

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

Tuesday, June 9, 2020
5:30 PM – 7:30 PM
Zoom Meeting

Attendees:	Stewart Burberry	Carol Columbus	Bill Davidson	Jane Joris	Nicci McCann	
	Gus Mumby	Ann Tuplin				
Staff						
	Kathy Bresett	Robin Page				
Recorder						
	Laurie Minielly					
Regrets:						
	Jean Dorey	Marja George	Andrew Thomas	Mac Redmond		
Guests:						
	Francesca Liberatore, Dale Zоргdrager – Deloitte; Jackie Hickey, potential Board member					

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.
1.1		<ul style="list-style-type: none"> Quorum Status. Quorum was met according to the by-laws.
1.2		<ul style="list-style-type: none"> 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.
1.3		<ul style="list-style-type: none"> Declaration of Conflict of Interest. There was no declaration of conflict of interest.
1.4		<ul style="list-style-type: none"> Approval of Agenda. Addition to Agenda: 7.2 Board Member Application <p><u>Audited Financial Statements</u> Dale and Francesca presented the audited financial statements. Dale noted it was a very smooth audit with no issues.</p> <p>The statements were prepared using generally accepted accounting standards. Dale noted that Deloitte's fees are \$15,500 this year.</p> <p>Dale spoke about fraud risks. There are two significant risk areas that were discussed with Kathy and Robin. There are no known fraud risks with North Lambton CHC this year. He asked the Board if they were aware of any fraud with the Centre. The Board were not aware of any fraud occurring at the Centre.</p> <p>Jane noted there is no longer the MOHLTC – it is Ministry of Health and that there is no longer a LHIN, it is Ontario Health. Dale will note these changes.</p>

	<p>Lease Commitment. It was noted that there is nothing in the audit referring to the lease for Kettle & Stony Point. Dale said that there was acknowledgement of an ongoing lease and that since 2009 it has been month to month. He said that given there is no fixed commitment it has been removed. Gus suggested that there be some statement to acknowledge the obligation of payment. Dale will add a statement.</p> <p>The Board thanked Robin and her team for a great audit.</p>	
Action:	Assigned to:	Target Date:
Motion Carried: That the Board approves the agenda, as amended.	Motion Made By: Stewart Burberry	Motion Seconded By: Gus Mumby
Motion Carried: That the Board approves the 2020 Audited Financial Statement to be presented to the members at the Annual General Meeting.	Motion Made By: Gus Mumby	Motion Seconded By: Bill Davidson

Dale and Francesca left the meeting at 6:05 PM.

Item #	Agenda Item	Discussion Highlights	
2.0	Minutes of Previous Meetings		
	Motion Carried: That the Board approves the minutes of the Board of Directors meeting of May 26, 2020 as amended.	Motion Made By: Ann Tuplin	Motion Seconded By: Carol Columbus
	Item 3.1 Amend 8.2 to remove the dollar amount. A motion was approved that the ED was awarded a 2% COLA award. A motion was approved to pay out the ED's accumulated Lieu time to April 1, 2020.		
	Kathy noted that we did receive more PPE and that we continue to source through our procurement chain.		

Item #	Agenda Item	Discussion Highlights	
3.0	Report from Executive Director		
	<ul style="list-style-type: none"> We will be reviewing our Harm Reduction Peer Program and will repost for these positions soon. Kathy noted that one of our Peer workers passed away this week. Family has asked that donations be sent to the Harm Reduction team and we have planted a tree in her memory. CMHA was on-site to provide grief counselling to the Team. CIRF (Community Infrastructure Renewal Fund). We did apply for lighting and telephones at West Lambton. We were informed this week these projects were not eligible. We submitted a quote for windows; and we are awaiting confirmation. Lease property tax exemption. Robin and Kathy met with the legal firm if this would be in our best interest to go forward with this case. In the end, we felt the chances of success were low. The cost to go forward was approximately \$10,000. Chatham also declined. Kathy suggested to wait and see if the other cases will be successful. 		

3.1	New North Lambton CHC Website The Board viewed the new website and thought it was well done.		
Action:		Assigned to:	Target Date:

Item #	Agenda Item	Discussion Highlights	
4.0	Board Development		
4.1	<u>Self-Assessment Update</u>	We will allow more time for completion as only four responses were received. There was a comment about improvement for the Committee orientation. Kathy noted that the mandates were reviewed at each Committee however, there are some members that come on part way through the year and we need to ensure they get appropriate orientation	
Action:		Assigned to:	Target Date:

Item #	Agenda Item	Discussion Highlights	
5.0	Quality Improvement		
5.1	<u>Clinical Policies</u>	A summary of the changes was circulated, and the policies were posted for review. Kathy said the Primary Care Team Leads revised the policies and were then reviewed by the Clinical Teams. The Team Leads review the medical directives and all providers sign off on the directives.	
Action:		Assigned to:	Target Date:

Item #	Agenda Item	Discussion Highlights	
5.0	Quality Improvement		
5.2	<u>M-SAA Update</u>	Kathy noted our Q4 we are down slightly in our indicators. Overall, we are doing well over the LHIN and Provincial CHC averages. The next two quarters will be significantly different than Q4.	
Action:		Assigned to:	Target Date:

Item #	Agenda Item	Discussion Highlights	
6.0	Risk Management		
	There were no items for Risk Management.		
Action:		Assigned to:	Target Date:

Item #	Agenda Item	Discussion Highlights
7.0	New Business	
7.1	<u>AGM Update / Attendance.</u> Board members confirmed attendance for the AGM. Jane will welcome everyone, and Kathy will show the picture that was commissioned from a local First Nations artist for our 25 th Anniversary.	
Action:		Assigned to:
		Target Date:

Item #	Agenda Item	Discussion Highlights
7.0	New Business	
7.2	<u>Board Member Application.</u> We received an application for a Board member position. Jackie introduced herself and gave a summary of her background. She learned about becoming a Board member through the meet and greet process. She is a retired nurse and can bring a clinical perspective. Kathy asked Jackie if she could say a few words about herself at the AGM.	
Action:		Assigned to:
		Target Date:

Item #	Agenda Item	Discussion Highlights
8.0	Round Table	
Gus – impressed with the presentation by Dale & Francesca. He asked Robin to pass that along. Kathy – read an email from a client re: exercise group and are grateful for daily exercise classes now by Zoom.		

Item #	Agenda Item	Discussion Highlights
8.0	In-Camera Business	
8.1	Board of Directors In-Camera Meeting Minutes May 26, 2020 – deferred.	
Action:		Assigned to:
		Target Date:

Agenda Item #10.0	
Adjournment	
Motion Carried: That the meeting be adjourned.	Motion Made By: Stewart Burberry
Meeting adjourned at 7:00 PM.	


Jane Joris, Chair


Laurie Minielly, Recorder