

**BQWCHC Board of Directors
Minutes of March 26, 2020
Teleconference Meeting**

PRESENT: Brad Harrington, Lorrie Heffernan, Dawne Brown, Kim Egan, Deborah Hierlihy, Gerry Watts, James Huff, Scott Robertson, Kathy Baker, Wendy Osborne, Sheila Braidek

REGRETS:

Recorder: Janine DeVries, Executive Assistant

OPEN MINUTES

ITEMS		ACTION
1	<p>Call to Order AND Confirmation of Quorum</p> <p>Due to the COVID-19 situation, today's board meeting is being held by teleconference.</p> <p>The Chair called the meeting to order at 5:35 pm and quorum was confirmed with 10 members in attendance.</p>	
2	<p>Conflict of Interest None reported</p>	
3	<p>Approval of Agenda & Agenda Notes</p> <p>Agenda and Agenda Notes for March 26, 2020 were reviewed.</p> <p>MOTION 2020-03-01 MOTION To accept the Agenda for the March 26, 2020 meeting as presented. Moved by: G. Watts Seconded by: J. Huff All in Favor: Yes Outcome: Carried</p> <p>Changes: none</p>	
4	<p>Program Presentation - No presentation for March</p>	
5	<p>Consent Items</p> <p>Consent Items – Committee Minutes included in meeting package for acceptance: Executive Committee minutes of March 13, 2020 Governance Committee minutes of March 17, 2020 Quality Assurance Risk Management Committee minutes of March 18, 2020</p>	

	<p>MOTION 2020-03-02 <i>MOTION to receive the Committee minutes of March 2020 and accept their recommendations as listed above with amendment noted to the QARM minutes.</i> <i>Moved by: D. Brown</i> <i>Seconded by: K. Baker</i> <i>All in favor: Yes</i> <i>Outcome: Carried</i></p> <p>Action: Amend QARM Minutes to reflect L. Heffernan in attendance.</p> <p>Items pulled from Consent (Committee Minutes) for discussion in Consent Items Arising: none</p> <p>Consent Items – Board Minutes and General Reports included in meeting package for acceptance: Open Board Minutes of February 27, 2020 Q3 Occurrence and Concerns Summary Report Q3 Privacy and Risk Management Status Report</p> <p>MOTION 2020-03-03 <i>MOTION to approve the Open Board minutes of February 27, 2020 and the general reports as listed above with revisions noted to Board minutes.</i> <i>Moved by: D. Hierlihy</i> <i>Seconded by: J. Huff</i> <i>All in favor: Yes</i> <i>Outcome: Carried</i></p> <p>Revisions noted: Board Minutes – Feb. 27-20</p> <ul style="list-style-type: none"> • Item # 4 page 2 – amend last bullet re PPE • Item # 5 delete first sentence • Item # 5 top of page 3 – amend end of sentence • Item # 7 – amend beginning of first sentence • Item # 10 - 10.1 election of president • Item # 10 - 10.3 top of page 7 – amend wording <p>Items pulled from Consent (Reports) for discussion in Consent Items Arising: none</p>	<p>Amend QARM Minutes</p> <p>Amend Board Minutes of Feb 27-20</p>
6	Consent Items Arising (if necessary)	
7	<p>President’s Report</p> <p>B. Harrington provided a verbal report to the board and noted the following:</p> <p>These are difficult and extraordinary times for all. We are lucky to have great leadership at the CHC and an organization that has the culture of providing a supportive working environment to ensure safety for all.</p>	

	<p>Would like to look at alternative means to hold meetings going forward – will be further discussed under Item 10 on the agenda.</p> <p>MOTION 2020-03-04 <i>MOTION to accept the Presidents Report for March 2020 as presented</i> <i>Moved by: L. Heffernan</i> <i>Seconded by: K. Baker</i> <i>All in favor: Yes</i> <i>Outcome: Carried</i></p>	
9	<p>Executive Director’s Report</p> <p>Executive Director’s report for March 2020 circulated in the Board package. Topics noted:</p> <ul style="list-style-type: none"> • Capital Project • QOHT • COVID-19 • Staffing • Risk Management <p>Supplementary to the written report:</p> <p>Capital – summary:</p> <ul style="list-style-type: none"> • We are proceeding at this time • We will have a virtual ground breaking event – asking for photos of staff and board to post for the virtual event. Please send in photos to Janine by end of next week • We received a risk assessment from our PM that was also shared with our Ministry Rep – risks related to COVID are: availability in materials and costs adjustments; shortages of PPE for workers; potential for non-essential workers to stay home etc. • We are monitoring the potential impact of COVID and any contractual issues that may be triggered as a result. • We had a project meeting on Tuesday (March 24). Progress to date includes: site is being cleared; prep for retaining walls will start on Monday. Soil remediation will happen when connectivity happens to the main city systems. <p>COVID – Summary</p> <ul style="list-style-type: none"> • Staff have been tremendous and are doing a terrific job during this difficult situation • We are putting a hold on hiring at this time <p>Risk Management</p> <ul style="list-style-type: none"> • No complaints or issues arising at this time • Legislative compliance report circulated with meeting package • Rainbow Youth program has been suspended until further notice <p>Questions/comments</p> <p>S. Braidek noted that, because the Capital project is in preliminary stages there are very low risks and the crew is practicing safe distancing procedures on site.</p>	

	<p>MOTION 2020-03-05 <i>MOTION to accept the Executive Director’s Report for March 2020 as presented.</i> <i>Moved by: S. Robertson</i> <i>Seconded by: J. Huff</i> <i>All in favor: Yes</i> <i>Outcome: Carried</i></p>	
	<p>Generative Discussion – COVID</p> <p>CHC Update on COVID-19 planning</p> <ul style="list-style-type: none"> • Things are moving very rapidly – we are regrouping daily and integrating new protocols as needed • We have put in place a number of processes to minimize number of clients coming into the office • We see clients based on issues and level of risk: Morning appointments are for our No-Risk healthy clients (child immunizations etc); early afternoon we see Low-Risk clients; and, at the end of the day we see Higher-risk clients. • We are screening clients who have appointments by phone and again at reception • Clients seen in the office must wear a mask at all times. • Providers that are providing face to face care must wear a mask, gowns, gloves and face protection – we are doing this in the assumption that there is or will be community spread in the area – taking all necessary precautions • We are holding daily check in meetings with our staff at both sites to review new information and protocol changes • Our pandemic committee meets daily at 1:00 pm • Sheila getting daily Situation Report via Alliance from MOH and Chief Medical Officer of Health (CMOH) • Ontario Health is setting up a local command structure to support more local sub-structures in the East • We participate in webinars by the Alliance that address more operational issues (PPE, digital issues, HR issues etc.) • We are participating in planning for Community Assessment Centre in Belleville and Bancroft. If there is a need to expand, there will be consideration for centres in Trenton and Madoc. The Belleville assessment centre will be set up in an area of the Belleville hospital - business plans are being submitted this week. The plan is that the model will be activated with 24 hour notice to the community. The CHC will support the assessment centres by 1. Provide prescreening to our clients and to those who do not have a primary care provider and, 2. to support people who have been discharged and do not have a primary care provider – we will support these individuals by phone – • Efforts are underway (with United Way, Primary Health, the County, CHCs) to address the homeless population that may need to self-isolate – where they can be housed and how can we provide support – looking at hotels, phones, video options to support this population 	

	<ul style="list-style-type: none"> We have started to do comfort calls to our clients (seniors, group participants, higher risk etc.) to see if they are okay and if they need support of any kind (food, supplies, support, etc.) <p>These are incredibly intense and difficult times. The staff are working diligently and the days are long. We are anticipating things to get worse before it gets better and we must prepare for staff to be off sick or to take care of family. We are looking at ways to ensure our staff get a rest/break by shifting schedules and rotating staff.</p> <p>Comments</p> <ul style="list-style-type: none"> PPE pressures –We are mindful of the shortage and are reusing masks as directed by public health guidelines. We are also looking at the option of using cloth gowns. Virtual Care – we are preparing for more virtual (video) visits and have been training staff and upgrading laptops to accommodate this medium of care Telephone appointments are also being used Staff reporting illness – Staff have clear direction on reporting illness (or feeling unwell) to their managers. If staff have any symptoms they are to stay at home and depending on the nature of their illness and if they are COVID suspicious, they are to contact public health for an assessment. If not suspicious, they stay at home for 24 hours post symptoms to self-monitor before returning to work. We have also started daily temperature checks at work. Child care – working with staff to sort out work-from-home options as much as possible. Staff exhaustion – we are aware of the long duration of the crisis and the impact on staff – we are looking at staff rotation and scheduling options to help manage weariness. We expect seeing this playing out into August/September and because of this long duration we need to plan for non-urgent situations becoming urgent and will need to look at how we are going to manage the impact going forward Homelessness – the Home for Good project is moving forward and they are proceeding with leases and move-in schedules. B. Harrington noted the stellar leadership at the organization – he further noted the importance to be prepared for community spread which is now becoming a heightened issue. 	
10	<p>Other Business</p> <p>10.1 Election of Officers Election of new Vice President and Secretary required</p> <p>J. Huff has reached out to board members to gather intentions of terms as well as interest in the officer positions. Two individuals put their names forward for the officer positions of Vice President and Secretary:</p> <ul style="list-style-type: none"> Vice President position: James Huff Secretary position: Dawne Brown <p>The Chair has had a conversations with these individuals and confirmed their interest.</p> <p>MOTION 2020-03-06</p>	

MOTION to elect James Huff as Vice President now until such time as the June 2021 AGM

Moved by: W. Osborne

Seconded by: S. Robertson

All in favor: Yes

Outcome: Carried

MOTION 2020-03-07

MOTION to elect Dawne Brown as Secretary now until such time as the June 2021 AGM

Moved by: J. Huff

Seconded by: W. Osborne

All in favor: Yes

Outcome: Carried

Action: to help with orientation to financial duties, D. Brown asked if she could attend the next Finance meeting

Send Meeting invitations to D. Brown

10.2 Pandemic Preparedness

- Decision-making authority of Executive Committee
- Signing Authority
- Board and committee meetings
- other

Board and subcommittee meetings – alternative mediums

Recommending that the Board and Committee meetings are held via alternative mediums until such time that the COVID-19 situation has passed.

Zoom Video Conferencing is dependent on all members having internet, email address and a video camera – Sheila noted that the CHC can lend laptops to Board members if their current system is not compatible to run Zoom meetings.

Send zoom meeting invitations for month of April

Role of Executive Committee

Discussion regarding the role & scope of decision-making authority of the Executive Committee in this time of COVID 19. Recommended that the Executive Committee be authorized to make decisions on behalf of the board when there are definitive directions from the Ministry that requires an immediate/urgent response.

MOTION 2020-03-08

MOTION that the BQWCHC Board authorizes the Executive Committee to make decision on behalf of the board as it relates to sensitive and urgent matters during the COVID-19 situation and will inform the board on a timely matter of the decisions made.

Moved by: G. Watts

Seconded by: S. Robertson

All in favor: Yes

Outcome: Carried

Signing authority

<p>Discussion re number of signatories for the CHC during the COVID situation and having a backup plan if / when signatories are not available – currently we have a limited number of people who can sign cheques/financial instruments and our ability to continue processing financial transactions may be compromised if several of these people become sick.</p> <p>Current signing officers: B. Harrington, W. Osborne, S. Braidek, and R. Snow</p> <ul style="list-style-type: none"> - Suggested to add Director of Programs and Services and another manger to the list of signing officers for cheques \$5000.00 and under. - Current Bylaws and Board policies will be consulted - Signing officers need to understand the responsibility of signing - Kim Egan volunteered as former treasurer to be added as a signatory (as backup only) for the board <p>Recommended to have a separate (time limited) policy statement that speaks to signatory changes in light of the COVID-19 situation to include the Director of Programs and Services, other managers, and another board member.</p> <p>MOTION 2020-03-09 <i>MOTION to authorize D. Brown, Secretary and Kim Egan, Director of Programs and Services as signatories over \$5000 and Clinical Managers (x2) as signatories for under \$5000.</i> <i>Moved by: S. Robertson</i> <i>Seconded by: K. Baker</i> <i>All in favor: Yes</i> <i>Outcome: Carried</i></p> <p>10.3 Alliance for Healthier Communities Board to Board report shared for information G. Watts noted that the April webinar was cancelled and that the June conference is being rescheduled for September 2020.</p> <p>10.4 Marsha Stephen Award B. Harrington noted that a suggestion has been put forward to award the Marsha Stephen Award for 2020 to Sandie Sidworth in recognition of her work on the BQWCHC Board, her work as ED at the Enrichment Centre for Mental Health, and her work promoting health and wellbeing in HPE. Members of the CAC are normally tasked with the Award nominations – they have been consulted on this nomination and are in support.</p> <p>All were in agreement that S. Sidworth provided tremendous support and leadership to the CHC and to the community in general and is a deserving recipient of the award.</p> <p>MOTION 2020-03-10 <i>MOTION to award Sandie Sidworth the Marsha Stephen Award for 2020</i> <i>Moved by: D. Brown</i> <i>Seconded by: G. Watts</i> <i>All in favor: Yes</i> <i>Outcome: Carried</i></p>	<p>S. Braidek to draft policy statement</p> <p>R. Snow to arrange for new Signatories for CHC</p>
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	10.5 Board and Committee Schedule 20-21 Attached for information	
11	Next Meeting <ul style="list-style-type: none"> • April 30, 2020 • By phone or ZOOM 	
12	Adjournment Moved to adjourn Moved by: J. Huff	

X _____
President

X _____
Secretary