

**BQWCHC Board of Directors
Minutes of October 25, 2018 Board Meeting
Trenton**

Present: Brad Harrington, Dawne Brown, James Huff, Lorrie Heffernan, Sandie Sidsworth

Absent: Gerry Watts, Kathy Baker, Kim Egan, Christine Durant, Wendy Osborne

Staff: Sheila Braidek, Cheryl Swallow

Recorder: Diana Hancock

ITEMS		ACTION
1	<p>Call to Order AND Confirmation of Quorum Quorum was not met. <i>All motions will be deferred to the November 29th meeting.</i></p>	
2	<p>Conflict of Interest - none</p>	
3	<p>Approval of Agenda & Notes</p> <p>MOTION: 2018-10-01 Motion to approve agenda <i>Motion deferred.</i></p>	
4	<p>Approval of Minutes from September 27, 2018 Remove Lorrie Heffernan's name from Absentee list.</p> <p>MOTION: 2018-10-02 Motion to approve minutes of September 27 <i>Motion deferred.</i></p>	
5	<p>Business Arising from the Minutes None</p>	
6	<p>Sheila introduced Cheryl Swallow, Community Resource Worker</p> <p>Cheryl joined us 7 years ago. Her primary focus is assisting and advocating for/with individuals and families in meeting their practical short-term needs using a solution-based focus. She assists clients in completing applications and documentation for various services and programs available as well as supporting community members to access or connect to existing community programs and resources (aid in system navigation). Clients often don't know what benefits they are entitled to. By Cheryl's modelling self-management skills to help find answers for clients, this in itself empowers clients to learn to problem solve and navigate the system.</p> <p>Over the years, she has built good relationships within the Community – i.e. the County, Social Services, Housing, ODSP and hospitals. A good example of working with the community was demonstrated by a PDSA whereby the hospital provides the CHC with the names of clients who have upcoming appointments at the hospital, the CHC reaches out to the patients (rather than the hospital). Through this simple communication, client attendance has dramatically improved.</p>	Executive Director

	<p>Cheryl also does group work internally - ODSP intakes – talk to them about the application process; care conferences – care providers are passionate about people being well; for no shows – we check in to see if they need anything and provide juice boxes, fruit cups and granola bars and tuna. We also provide introductory offer for Food Box vouchers.</p> <p>Over the last few months, Cheryl, Lorrie Taylor with HealthLink (complex care and frequent ER users) and Robyn Watson (community funding for Home For Good) have created a wrap-around care team called “Team Care Etc.”</p> <p><u>Q&A</u> Do these services only include primary care providers? NO</p>	
7	<p>Committee Updates and Business Arising</p> <p><u>7.1 Executive Committee</u> MOTION: 2018-10-03 MOTION to accept Executive Committee report and minutes of October 12, 2018 <i>Motion deferred</i></p> <p>MOTION: 2018-10-04 MOTION to approve the draft policy on ED Performance Review Process <i>Motion deferred</i></p> <p>MOTION: 2018-10-05 MOTION to move the meeting in-camera to discuss the Executive Performance Appraisal and Compensation <i>Motion deferred</i></p> <p>MOTION: 2018-10-06 MOTION to move the meeting out of in-camera. <i>Motion deferred</i></p> <p><u>7.2 Governance Committee</u> MOTION: 2018-10-07 MOTION to accept Governance Committee report and minutes of October 16, 2018 <i>Motion deferred</i></p> <ul style="list-style-type: none"> • Dawne resigned from Governance to be a Health Champion • The CAC has 4 board members on it – perhaps one of them would be interested in stepping off of CAC and joining the Governance committee. • Sheila will be meeting with Scott Robertson on Friday to ascertain his capability and willingness to join the Board. • We need Christine Chomyn’s formal resignation. <p><u>7.3 Community Advisory Committee</u> MOTION: 2018-10-08 MOTION to accept Community Advisory Committee report and minutes of October 10, 2018 <i>Motion deferred</i></p>	

James shared the high energy of the CA committee. In their last meeting, a volunteer who lives in social housing spoke to the lonely and social isolation she experiences on a daily basis, citing the downstream effects of managing risk – i.e. painted cinder block walls, no artwork, no smoking. Their next meeting in December will focus on what are the barriers to your community and wellness? What have you lost? What have you done to make a difference? How is isolation and lack of community truly affecting the community? How can we spearhead positive change in the social housing community?

Sandie on behalf of the CMHA offered up \$750 to raise awareness. One suggestion was to interview community housing residents via video asking “what does community mean”.

7.4 Finance Committee

MOTION: 2018-10-09

MOTION to accept Finance Committee meeting minutes of October 23, 2018
Motion deferred

MOTION: 2018-10-10

MOTION to accept Q2 Financial Statements ending September 30, 2018
Motion deferred

MOTION: 2018-10-11

MOTION to accept Policy re Dissolution
Motion deferred

As part of the accreditation – a gift acceptance policy is required. We already have an existing fundraising policy.

Sandy has put forward the CHC for a grant to 100 Women Charitable Foundation.

7.5 Quality Improvement and Risk Management Committee

Lorrie provided a brief overview.

- On the Program Report and Emerging Issues, there is a lot of change so items highlighted in red are nothing to be worried about – red is depicting “change” taking place.
- QIP – moving mandatory items over to maintenance, adding some new targets. No OH&S issues to report. We will be working toward a strategic monitoring dashboard so it is linked to our operating priorities and the front line staff.
- No complaints reported – how great it that!

MOTION: 2018-10-12

MOTION to accept QARM meeting minutes of October 24, 2018
Motion deferred

MOTION: 2018-10-13

MOTION to accept the Q2 Performance, Quality, and Occurrence reports
Motion deferred

Wendy to draft a gift acceptance policy.

	<p>MOTION: 2018-10-14 MOTION to approve the 18/19 Risk Management Framework. <i>Motion deferred</i></p>	
8	<p>President's Report MOTION: 2018-10-14 MOTION to accept the President's Report <i>Motion deferred</i></p> <p>Sandie thanked Wendy for chairing the last Board meeting and told attending directors that she would be setting up a conference call to discuss Sheila's compensation package before the next Board meeting.</p>	
9	<p>Executive Director's Report MOTION: 2018-10-15 MOTION to accept the Executive Director's Report and Board Legislative & Reporting Compliance Report <i>Motion deferred</i></p> <p>Highlights of the report were shared with members.</p> <ul style="list-style-type: none"> In general, we are starting to see some of the shifts regarding the new provincial government. An Ernst & Young report mentioned the growth in expenditures of the public service over the last 15 years (through transfer payment agencies). There is a lot of speculation – i.e. number of LHINS; amalgamation and mergers for Assistant Deputy Ministers. Nuance in shifting language – we should not be perceived to use elitist language but more accessible language. The hope is the sectors should shift slightly but the values will remain true. Capital – we're on track – package has been sent to cost consultants for estimate which we will receive by mid-November. The architect is going to be meeting with us on Nov. 22 from Noon to 2 p.m. The Board is invited to attend. Board will need to approve the 4.1 submission. Organizational Development – how the BQWCHC is evolving as a whole – the direction we are going and the work we are doing – it is a slow 5-year long-term plan. 	Sheila to send out meeting invite to Board
10	<p>Other Business 10.1 AOHC Liaison Report – none 10.2 Board Meeting Structure – to be discussed at next meeting 10.3 Board Development – to be discussed at next meeting</p>	
11	<p>Next Meeting Thursday, November 29, 2018 @ 5:30 pm in Belleville</p>	
12	<p>Adjournment Meeting was adjourned at 6:50 p.m.</p>	

X _____

President

X _____

Secretary