

North Lambton Community Health Centre
Board of Director Minutes

Tuesday, May 26, 2020
5:30 PM – 7:30 PM
Zoom Meeting

| | | | | | | |
|-------------------|------------------|----------------|---------------|------------|--------------|--|
| Attendees: | Stewart Burberry | Carol Columbus | Bill Davidson | Jane Joris | Nicci McCann | |
| | Gus Mumby | Mac Redmond | Andrew Thomas | Ann Tuplin | | |
| Staff | | | | | | |
| | Kathy Bresett | Robin Page | | | | |
| Recorder | | | | | | |
| | Laurie Minielly | | | | | |
| Regrets: | | | | | | |
| | Jean Dorey | Marja George | | | | |
| Guests: | | | | | | |
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| 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: 7.4 Community Engagement Report; 8.2 In-Camera Executive Committee Meeting May 13, 2020 | |
| 1.1 | | | |
| 1.2 | | | |
| 1.3 | | | |
| 1.4 | | | |
| Action: | | Assigned to: | Target Date: |
| Motion Carried: That the Board approves the agenda, as amended. | | Motion Made By: Ann Tuplin | Motion Seconded By: Andrew Thomas |

| 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 April 28, 2020 as presented. | | Motion Made By: Nicci McCann | Motion Seconded By: Gus Mumby |
| Kathy noted we did receive the funding from the United Way for Opening Doors and Harm Reduction programs. She also | | | |

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| noted that the 3-year contracts with the United Way will end December 31, 2020. We may be asked to endorse letters from partner agencies requesting to remove the fundraising black-out clause from contracts. | | |
| MOTION Carried: That the Board approve the minutes of the Quality Performance Committee meeting of May 12, 2020 as presented. | Motion Made by: Stewart Burberry | Motion Seconded by: Ann Tuplin |
| MOTION Carried: That the Board approves the minutes of the Governance Committee meeting of May 12, 2020 as presented. | Motion Made by: Nicci McCann | Motion Seconded by: Mac Redmond |
| MOTION Carried: That the Board approves the minutes of the Resources Committee meeting of May 12, 2020 as presented. | Motion Made by: Gus Mumby | Motion Seconded by: Carol Columbus |
| MOTION Carried: That the Board approves the minutes of the Executive Committee meeting of May 13, 2020 as presented. | Motion Made by: Gus Mumby | Motion Seconded by: Nicci McCann |

| 2.6 Business Arising from the Minutes | | |
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| Motion Carried: That the Board accepts the Privacy Policies as presented. | Motion Made By; Stewart Burberry | Motion Seconded By: Carol Columbus |
| Motion Carried. That the Board accepts the Human Resources Policies as presented. | Motion Made By: Gus Mumby | Motion Seconded By: Carol Columbus |
| Motion Carried. That the Board accepts the Occupational Health & Safety Policies as presented | Motion Made By: Ann Tuplin | Motion Seconded By: Stewart Burberry |

| Item # | Agenda Item | Discussion Highlights |
|---------------|---------------------------------------|---|
| 3.0 | Report from Executive Director | <ul style="list-style-type: none"> • Kathy noted that the M-SAA has been extended to March 31, 2021, with no changes. • We can use the 10% wage subsidy for Covid-19 expenses. • PPE is still a concern. Conservation of PPE is very important. We are asking clients to wear a mask when they visit. • There is a new procedure regarding out-of-province travel – you have to take your temperature twice a day and stay by yourself. |
| 3.1 | Q4 Report | <p>Robin presented the Q4 Financial Report to the Board. She listed some of the reports produced based on the financial statements:</p> <ul style="list-style-type: none"> • HEP C Year End / ARR (Hep C Secretariat) • Harm Reduction Year End / ARR (Hep C Secretariat) • Diabetes Education Q4 (to the Ministry of Health) and ARR • Q4 Trial Balance Submission (to the Ministry of Health) |

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| | <ul style="list-style-type: none"> • Q4 SRI Submission (to LHIN) • Q4 Annual Reconciliation Report (to Ministry of Health) <p>She reviewed some of the highlights of the financial statements: \$8621.36 is returnable (\$7499.94 from the flooring and roofing projects; \$632.91 from surge funding and \$487.90 from uninsured funding).</p> <p>Kathy and Robin answered questions on the data regarding the programs. Kathy also noted that we finally received confirmation of DPP peer funding for 2019/20.</p> | | |
| Motion Carried. That the Board accepts the Q4 Financial Report as presented | | Motion Made By: Gus Mumby | Motion Seconded By: Stewart Burberry |
| 3.2 | <u>Operational Plan</u> This was circulated for review. Kathy noted we are trying to complete for this year. Kathy noted that 14 new programs were developed this year. | | |
| Motion Carried. That the Board accepts the Operational Plan as presented | | Motion Made By: Andrew Thomas | Motion Seconded By: Ann Tuplin |
| Action: | | Assigned to: | Target Date: |

| Item # | Agenda Item | Discussion Highlights |
|----------------|--|-----------------------|
| 4.0 | 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>Risk Management Report</u> The Risk Management was circulated for review. Kathy noted that all the tenants at North have pulled their employees back during the pandemic. Because of this, we are not billing for rent, creating a loss of rental income. We have improved cyber security as a result of the ransomware attack that affected Leadwave Technologies. Kathy answered questions regarding the Risk Management Report. | | |
| Action: | | Assigned to: | |
| | | Target Date: | |
| Motion Carried. That the Board accepts the Risk Management Report as presented. | | Motion Made By: Gus Mumby | Motion Seconded By: Bill Davidson |

| Item # | Agenda Item | Discussion Highlights |
|----------------|---|-----------------------|
| 7.0 | New Business | |
| 7.1 | <u>Virtual AGM Planning.</u> Kathy noted that planning is on schedule: ads will be published; packages are ready to be mailed; Doug George has confirmed he will attend. A template will be sent out to the Board members to review prior to the AGM. Kathy also noted that we need to have 10 members confirmed for the AGM in order to reach quorum. It was suggested to have confirmation by June 9 th . | |
| Action: | | Assigned to: |
| | | Target Date: |
| | | |

| Item # | Agenda Item | Discussion Highlights |
|--|--|--|
| 7.0 | New Business | |
| 7.2 | <u>Alliance AGM Meeting.</u> The Alliance AGM is 5:30 PM on Tuesday, June 9 th via webinar. Mac agreed to attend on behalf of North Lambton CHC. | |
| Action: | | Assigned to: |
| | | Target Date: |
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| Motion Carried. That the Board approves Mac Redmond to attend the Alliance AGM. | | Motion Made By: Nicci McCann |
| | | Motion Seconded By: Gus Mumby |
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| Item # | Agenda Item | Discussion Highlights |
|--|--|--|
| 7.0 | New Business | |
| 7.3 | <u>Waive Membership Fee for 2020 AGM.</u> Because of the pandemic, the Board agreed to waive the membership fee for the 2020 AGM. | |
| Action: | | Assigned to: |
| | | Target Date: |
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| MOTION Carried: That the Board approves to waive the membership fee for the 2020 AGM. | | Motion Made by: Andrew Thomas |
| | | Motion Seconded by: Bill Davidson |
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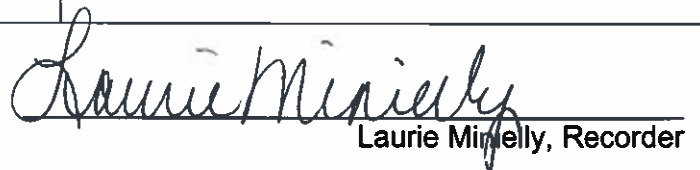
| Item # | Agenda Item | Discussion Highlights |
|---|--|--|
| 7.0 | New Business | |
| 7.4 | <u>Community Engagement Report.</u> Kathy reviewed the Community Engagement report and noted some of the highlights. This has been a very busy year for the Centre. | |
| Action: | | Assigned to: |
| | | Target Date: |
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| MOTION Carried: That the Board accepts the Community Engagement Report as presented. | | Motion Made by: Mac Redmond |
| | | Motion Seconded by: Gus Mumby |
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| Item # | Agenda Item | Discussion Highlights |
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| 8.0 | Round Table | |
| Kathy – has the slide deck available for the Health System Update Mac – commented on the great range of programs that we have available Carol – has a new granddaughter this week | | |

| Item # | Agenda Item | Discussion Highlights |
|---|--|---|
| 8.0 | In-Camera Business | |
| 8.1 | Personnel Issue | |
| 8.2 | Executive Committee In-Camera Meeting Minutes May 13, 2020 | |
| Action: | | Assigned to: |
| MOTION Carried: That the Board moves in camera to discuss a personnel issue and approve the minutes as listed. | | Motion Made by: Stewart Burberry |
| | | Motion Seconded by: Nicci McCann |
| The Board was in-camera at 6:40 PM. Kathy, Robin and Laurie left the meeting. | | |
| MOTION Carried: That the Board arises from in-camera and that the Chair rise and report. | | Motion Made by: |
| | | Motion Seconded by: |
| The Board was in open session at 7:00 PM. The Chair noted a personnel issue was discussed. | | |
| Action: | | |
| MOTION Carried That the Board agrees that the Executive Director be awarded a one-time 2.6% COLA award in recognition of the excellent performance of her duties in 2019-20. | | Motion Made by: Mac Redmond |
| | | Motion Seconded by: Stewart Burberry |
| MOTION Carried That the Board agrees that the Executive Director's accumulated lieu time to April 1, 2020 be paid out. | | Motion Made by: Gus Mumby |
| | | Motion Seconded by: Bill Davidson |

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


Jane Jorjs, Chair


Laurie Mirrely, Recorder

Next Board Meeting

Tuesday, June 9, 2020 at 5:30 PM