

North Lambton Community Health Centre
Board of Director Minutes

Tuesday, February 23, 2021
5:30 PM – 7:30 PM
Via Zoom

Attendees:	Carol Columbus	Stewart Burberry	Bill Davidson	Khalida Finley	Marja George	Jackie Hickey
	Jane Joris	Nicci McCann	Mac Redmond	Ann Tuplin	Andrew Thomas	
Staff	Kathy Bresett	Robin Page				
Recorder	Laurie Minielly					
Regrets:						
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. Quorum Status. Quorum was met according to the by-laws. 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. Declaration of Conflict of Interest. There was no declaration of conflict of interest. Approval of Agenda. Addition to Agenda: Kathy introduced Belinda Belle, Primary Care Co-ordinator and Privacy Officer. Board members introduced themselves.
Action:		Assigned to:
Motion Carried: That the Board approves the agenda as presented.		Motion Made By: Stewart Burberry
		Motion Seconded By: Nicci McCann

Item #	Agenda Item	Discussion Highlights
2.0	Minutes of Previous Meetings	
2.1 Motion Carried: That the Board of Directors minutes		Motion Made By:
		Motion Seconded By:

January 26, 2021 are approved as presented.

Nicci McCann

Ann Tuplin

Item #	Agenda Item	Discussion Highlights
3.0	Report from Executive Director	<p>Kathy reviewed the ED Report noting some highlights:</p> <ul style="list-style-type: none"> • OHT. We have been advised that effective April 1 there will be a \$1.1 million budget that we will work on • There have also been meetings with the primary care group to form a primary care council. There was a meeting held February 22nd. • Kathy will also be working to make a case for her to be the rural representative on the primary care council. • Provincially, there is a new primary care collective with Alliance and other agencies to make one voice for primary care. • OH has developed an equity and anti-racism framework. • The LHINs will be integrated to OH by April 1st. • No word on our MSAA yet. • First Nation Home care will still be funded. • 42 OHTs were approved. • OMA has produced a paper re: physician leadership in the OHT. • Supply Ontario modernization procurement model – should be ready in 2022. • Non-insured clients (no OHIP). Some centres aren't receiving enough money to cover non-insured clients. There is discussions that some agencies could be TPAs. • Discussions on the variant and testing; currently it's two weeks for variant testing. • March break was postponed to April and we are allowing staff to move any booked vacation. • Vaccinations are starting. The Assessment Teams will be called to get their vaccinations. We are waiting for more information from Public Health about task force planning. • Internally, we are rotating people on-site. Watford & KP are open one day per week. • We are working with Emergency Housing with the County for homeless housed at local motels. • Mobile Health Bus with CMHA. We were invited to be part of that proposal. We will have to provide an NP; transform is to purchase a vehicle with exam rooms. Kathy provided an update on the project.
3.1	<u>CCA Debriefing.</u>	Kathy said we are looking for the report by the end of the month. The accreditors gave a favourable verbal wrap up.
Action:		Assigned to:
		Target Date:
Motion Carried:		Motion Made By:
That the Board approves the Executive Director report as presented.		Andrew Thomas
		Motion Seconded By:
		Carol Columbus

Item #	Agenda Item	Discussion Highlights
1.0	Board Development	
	There were no items for Board Development.	

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	Risk Management	
6.1	<u>Privacy Update</u>	<p>Belinda spoke to the Board regarding privacy and her responsibilities as Privacy Officer:</p> <ul style="list-style-type: none"> - Responsible for privacy orientation for new hires - Monthly newsletter to staff shared from the Alliance - Completes monthly audits with PS Suites and willing to meet with staff if there are questions regarding privacy. This information is shared with Kathy - Reports any privacy breaches to Privacy Commissioner i.e. personal health information lost or stolen, unauthorized use of personal health information; unauthorized disclosure of personal health information - Attends many webinars & presentations; also reaches out to the Alliance who are willing to attend for staff privacy training <p>Belinda answered questions about privacy and audits that she performs i.e. staff members in family members charts, breaches within the organization (Clinical Connect); Belinda and the Team Leaders have been working on policies re: working from home and potential privacy breaches.</p> <p>Belinda explained what she does when she is notified of a privacy breach; she also noted that we are on the receiving end of breaches.</p> <p>Belinda left at 5:45 PM.</p>
Action:	Assigned to:	Target Date:

Item #	Agenda Item	Discussion Highlights
7.0	New Business	
7.1	<u>HR 8.0 Leaves of Absence</u>	<p>The policy was attached for review. The addition to the policy included wording for contract employees working 37.5 hours per week are entitled to a maximum of 6 paid health days per year; contracted employees with hours less than 37.5 hours per week are entitled to paid health leave on a prorated basis. Casual employees with no defined hours are entitled to a maximum of 3 paid health days per year.</p> <p>Kathy noted it's important to the Centre to provide some sick time to staff although we're not funded for this.</p>
Action:	Assigned to:	Target Date:

Motion Carried: That the Board approves HR 8.0 Leaves of Absence as presented.	Motion Made By: Mac Redmond	Motion Seconded By: Ann Tuplin
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Item #	Agenda Item	Discussion Highlights
7.0	New Business	
7.2	<u>Financial Report.</u>	<p>Robin reviewed the financial report with the Board. We anticipate there to be no surplus at year end.</p> <p>Diabetes Peer Prevention (DPP) is funded \$140,000 by the Ministry. Last year, the approval came after year end and we were unable to use the funds. Today, we received an email that the Ministry is going into the final approval process. Funds are to be used by March 31st. The program isn't running right now because we didn't have approvals at the right time.</p> <p>Robin also noted that EHT exemption this year has been doubled to \$1M. This means that we will recoup \$33,000. This will help pay for sick time and also there are some increases in other benefits this year.</p>

Action:	Assigned to:	Target Date:
Motion Carried: That the Board the Financial Report as presented	Motion Made By: Ann Tuplin	Motion Seconded By: Marja George

Item #	Agenda Item	Discussion Highlights
7.0	New Business	
7.3	<u>Investment Update.</u>	<p>Robin noted our investments at Scotiabank are coming due. Approximately \$216,608 is invested. Robin reviewed interest rates and terms from Sociabank, CIBC, Libro and RBC.</p> <p>Robin suggested reinvesting for either 12 months or 18 months at Scotiabank. After discussion the Board agreed to reinvest for 18 months at Scotiabank at .50%.</p>

Action:	Assigned to:	Target Date:
Motion Carried: That the Board agrees to reinvest for 18 months at .50% interest at Scotiabank.	Motion Made By: Stewart Burberry	Motion Seconded By: Bill Davidson

Item #	Agenda Item	Discussion Highlights
7.0	New Business	
7.4	<u>RFP for Audit.</u>	<p>The RFP was included for information. Deloitte has advised that they have a deal between themselves and Meyers Norris Penny. We should be hearing from MNP. Robin has been contacted by Chris</p>

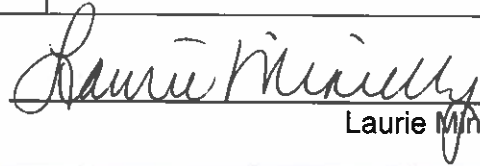
<p>Dowding that MNP is going to take on the audit during the same time frame.</p> <p>We will be going to RFP with the package being sent to: Deloitte, MNP, Woods Pearson. KPMG was also suggested.</p> <p>Ann / Marja that the Board goes to RFP for audit. CARRIED.</p>		
Action:	Assigned to:	Target Date:
Motion Carried: That the Board agrees to send out an RFP for audit.	Motion Made By: Ann Tuplin	Motion Seconded By: Marja George

Item #	Agenda Item	Discussion Highlights
8.0	Round Table	
<p>Nicci – they found out today new testing guidelines for school age kids, if they don't test and have to stay home, parents have to stay home as well. Discussion on testing.</p>		

Item #	Agenda Item	Discussion Highlights
9.0	In-Camera Business	
<p>There were no items for In-Camera Business.</p>		
Action:	Assigned to:	Target Date:

Agenda Item #11.0	
Adjournment	
Motion Carried: That the meeting be adjourned.	Motion Made By: Marja George
Meeting adjourned at 6:45 PM.	


Jane Joris, Chair


Laurie Minielly, Recorder

<p>Next Board Meeting</p>	<p>Tuesday, March 23, 2021 at 5:30 PM Via Zoom</p>
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