

**Meeting of the BQWCHC Board of Directors  
September 27, 2018  
Belleville Site**

**PRESENT:** Wendy Osborne, Kathryn Brohman, James Huff, Kathy Baker, Lorrie Heffernan,  
Kim Egan, Dawne Brown, Gerry Watts

**REGRETS:** Sandie Sidsworth, Christine Durant, Brad Harrington

**STAFF:** Sheila Braidek

**RECORDER:** Diana Hancock

**MINUTES**

ITEMS	ACTION	
1	Call to Order AND Confirmation of Quorum Meeting was called to order and quorum was met.	
2	Conflict of Interest - none	
3	Approval of Agenda & Notes  Deferred the motion to go in-camera (7.1)  <b>MOTION: 2018-09-02</b> MOTION to approve the Agenda  <b>MOVED BY: Lorrie Heffernan</b> <b>SECONDED BY: James Huff</b> <b>OUTCOME: Carried</b>	
4	Approval of Minutes  <b>MOTION: 2018-09-03</b> MOTION to approve the Minutes of August 30 and September 5, 2018 - June 19th to be taken off the table as it was previously approved at August 30 session.  <b>MOVED BY: Kathryn Brohman</b> <b>SECONDED BY: James Huff</b> <b>OUTCOME: Carried</b>	
5	Business Arising from the Minutes None	

6	<p><b>Program Overview: Decision Support Services</b></p> <p>Sheila introduced Dan Vernet – Director of Decision Support Services. Dan provided an overview of his department, a 2-person team that provides information technology, decision support and project management and advancement in order to spread the availability/capacity to share information to facilitate knowledge and decisions.</p> <p>IT – focus on security and being PHIPA compliant and maintaining system functionality.</p> <p>Project Advancement/Management – there are a number of ongoing change initiatives across both site: i.e. hospital report manager – we are the first in our LHIN; new EMR; WellX (client communication tool) among others.</p> <p>Decision Support – data collection/quality and analytics and leveraging data and extending capacity so everyone gets the knowledge is key. Information and how we leverage it is a massive asset.</p> <p>We provide all funder reporting to the MOH and LHIN A number of program reporting, participation in LHIN special groups – i.e. Thrive</p> <p>All internal reporting – ones that drive operational experience – i.e. COPD nurse, if she had certain information she could do her job better.</p> <p>Q&amp;A Risk profile – is it a cloud system – are we reducing risk where they are housed locally or are we increasing risk? EMR is cloud-based – the new one is cloud. No change planned for new EMR.</p> <p>How many systems are integrated versus stand alone? Core line of business is integrated with several. There are a number of small systems. The HR system will link to our accounting (GP) software.</p> <p>Positioned to change our EMR – Dan co-chairs committee with Christanne Lewis, Director of Programs and Services.</p> <p>Sheila thanked Dan for his presentation.</p>	
7	<p><b>Committee Updates and Business Arising</b></p> <p><u>7.1 Executive Committee</u></p> <p><b>MOTION: 2018-09-04</b> MOTION to accept Executive Committee report and minutes of June 8, 2018 and August 31, 2018</p> <p><b>MOVED BY: James Huff</b> <b>SECONDED BY: Kim Egan</b> <b>OUTCOME: Carried</b></p>	

**MOTION: 2018-09-05**

MOTION to move the meeting in-camera to discuss the Executive Performance Appraisal and Compensation

*Motion was deferred.*

7.2 Governance Committee

**MOTION: 2018-09-06**

MOTION to accept Governance Committee report and minutes of June 8, 2018

**MOVED BY: James Huff**

**SECONDED BY: Kathy Baker**

**OUTCOME: Carried**

The Board does a self-evaluation annually as a tool for improvement. Generally same survey used this year as last with changed questions specific to current year priorities.

Evaluation results reviewed. Noted more than usual number of responses were either largely neutral or neutral/negative. Discussion noted evaluation was done before we started with the board development discussions and when there were a couple of new members.

May want to refine/clarify some of the questions (ie. Q13) and/or response options (ie. include a 'I don't know' option).

Discussion also noted that transition to a new chair is a good opportunity to make improvements and tune up processes.

Noted that Board development discussions and President's report are good improvements. Recommend we focus on strengthening orientation process.

**MOTION: 2018-09-07**

MOTION to accept the 2017/18 Board Evaluation results

**MOVED BY: Kim Egan**

**SECONDED BY: Kathryn Brohman**

**OUTCOME: Carried**

7.3 Finance Committee

Wendy thanked Kim for stepping in while on sabbatical. Remarks included:

- Financing of Capital project – the province will withhold 10% until everything is signed off at the end of the project – we have to pay it out and wait for a minimum of 1 year. Will take steps to ensure we have line of credit to manage this pressure.
- Noted that LHIN did not approve Project Manager for Hub. We will be going back to the LHIN on this again.
- Health Link funding increase primarily to offset change in staffing (increased project management and decreased care coordination)

**MOTION: 2018-09-08**

MOTION to accept Finance Committee report and minutes of May 31 and July 31, 2018

**MOVED BY: Kathryn Brohman**

**SECONDED BY: Kathy Baker**

**OUTCOME: Carried**

**MOTION: 2018-09-09**

MOTION to accept the Q1 Financial Statements

**MOVED BY: Kim Egan**

**SECONDED BY: James Huff**

**OUTCOME: Carried**

7.4 QARM Committee

Minutes from QARM were included in the Board package. Noted that a letter has already been sent to MPP Smith's office expressing concern about freeze on overdose prevention sites. Sheila met with Todd Smith's office on various matters including OPS and expressed our belief and concern that prevention sites be continued. Prior motion was waived.

Discussion regarding medical marijuana and BQWCHC role. Generally providers do not prescribe but refer out.

**MOTION: 2018-09-10**

MOTION to accept QARM Committee reports and minutes of August 20, 2018

**MOVED BY: Kathryn Brohman**

**SECONDED BY: Kim Egan**

**OUTCOME: Carried**

7.5 Community Advisory Committee

**MOTION: 2018-09-11**

MOTION to accept the Community Advisory Committee report and minutes of June 6 and September 4, 2018

**MOVED BY: Dawne Brown**

**SECONDED BY: James Huff**

**OUTCOME: Carried**

Discussion regarding recruiting and the value of having youth on the Committee. James explained that we have done so but have not received a response. He also spoke to reaching out into the community to gain different perspectives. We may have opportunities through new health champions and the Collaborative Care initiative. Discussion regarding creating an "inspired" event to bring people in was discussed, along with possibly invite city council members.

	<p><b>MOTION: 2018-09-12</b> MOTION to accept the CAC 18/19 Workplan</p> <p><b>MOVED BY: James Huff</b> <b>SECONDED BY: Kathy Baker</b> <b>OUTCOME: Carried</b></p>	
8	<p>President's Report</p> <p>Written report was presented.</p> <p><b>MOTION: 2018-09-13</b> MOTION to accept the President's Report</p> <p><b>MOVED BY: James Huff</b> <b>SECONDED BY: Dawne Brown</b> <b>OUTCOME: Carried</b></p> <p>Kathryn Brohman tendered her resignation and will be leaving the Board in October. She indicated that she truly enjoyed her time on the Board and will watch with great anticipation as the Board further informs the community of the benefits of the CHC model of care.</p>	
9	<p>Executive Director's Report</p> <p>Written report was presented. Additional comments noted:</p> <p>Capital project is generally on schedule with submission slated to MOH in early November. We are proceeding with severance this week. We've resolved the cost-sharing (75/25) of road maintenance. Are finalizing designs and updating our FF&amp;E. Project meetings are bi-weekly and contracts with Prime Consultant and Project Manager are finalized.</p> <p>The Hub – we still do not have approval to move to Stage 2 of the capital planning process. Sheila had the opportunity with Todd Smith's EA to brief them on the Hub project. She asked for their assistance to get to Stage 2 and emphasized the important of the whole project moving ahead. There have been a few media inquiries and Sheila will be sending out a media update about the Hub by end of week.</p> <p>We did receive funding approval for Health Links. Rolled out the compensation adjustment for this fiscal 2018-19. EMR rollout is slated for Q4 2018-19 with Q1 completion.</p> <p>Discussion regarding recruitment. Continuing challenges with MD recruiting, starting to be more challenging to recruit NPs, otherwise not issues. Measurements being taken for physician recruitment are:</p> <ul style="list-style-type: none"> <li>• support new grads with \$100,000 for a 5-year commitment.</li> <li>• our 2 physicians are getting their preceptor so we can recruit interns</li> <li>• attending the new Primary Care Conference</li> </ul>	

	<p><b>MOTION: 2018-09-14</b>  MOTION to accept the Executive Director’s Report and Board Legislative &amp; Reporting Compliance Report</p> <p><b>MOVED BY: James Huff</b>  <b>SECONDED BY: Kathryn Brohman</b>  <b>OUTCOME: Carried</b></p>	
10	<p><u>Other Business</u></p> <p>10.1 AHC Liaison Report</p> <ul style="list-style-type: none"> <li>• Health System 101 introduces you to all the people in the Ontario Health system and how we fit into it</li> <li>• Alliance 101 provides an overview of the AHC. Would anyone else like to step in when Kathryn leaves, not a lot of work but great information as to what the province is doing. Having a voice is good for us. Kathryn to send links to spark interest</li> </ul> <p>10.2 Board Development</p> <p>Continuation of accreditation standards</p> <p>1. #5 – Discussion regarding value to having a more detailed Board calendar. Sheila to prepare for consideration.</p> <p>Discussion regarding timing and structure of Board and committee meetings. Should we be meeting monthly or quarterly or other? Refer to Executive and Governance Committees for discussion.</p> <p>2. #6 – ED job description should be reviewed during annual performance review.</p> <p>3. #7 – To review policy on ED performance review at next meeting.</p> <p>James thanked Diana for the launch of the Board Portal and also thanked Wendy for stepping in for Sandie today.</p>	
11	<p>Next Meeting  <b>Thursday, October 25, 2018 @ 5:30 pm in Quinte West (70 Murphy Street)</b></p>	
12	<p>Adjournment  Kim motioned to adjourn</p>	

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**President**

X \_\_\_\_\_

**Secretary**