

North Lambton Community Health Centre  
Board of Director Minutes

Tuesday, April 28, 2020  
5:30 PM – 7:30 PM  
Zoom Meeting

<b>Attendees:</b>	Stewart Burberry	Carol Columbus	Bill Davidson	Jean Dorey	Marja George	Jane Joris
	Nicci McCann	Gus Mumby	Mac Redmond	Andrew Thomas	Ann Tuplin	Pam Atkinson
	Khalida Finley					
<b>Staff</b>	Kathy Bresett	Robin Page				
<b>Recorder</b>	Laurie Minielly					
<b>Regrets:</b>	Jean Dorey	Lori Veroude				
<b>Guests:</b>						

Item #	Agenda Item	Discussion Highlights	
1.0	<b>Call to Order</b>	<ul style="list-style-type: none"> <li>Jane called the meeting to order at 5:30 PM.</li> </ul>	
1.1		<ul style="list-style-type: none"> <li>Quorum Status. Quorum was met according to the by-laws.</li> </ul>	
1.2		<ul style="list-style-type: none"> <li>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.</li> </ul>	
1.3		<ul style="list-style-type: none"> <li>Declaration of Conflict of Interest. There was no declaration of conflict of interest.</li> </ul>	
1.4		<ul style="list-style-type: none"> <li>Approval of Agenda.</li> <li>Addition to Agenda: 7.1 Accreditation Update, 7.2 Rural Health Advisory Committee</li> </ul>	
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>
<b>Motion Carried:</b> That the Board approves the agenda, as amended.		<b>Motion Made By:</b> Gus Mumby	<b>Motion Seconded By:</b> Nicci McCann

Item #	Agenda Item	Discussion Highlights
2.0	<b>Minutes of Previous Meetings</b>	Because of Covid-19, there were no meetings held in April.

2.1	<p><u>Quality Performance Committee</u></p> <ul style="list-style-type: none"> <li>• <b>Chart Audit Report.</b> The Chart Audit report was included with the package for review. This focused on prescribed narcotics or a diagnosis of chronic pain. The areas of strength we continue to support a complex patient roster. Many patients have comorbidities which is the presence of two or more chronic conditions. Kathy review other strengths. We need to do better on internal referrals and documentation of influenza. This will be needed for accreditation. Chart audits are completed annually for the previous year.</li> <li>• <b>Privacy Policies.</b> The policies are on the portal for review. Kathy noted that we amended our policies to match with Chatham-Kent who recently had their policies reviewed by a lawyer. There was discussion on our Privacy Officer and if that role should be clarified. These will be brought to the May meeting for approval.</li> <li>• <b>Sample Staff Newsletter.</b> This was included for information</li> </ul>		
2.2	<p><u>Executive Committee.</u></p> <ul style="list-style-type: none"> <li>• <b>ED Performance Review.</b> Jane suggested setting up an Executive Committee meeting.</li> <li>• <b>Risk Management Report.</b> This was included for review and is part of the ED Performance Report.</li> </ul>		
2.3	<p><u>Resources Committee.</u></p> <ul style="list-style-type: none"> <li>• <b>Watford Lease Update.</b> We do review our leases annually. Kathy has negotiated the Watford lease and has signed it for a one-year term to March 31, 2021.</li> <li>• <b>Audit Update.</b> We did meet with our audit Team from Deloitte. We are still going ahead with a virtual audit for May 11<sup>th</sup>. They have provided a letter outlining costs; costs went up approximately \$500.00. We will use Zoom or Skype to communicate.</li> <li>• <b>Public Sector Reporting.</b> Robin noted these reports were uploaded by March 5<sup>th</sup>. Fourteen sta., were included on the report.</li> <li>• <b>Confirmation of Payroll and Government Remittances.</b> Robin confirmed that all payroll and government remittances have been made and are current and up to date.</li> <li>• <b>Opening Doors / United Way.</b> We received \$5,000 for Opening Doors to assist with programming and we also received \$5,000 for Harm Reduction. This will provide food and rides for this population. There is also funding coming from United Way; we are waiting for confirmation on how much we will be receiving.</li> <li>• <b>LHIN Approvals.</b> We requested \$50,000 to pay for NP salaries from the physician budget line. We finally received confirmation for the use of the funds. Kathy also asked for funds for a possible move for the Watford site for casework stations; we did get funding for \$30,000.</li> <li>• <b>Recruitment and Retention Funding.</b> Kathy said we are in Year 5 of our recruitment funding. This is the last year of the funding. She just received confirmation this afternoon that we will be receiving \$162,500 for Recruitment and Retention funding. Robin and Kathy have prepared two scenarios: one involves moving people up on the grid; the second scenario involves giving a 3% increase to everyone. Scenario 1 would cost approximately \$166,000. This would result in an increase of 3.3% – 3.6% for some staff. Scenario 2: NPs would receive 3.5%; all other staff would receive 3%. This is a cost saving of approximately \$11,000. This is retroactive to April 1, 2020.</li> <li>• <b>Physician Increase Update.</b> Kathy noted the physicians received a compensation increase over 4 years: Year 1 was paid in 2018; Year 2 in April 2020; Year 3 will be sent later this year; Year 4 will be a base rate increase. They will jump in pay. Our doctors are paid at the rural rate.</li> </ul>		
<p><b>Motion Carried:</b> That the Board approves Scenario 2 of the Recruitment and Retention Funding as presented.</p>		<p><b>Motion Made By:</b> Bill Davidson</p>	<p><b>Motion Seconded By:</b> Gus Mumby</p>
3.3	<p><u>Governance Committee.</u></p>		

<p><b><u>By-law Discussion/Amendments.</u></b> Mac suggested that with the current Covid-19 situation, that he withdraw his comments regarding the size of the Board and that the By-law be presented to the membership without further amendments.</p> <p><b><u>Board Member Terms.</u></b> These were included for information. Jane noted that Lori Veroude has submitted her resignation effective April 28<sup>th</sup>. There are two positions available on the Board. Mac and Ann have agreed to stand for re-election. The ad will be placed with the <u>Guide Standard</u>, and our Facebook pages.</p> <p><b><u>Board Meetings / Committee Meetings.</u></b> Jane suggested that May Committee meetings should go ahead. These will be held via Zoom.</p> <p><b><u>Virtual AGM.</u></b> Kathy reviewed the dates with the Board: June 9<sup>th</sup> is Board meeting; June 16<sup>th</sup> is the AGM. It was suggested to use the call-in feature with Zoom.</p>		
<b>MOTION CARRIED: That the Board approves By-law #1 be presented to the membership at the AGM as presented.</b>	<b>Motion Made by: Mac Redmond</b>	<b>Motion Seconded by: Bill Davidson</b>
<b>MOTION CARRIED: That the Board accepts, with regret, the resignation of Lori Veroude.</b>	<b>Motion Made by: Mac Redmond</b>	<b>Motion Seconded by: Gus Mumby</b>
<b>MOTION CARRIED: That the Board accepts the Committee reports as presented.</b>	<b>Motion Made by: Nicci McCann</b>	<b>Motion Seconded by: Mac Redmond</b>

Item #	Agenda Item	Discussion Highlights
3.0	<b>Report from Executive Director</b>	<p>Kathy shared slides of Covid-19 modelling. She noted that the number of people is coming down slightly. Kathy discussed the return of staff to the building and what that may look like.</p> <ul style="list-style-type: none"> <li>• 10% wage subsidy – Robin is investigating so we can apply. We do not qualify for pandemic pay.</li> <li>• We participated in a meeting with Kettle Point to discuss an assessment centre. We offered support by way of staffing and space. Kathy said we were advised that our support was not needed at this time. We did provide FIT testing for N95 masks for KP nursing staff.</li> <li>• The MSAA is extended past July 2020.</li> <li>• There will be a virtual accreditation this time.</li> <li>• Kathy talked to a physician for a locum position, but he has been called back to work in Emergency. He may come in the future.</li> <li>• Pandemic Team includes Team Leaders plus Dr. Burgel and Dr. Davies. Kathy thanked them all for hard work researching, bringing best practices and keeping everyone up to date. We follow universal precautions i.e. masking.</li> <li>• Kathy noted that we are required to report daily on our PPE supply; we do have a supply of PPE. If we don't have PPE, we will not be working. We have been sourcing masks and shields. Jane offered kudos to our staff for the pace of changes during this pandemic.</li> </ul>
<b>Action:</b>		<b>Assigned to:</b>
		<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
4.0	<b>Board Development</b>	



	There were no items for Board Development.		
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights	
5.0	Quality Improvement		
5.1		<u>Quality Improvement Plan 2019-2020 Update.</u> We had submitted our QI Plan, but this has been put on hold	
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights	
6.0	Risk Management		
		There were no items for Quality Improvement.	
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights	
7.0	New Business		
7.1		<u>Accreditation Update.</u> Accreditation has been moved to February 9, 2021. Kathy noted that Chatham-Kent went through their accreditation virtually.	
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights	
7.0	New Business		
7.2		<u>Rural Health Advisory Committee.</u> Kathy noted that Jean Dorey has been participating in the Rural Health Advisory. If anyone is wanting to participate on this Committee, let us know.	
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

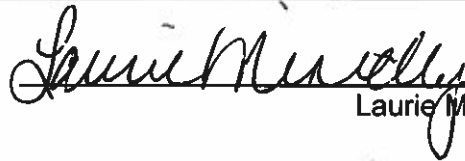
Item #	Agenda Item	Discussion Highlights	
8.0	Round Table		
		<p>Bill – 60 Minutes from Sunday evening. Dr. Khan, Toronto, epidemiologist was highlighted. Bill suggested watching.</p> <p>Stewart – thank you for the flowers.</p> <p>Ann – thanked Kathy, and Jane for everything they are doing.</p> <p>Carol – thank you and staff</p> <p>Andrew – Kathy – thank you to your team.</p>	

Khalida – thank you for the flowers and everything you do. Everyone stay safe.  
 Pam – thank you for the invitation and for the flowers. Be wise and sanitize!  
 Gus – thank you for the plant!  
 Jane – asked Kathy to let the staff know of the Board’s appreciation for everything they are doing.

Item #	Agenda Item	Discussion Highlights
8.0	In-Camera Business	
8.1	There were no in-camera items.	
<b>Action:</b>		<b>Assigned to:</b>
		<b>Target Date:</b>

<b>Agenda Item #10.0</b>	
Adjournment	
<b>Motion Carried: That the meeting be adjourned.</b>	<b>Motion Made By: Marja George</b>
Meeting adjourned at 6:45 PM.	

  
 \_\_\_\_\_  
 Jane Joris, Chair

  
 \_\_\_\_\_  
 Laurie Minielly, Recorder

<b>Next Board Meeting</b>	<b>Tuesday, May 26, 2020 at 5:30 PM</b> <b>Via Zoom</b>
---------------------------	--