

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

**Tuesday, April 24, 2018  
6:00 PM – 8:00 PM  
Crozier Hall, Forest**

<b>Attendees:</b>	Emily Fortney-Blunt	Bill Davidson	Jean Dorey	Jane Joris	Krista McCann	Carrie McEachran
	Gus Mumby	Mac Redmond	Lori Veroude			
<b>Staff</b>	Kathy Bresett	Konnie Maxfield				
<b>Recorder</b>	Laurie Minielly					
<b>Regrets:</b>	Pam Atkinson	Stewart Burberry	Marja George	Robin Page		
<b>Guests:</b>	Craig MacKenzie, St. Clair Child & Youth					

Item #	Agenda Item	Discussion Highlights
1.0	Call to Order	<ul style="list-style-type: none"> <li>Mac called the meeting to order at 6:30 PM.</li> <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> <li>Declaration of Conflict of Interest. There was no declaration of conflict of interest.</li> <li>Approval of Agenda.</li> <li>Addition to Agenda: 2.7 Executive Committee Minutes of April 20, 2018</li> <li>Quorum Status. Quorum was met according to the by-laws. Kathy noted as part of the strategic plan, we are making a focused effort to learn about our partners. She welcomed Craig MacKenzie, Director of Operations for St. Clair Child &amp; Youth.</li> </ul> <p>Craig explained the services provided by St. Clair Child and Youth, noting that the organization has been in operation for 46 years.</p>
<b>Action:</b>		<b>Assigned to:</b>
<b>Motion Carried:</b> That the Board approves the agenda, as presented.		<b>Motion Made By:</b> Gus Mumby
		<b>Target Date:</b>
		<b>Motion Seconded By:</b> Jane Joris

Craig left at 6:40 PM.

Item #	Agenda Item	Discussion Highlights
2.0	<b>Minutes of Previous Meetings</b>	
2.1	<b>Motion Carried: That the Board of Directors minutes March 27, 2018 are approved as presented.</b>	<b>Motion Made By: Gus Mumby</b> <b>Motion Seconded By: Emily Fortney-Blunt</b>
2.2	<b>Motion Carried: That the Executive Committee minutes of March 27, 2018 are approved as presented.</b>	<b>Motion Made By: Gus Mumby</b> <b>Motion Seconded By: Jean Dorey</b>
2.3	<b>Motion Carried: That the Governance Committee minutes of April 17, 2018 are approved as presented.</b>	<b>Motion Made By: Jean Dorey</b> <b>Motion Seconded By: Bill Davidson</b>
2.4	<b>Motion Carried: That the Quality Performance Committee minutes of April 17, 2018 are approved as presented.</b>	<b>Motion Made By: Emily Fortney-Blunt</b> <b>Motion Seconded By: Bill Davidson</b>
	Kathy noted that we will be doing an analysis of our Partners list. We will look at the top 10 client diagnoses and compare that to our partner list and identify if there are any gaps where we should be providing a program. In response to a question she acknowledged we may have to discontinue certain partnerships where we find they are not mutually beneficial.	
2.5	<b>Motion Carried: That the Resources Committee minutes of April 17, 2018 are approved as presented.</b>	<b>Motion Made By: Jane Joris</b> <b>Motion Seconded By: Lori Veroude</b>
	Discussion on the OH&S Report presented to the Committee. The categories are suggested by HIROC Risk report.	
2.6	<b>Motion Carried: That the Executive Committee minutes of April 20, 2018 are approved as presented.</b>	<b>Motion Made By: Gus Mumby</b> <b>Motion Seconded By: Jean Dorey</b>

Item #	Agenda Item	Discussion Highlights
2.7	<b>Business Arising from the Minutes</b>	
	<u>MSAA 2018/2019</u>	
	<b>Motion Carried: That the Board supports the submission of the 2018/2019 MSAA.</b>	<b>Motion Made By: Gus Mumby</b> <b>Motion Seconded By: Jane Joris</b>

Item #	Agenda Item	Discussion Highlights
2.7	Business Arising from the Minutes	
	<u>2018/2019 QI Plan</u>	
Motion Carried: That the Board supports the submission of the 2018/2019 QI Plan.		Motion Made By: Nicci McCann
		Motion Seconded By: Carrie McEachran

Item #	Agenda Item	Discussion Highlights
2.7	Business Arising from the Minutes	
	<u>Stress Machine</u>	
Motion Carried: That the Board supports the purchase of a stress machine at a cost of \$24,900.		Motion Made By: Bill Davidson
		Motion Seconded By: Gus Mumby

Item #	Agenda Item	Discussion Highlights
2.7	Business Arising from the Minutes	
	<u>Vehicle</u>	
Motion Carried: That the Board supports the purchase of a KIA product at a cost of up to \$25,000.		Motion Made By: Gus Mumby
		Motion Seconded By: Carrie McEachran

Item #	Agenda Item	Discussion Highlights
2.7	Business Arising from the Minutes	
	<u>By-law #1, Section 16 Voluntary Dissolution</u>	
Motion Carried: That the Board approves the wording of By-law #1, Section 16 Voluntary Dissolution.		Motion Made By: Bill Davidson
		Motion Seconded By: Gus Mumby

Item #	Agenda Item	Discussion Highlights
2.7	Business Arising from the Minutes	
	<u>QI Plan Page One</u>	
Motion Carried: That the approves the QI Plan One Page as presented.		Motion Made By: Emily Fortney-Blunt
		Motion Seconded By: Nicci McCann



Item #	Agenda Item	Discussion Highlights
2.7	<b>Business Arising from the Minutes</b>	
	<u>Finance Policies</u> Gus noted that he, Robin and Pam met to review and revise.	
<b>Motion Carried: That the Board accepts the Finance Policies as presented.</b>		<b>Motion Made By: Gus Mumby</b> <b>Motion Seconded By: Jane Joris</b>

Item #	Agenda Item	Discussion Highlights
2.7	<b>Business Arising from the Minutes</b>	
	<u>Occupational Health and Safety Report</u>	
<b>Motion Carried: That the Board accepts the Occupational Health and Safety Report as presented.</b>		<b>Motion Made By: Jean Dorey</b> <b>Motion Seconded By: EmilyFortney-Blunt</b>

Item #	Agenda Item	Discussion Highlights
2.7	<b>Business Arising from the Minutes</b>	
	<u>Risk Management – Appendix 1</u>	
<b>Motion Carried: That the Board accepts the Risk Management – Appendix 1 report as presented.</b>		<b>Motion Made By: Carrie McEachran</b> <b>Motion Seconded By: Lori Veroude</b>

Item #	Agenda Item	Discussion Highlights
3.0	<b>Report from Executive Director</b> Kathy reviewed the ED Report noting some highlights:	<ul style="list-style-type: none"> <li>• Health Equity day is Thursday, May 3<sup>rd</sup> at Lambton Inn. There will be approximately 100 participants.</li> <li>• Dr. Haddad and Alison Mahon from BWH attended the Clinical Meeting at North to improve communications and learn about our challenges with BWH and opportunities to work together. They will be attending West Lambton next week.</li> <li>• Kathy noted the restructuring of the AOHC network (attachment 1). The AHACs and NPLC are being invited to be part of committees.</li> </ul>
3.1	<b>Operational Plan Update</b> Kathy reviewed the operational plan update with the Board. She noted that we have made accomplishments with Health Equity with staff and board having education sessions. We also had a health equity session with the volunteers. We are planning an equity walk through beginning with reception areas and have some clients who will be joining that process.	

	Kathy introduced Konnie and explained Konnie's role at the Centre in IT and data quality.		
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>
<b>Motion Carried:</b> That the Board approves the Executive Director report as presented.	<b>Motion Made By:</b> Jean Dorey	<b>Motion Seconded By:</b> Emily Fortney-Blunt	

Item #	Agenda Item	Discussion Highlights	
4.0	Board Development		
4.1	Craig MacKenzie, Director of Operations, explained St. Clair Child & Youth services to the Board.		
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

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

Item #	Agenda Item	Discussion Highlights	
6.0	New Business		
6.1	<u>Letter from AOHC Chair to Members</u> This was included for information. This is just a general update.		
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights	
6.0	New Business		
6.2	<u>AOHC AGM Resolutions</u> These will be on the agenda for the AOHC AGM. We will have further discussion next month.		
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights	
6.0	New Business		
6.3	<u>AOHC By-laws</u> These are just for information.		
<b>Action:</b>		<b>Assigned to:</b>	<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
6.0	<b>New Business</b>	
6.4	<u>AGM / East Lambton Open House</u>	Kathy noted that this year is the 10 <sup>th</sup> anniversary of East Lambton. She is suggesting that we could hold the AGM at Watford along with an Open House. The Board agreed. The AGM will be held Thursday, June 28 <sup>th</sup> .
<b>Action:</b>		<b>Assigned to:</b>
		<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
6.0	<b>New Business</b>	
6.5	<u>Board / Committee Structure Discussion</u>	Jean provided an update on a discussion at the Governance Committee. She noted that there have been some meetings where quorum was not met. She also noted that we are very lucky with the quality of the members who are part of the Board of Directors. The Governance Committee would like input from the Board members on how to restructure, if needed. Conversation was held regarding structure. Some suggestions were made: <ul style="list-style-type: none"> <li>• if members know they cannot make a meeting, to advise and that way we could arrange quorum through telephone or video conferencing</li> <li>• start Board meetings at 5:30 PM</li> <li>• opposition was expressed to a committee of the whole approach</li> <li>• PCVC connection was also suggested to video conference. This could accommodate up to 7 users</li> <li>• holding Committee meetings on the 2<sup>nd</sup> Tuesday and Board meetings on the 4<sup>th</sup> Tuesday</li> </ul> The Governance Committee will review and bring a report back to the Board.
<b>Action:</b>		<b>Assigned to:</b>
		<b>Target Date:</b>

Item #	Agenda Item	Discussion Highlights
7.0	<b>Round Table</b>	
<p>Carrie – McHappy Day at McDonald's is Wednesday, May 2nd with all money going to the Hub.  Bill – attending the Volunteer Lunch tomorrow and will bring greetings from the Board.  Jean – will be doing the webinar this week but not Thursday, May 17<sup>th</sup> – leadership webinar. Mac will be attending both webinars.</p> <ul style="list-style-type: none"> <li>- Contacted those whose term is up: Jane and Bill will let their names stand for re-election; Pam is unable to continue. We will be looking for someone to take her place. If you are aware of someone, let Kathy, Mac or Jean know.</li> </ul> <p>Emily – good work going on at school regarding truth and reconciliation. The PD Day on Friday is being led by First Nations people; there is a new curriculum coming out.</p> <ul style="list-style-type: none"> <li>- City Council has a working group on the UN Declaration of Rights of Indigenous People (UN DRIP).</li> </ul> <p>Konnie – thanks for having her; and all the hard work you do.  Nicci – saw the movie "Indian Horse" last night at the Kineto – they are having another viewing next week. The High School is doing two-day showings as they have read the book in English. KSP is also previewing for</p>		


Hillside School.

Mac – we now have the Skills & Links Checklist with almost all submission. This will be reviewed at Governance to review gaps. Kathy noted that lived experience is also a skill that should be considered.

Item #	Agenda Item	Discussion Highlights
8.0	In-Camera Business	
8.1	Personnel Issue	
8.2	Personnel Issue	
<b>Action:</b>		<b>Assigned to:</b>
<b>Motion Carried: That the Board go in-camera to discuss a personnel issue.</b>		<b>Motion Made By: Gus Mumby</b>
The Board was in-camera at 7:45 PM. Konnie left the meeting.		<b>Motion Seconded By: Emily Forney-Blunt</b>
<b>Motion Carried: That the Board arise from in-camera and that the Chair rise and report.</b>		<b>Motion Made By: Emily Fortney-Blunt</b>
The Board was in open session at 8:10 PM. The Chair noted that a Personnel Issue was discussed and there is nothing to report. Also, the ED Performance Review was discussed, and a performance recommendation will be implemented.		<b>Motion Seconded By: Jean Dorey</b>

<b>Agenda Item #10.0</b>	
Adjournment	
<b>Motion Carried: That the meeting be adjourned.</b>	<b>Motion Made By: Carrie McEachran</b>
Meeting adjourned at 8:10 PM.	

  
 Mac Redmond, Chair

  
 Laurie Minielly, Recorder

**Next Board Meeting** Tuesday, May 22, 2018 at 6:00 PM  
 Crozier Hall - Forest