulated Lisa Ash on 20 years of service.

### 5-year awards

Karen Caughy. Karen is the Bookkeeper working at our Forest site. With Karen, everything is beyond organized. I know this is a trait of most bookkeepers, but with Karen, I feel it is a little over the edge at times. Papers and cheques are all in folders and the office area is neat. It's like working with Alex Trebek from Jeopardy. When she comes in my office, I find myself phrasing my answers to increase her efficiency, like: What should be coded to office supplies? And hope I get it right!

Trudy McGregor. Not only does Trudy make a great first impression at the reception window, but she also holds another role – as celebrity mother for an Olympic Hockey player which gives her more skills when the clinical area may need a bit of tuning up. I think I heard her tell one of the nurses to get back into the penalty box which I think was the lab, also she keeps a mean time clock in reception to keep schedule moving.

Natalia Koldewey. Natalia is a physician at our Forest and Kettle Point sites. She is a lovely addition to our team. She is an excellent team player and brings great experience from her career, particularly in the North.

Kathy thanked our wonderful volunteers, 120 in total, and our Board members are included in that total.

Kathy introduced the team leaders and thanked them for their help with running the different sites. Kathy noted that next year will be our 25<sup>th</sup> Anniversary and it will be very exciting!

## **9. Other Business Arising**

There were no other items for business arising.

Mac invited everyone to stay for refreshments and reminded the Board to meet for a short organizational meeting in the Resource Room.

**10. Date of Next Board Meeting:**

The next Board meeting is Tuesday, August 27, 2019 at 5:30 PM in Forest.

**11. Adjournment**

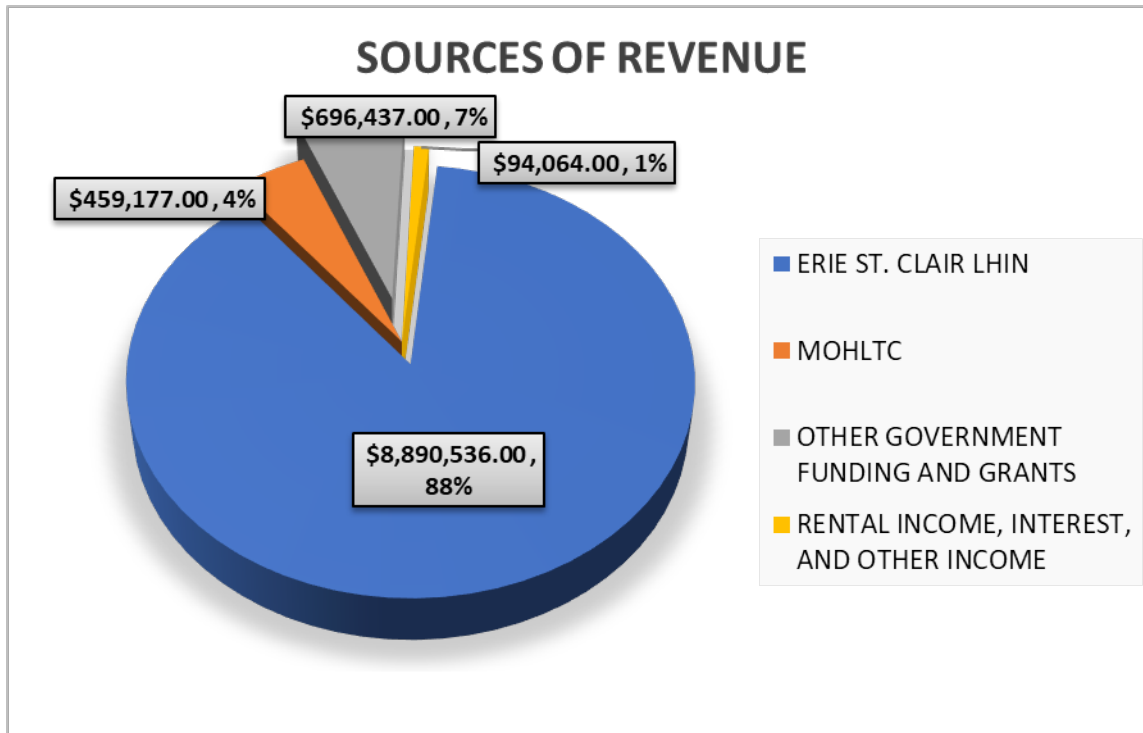
MOVED by Jean Dorey to adjourn at 5:50 PM.

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Mac Redmond, Chair

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Laurie Minielly, Recorder



**SOURCES OF REVENUE**

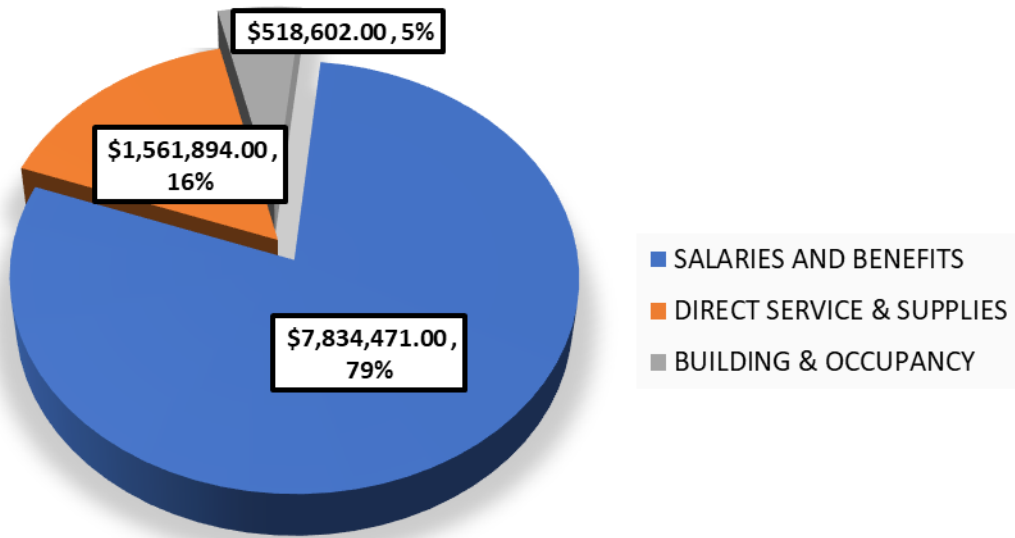
ERIE ST. CLAIR LHIN	\$8,890,536.00
MOHLTC	\$459,177.00
OTHER GOVERNMENT FUNDING AND GRANTS	\$696,437.00
RENTAL INCOME, INTEREST, AND OTHER INCOME	\$94,064.00
	<b>\$10,140,214.00</b>

**Funding Sources:**

- *Erie St. Clair Local Health Integration Network (ESC-LHIN)*
- *Ministry of Health and Long-Term Care*
- *Ministry of Tourism, Culture and Sport*
- *United Way*
- *County of Lambton*

Audited financial statements are available upon request from the office of the Executive Director.

### EXPENSES BY TYPE



### EXPENSES BY TYPE

SALARIES AND BENEFITS	\$7,834,471.00
DIRECT SERVICE & SUPPLIES	\$1,561,894.00
BUILDING & OCCUPANCY	\$518,602.00
	\$9,914,967.00

**Executive Committee Report  
For the Annual General Meeting  
June 16, 2020**

Committee Members

Jane Joris (Chair); Nicci McCann (Vice Chair); Gus Mumby (Secretary / Treasurer),  
Mac Redmond (Past President)

Accomplishments of the 2019-2020 Executive Committee include:

- Continued a review of the Executive Director Performance Review process.
- Completed the annual performance review of the Executive Director.
- Represented the Board of Directors with external organizations such as the Ontario Health Team planning and the Alliance for Healthier Communities Board Liaison Committee.
- Recruited new Board member to replace a resigning member. Confirmed the future plans of Board members whose terms were expiring in June 2020.
- Met as necessary to deal with North Lambton Community Health Centre business.
- Received reports from the Executive Director with respect to COVID-19.

Adoption of the Executive Committee Report:

Moved by: Jane Joris

Seconded by: \_\_\_\_\_

**Governance Committee Report  
For the Annual General Meeting  
June 16, 2020**

Committee Members

Nicci McCann (Chair); Christine Murphy (Vice Chair), Bill Davidson, Mac Redmond, Jane Joris (ex officio)

Accomplishments of the 2019-2020 Governance Committee include:

- Reviewed Governance Committee Mandate
- Updated Board Calendar 2019-2020
- Developed Board Education Plan for 2019-2020
- Reviewed Policy for Management / Leadership Succession Planning 2019-2020
- Reviewed Board Evaluation
- Reviewed By-law #1
- Reviewed Skills & Links Checklist
- Reviewed In-Camera Meeting guidelines
- Received reports from the Executive Director with respect to COVID-19

Adoption of the Executive Committee Report:

Moved by: Nicci McCann

Seconded by: \_\_\_\_\_

**Quality Performance Committee Report  
For the Annual General Meeting  
June 16, 2020**

Committee Members

Stewart Burberry (Chair); Ann Tuplin (Vice Chair), Jean Dorey, Andrew Thomas, Jane Joris (ex officio)

Accomplishments of the 2019--2020 Quality Performance Committee include:

- Reviewed Quality Performance Committee Mandate
- Annual Health Promotion Review
- Reviewed Client Survey
- Monitored Clinical / Health Promotion, Quality Improvement, Community Engagement Group Reports
- Monitored Quality and Client Safety Risk Management
- Reviewed and monitored Quality Improvement Plan
- Monitored Performance Indicators
- Identified Educational Opportunities
- Reviewed Volunteer Policies
- Reviewed Privacy Policies
- Received reports from the Executive Director with respect to COVID-19

Adoption of the Quality Performance Committee Report:

Moved by:            Stewart Burberry

Seconded by:        \_\_\_\_\_

**Resources Committee Report  
For the Annual General Meeting  
June 16, 2020**

Committee Members

Gus Mumby (Chair); Pam Atkinson, (Vice Chair, Volunteer); Carol Columbus, Marja George, Lori Veroude, Jane Joris (ex-officio), Khalida Finley (Volunteer)

Accomplishments of the 2019-2020 Resources Committee include:

- Reviewed Resources Committee Mandate
- Reviewed and ensured Accountability Agreement compliance
- Reviewed Audited Financial Statements
- Monitored Risk Management
- Reviewed Financial Reporting
- Monitored and negotiated leases
- Monitored Space Requirements
- Monitored Investments
- Reviewed Human Resources Policies
- Reviewed Budget process
- Approved OH&S Policy #10 Work Place Violence Prevention
- Reviewed Occupational Health and Safety Policies
- Received reports from the Executive Director with respect to COVID-19.

Adoption of the Resources Committee Report:

Moved by: Gus Mumby

Seconded by: \_\_\_\_\_



**North Lambton Community Health Centre**

**PROPOSED CHANGES TO CONSOLIDATED BY-LAW #1**

Special Resolution adopted by the North Lambton Community Health Centre Board of Directors at the May 26, 2020 Board of Directors' meeting and recommended for approval by the Members at the Annual General Meeting, June 16, 2020.

THAT By-law #1 of the Corporation be amended as follows: There are no amendments for this year.

This Special Resolution was adopted by the North Lambton Community Health Centre Board of Directors on the 26<sup>th</sup> day of May 2020.

Original signed by Gus Mumby, Secretary/Treasurer  
North Lambton Community Health Centre Board of Directors

**RESOLUTION RATIFYING DIRECTORS' ACTIONS**

**Annual General Meeting  
June 16, 2020**

Members of the North Lambton Community Health Centre Board of Directors 2019-2020 are:

President and Board Chair: Jane Joris  
Vice-President: Nicci McCann  
Secretary/Treasurer: Gus Mumby  
Directors: Stewart Burberry, Carol Columbus, Bill Davidson, Jean Dorey, Marja George, Mac Redmond, Andrew Thomas, Ann Tuplin, Lori Veroude

The Board of Directors request the Members to endorse the following resolution ratifying their actions:

**Resolved that all acts, contracts, proceedings, appointments, elections and payments enacted, made, done, or taken by the Directors of the North Lambton Community Health Centre since the June 18, 2019 Annual General Meeting of members be, and they are hereby, approved, ratified, and confirmed.**

**Adoption of the Resolution Ratifying the Directors' Actions:**

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Date: June 16, 2020

**Nominating Committee Report  
Candidates for the Board  
For the Annual General Meeting  
June 16, 2020**

The Board of Directors of the North Lambton Community Health Centre is currently composed of thirteen (13) members: five (5) elected from the North Lambton catchment area, five (5) elected from the West Lambton catchment area, one (1) elected from East Lambton catchment area and two (2) appointed by First Nations Band Council from Kettle and Stony Point and/or Aamjiwnaang.

<u>Site</u>	<u>Member</u>	<u>Term Expires</u>	<u>Status</u>
<u>North</u>	Carol Columbus	June 2021	
	Stewart Burberry	June 2022	
	Krista McCann	June 2022	
	Jean Dorey	June 2020	Retiring from the Board
	Lori Veroude	June 2020	Retiring from the Board
<u>West</u>	Bill Davidson	June 2021	
	Andrew Thomas	June 2022	
	Gus Mumby	June 2022	
	Ann Tuplin	June 2020	Standing for re-election
	Mac Redmond	June 2020	Standing for re-election
<u>East</u>	Jane Joris	June 2021	
<u>First Nations</u>	Marja George	Appointed	
	Vacant	Appointed	
<u>Candidates</u>	Jackie Hickey		Candidate for North
	Ann Tuplin		Candidate for West
	Mac Redmond		Candidate for West

There are four (4) elected positions available; the Nominating Committee has recruited the following Candidates for the Board:

**Jackie Hickey  
Ann Tuplin  
Mac Redmond**

The Procedural By-law #1 indicates that the members may nominate persons for election as Directors at the Annual Meeting at which Directors are to be named or elected. This opportunity is provided before the close of nominations.

The Candidates will make a short speech outlining their background and qualifications following the close of nominations, followed by an election, if required.

Jane Joris  
President and Chair of the Nominating Committee

## MANAGEMENT TEAM

Isla Bergenhus  
Bel Jamieson  
Belinda Belle  
Konnie Maxfield  
Leah Willemse  
Lisa Ash  
Robin Page  
Laurie Minielly

Risk Management Team Leader  
Health Promotion Team Leader  
Primary Care Team Leader  
Data Management Team Leader  
Quality & Chronic Disease Team Leader  
Primary Care Team Leader  
Finance Team Leader  
Executive Assistant



## THANK YOU TO OUR STAFF

### **RECEPTIONISTS**

Alison Ross  
Angela McLeish-Lester  
Christie Baron  
Emily Timmermans  
Heather Seguin  
Jill Ulrich  
Jody MacDonald  
Kerry Kingdon  
Mary Ann Campbell  
Meghan Kwarciak  
Patty Wijsman  
Sheri Shelton  
Trudy McGregor

### **HOUSING & HOMELESSNESS PROJECT**

Madison Hollingsworth  
Nicole Lougheed  
Samantha Rivers\*  
Susan Roberts  
Susan Rounding

### **OPEN DOORS**

Rebecca Everaert  
Marianne Hyatt

### **PHYSICIANS**

Anna Johnson  
Elisa Fuller  
Jasmine Davies  
Kaitlyn Brown  
Laura Silvestri  
Mike Hickey  
Natalia Koldewey  
Sonja Burgel  
Tina Rice  
Vandana Bhargava

### **HEALTH PROMOTION**

Amy Dinell  
April Abbott  
Chris Brown  
Erin Robinson  
Kandis Tieman  
Lynne Brown  
Tiffany Miller

### **REGISTERED NURSES**

Cheryl Maloney\*  
Kendra Moffatt  
Liz Fanset  
Melanie Seguin  
Renee Faasse

### **REGISTERED PRACTICAL NURSES**

Bailey Rood  
Celine Leblanc  
Coral James\*  
Emily Harding  
Erin Petrocco  
Heather Leveille  
Jennifer Bright  
Jennifer Lambley  
Krista Riley  
Miranda Hadley

### **HARM REDUCTION**

Candace King  
Kristin Lichty  
Lisa Ur\*  
Melissa Beer  
Nikki Thomson

### **NURSE PRACTITIONERS**

Annette Baptista  
Cheryl DeGroot  
Colleen Kennelly  
Kathy George\*  
Kelsey VandenBoer\*  
Lina Akile  
Lesla Marsh  
Michelle Wylie  
Wendy McKay

### **CHF CLINIC**

Amanda Hermsen

### **CIRCLES**

Tiffany Miller

### **ADMINISTRATION / FACILITIES**

Ashish Rawat  
Eagle Boissoneau  
George Tomlinson  
Jodi Peters  
Karen Caughy\*  
Katelyn Black  
Kim Leech

### **SOCIAL WORKERS**

Glenn Ethridge  
Joy Vascotto

### **DIABETES EDUCATION**

Alyssa Favret  
April George  
Brittany Van Bree  
Janet Wilpstra  
Jennie DeSantis  
Julie Potts  
Rachel Geerts

### **COPD TEAM**

Brenda Van Engelen  
Lindsay Pomoransky  
Alexandra Schmidt  
Lorie Harper

### **PHYSIOTHERAPY**

Carol Adams

### **CARDIAC REHAB**

Alia El Kubbe  
April Abbott  
Jason Helps  
Lauren Bryce\*  
Linda Boccanfuso  
Tammie Cahill

\*staff on leave



Forest Site – Established 1994  
Moved to King Street West 1999

Kettle Point Site – Established 1996



Sarnia Site – Established 2007

Watford Site – Established 2008

