

Board of Directors
Belleville & Quinte West Community Health Centre
Thursday September 28-2023

OPEN MINUTES

DATE: Thursday September 28-2023

TIME: 5:30 PM

LOCATION: QW Community Room 223 with Virtual Option

Members: James Huff, President; Kim Egan, Vice President; Mary Lynne Forestell, Treasurer; Scott Robertson, Secretary; Frank Hiebert, Director; Patricia Sukha, Director; Jae-Marie Ferdinand, Director; Lisa Turik, Director; Mike Slatter, Director; and Bruce Maitland, Director

Present: James Huff, Kim Egan, Mary Lynne Forestell, Frank Hiebert, Patricia Sukha, Jae-Marie Ferdinand, Lisa Turik, Bruce Maitland, Sheila Braidek

Regrets: Mike Slatter

Recorder: Janine DeVries, Executive Assistant

1	<p>Call to Order AND Confirmation of Quorum</p> <p>The Chair called the meeting to order at 5:30 pm. Quorum was established with 9 members in attendance.</p>
2	<p>Conflict of Interest</p> <p>None noted</p>
3	<p>Land Acknowledgement</p> <p>Provided by: Pat Sukha National Day of Truth and Reconciliation – Saturday September 30th</p>
4	<p>Agenda – September 28-2023</p> <p>MOTION 2023-09-01 MOTION to accept the Agenda for September 28, 2023 with changes noted. Moved by: JM Ferdinand Seconded by: K. Egan All in favor: YES Outcome: Carried</p>

	<p>Changes to Agenda:</p> <ul style="list-style-type: none"> - Item 9.4 The Bridge – move to In Camera Session <p>The chair spoke to the way meetings will be conducted and how there will be efforts on flow and efficiencies.</p>
5	<p>Staff Presentation Deferred to October</p>
6	<p>President’s report Deferred for September</p>
7	<p>Consent Items:</p> <p><u>7.1 Board of Directors Minutes</u></p> <p>Board Minutes of June 19-2023 were received and reviewed by the Board</p> <p>MOTION 2023-09-02 MOTION to approve the Open Board Minutes of June 19-2023 as presented</p> <p>Moved by: B. Maitland Seconded by: S. Robertson All in favor: YES Abstained: None Outcome: Carried</p> <p>Changes noted: None</p> <p>Typos flagged to be shared with Janine for corrections. Noted that the new Directors Consent and Declaration form (approved in June) have been printed for signature and will be shared electronically with members attending virtually. Noted that more information will follow regarding the Integrated Care Hub.</p> <p><u>7.2 Committee Chair Updates (if applicable)</u></p> <p>CAC – S. Robertson Encourage members to look at the committee workplan for goals set for 23-24 and if members are interested in attending a meeting or discussion, let Sheila and Janine know and they will make sure you have the meeting invitation.</p> <p>QARM – JM Ferdinand Applaud members of the committee on achieving the goals set out by the committee for 2022-23. Standing invitation to all board member to attend meetings.</p> <p>Questions/Comments regarding Committee work: CAC discussion on intimate partner violence noted in minutes and on workplan. S. Braidek noted that there is discussion at the provincial level to declare intimate partner violence as an epidemic in order to bring more attention to the crisis. The pandemic, housing and cost of living has impacted the rise in issues and we need to bring this to the forefront of our conversations. She noted that the language is changing as a way to address the broader scope of abuse between “intimate partners”.</p> <p>Action – S. Braidek to provide a briefing to the board in October on the discussion of intimate partner violence and any recommendations for consideration.</p>

	<p>7.3 Committee Minutes and Recommendations</p> <p>MOTION 2023-09-03 MOTION to receive the Committee minutes and Committee items as listed below <u>and accept</u> their recommendations except those matters moved to Consent Matters for Discussion</p> <p>Moved by: K. Egan Seconded by: L. Turik All in favor: Yes Abstained: None Outcome: Carried</p> <p>Committee Items for September 2023 (included in Motion):</p> <p>A-4 Finance Minutes – August 8-2023 A-5 Finance – Financial Statements 2023-24 – Q1 A-6 Finance – Annual Auditor Assessment A-7 QARM Minutes – August 17-2023 A-8 QARM – Board Dashboard and Charts 2023-24 – Q1 A-9 QARM – Occurrence Summary Report 2023-24 – Q1 A-10 QARM – Risk Register Report 2023-24 A-11 QARM – Annual Risk Management Report to the Board 2023 A-12 CAC Minutes – September 12-2023 A-13 Executive Minutes – September 14-2023 A-14 Governance Minutes – September 14-2023</p> <p>Discussion/Comments Minor edit in QARM minutes - Item 2 Approval of Agenda – revise motion to reflect correct date and movers</p>
8	<p>Executive Director’s Report Written report provided in the board package.</p> <p>MOTION 2023-09-04 MOTION to accept the Executive Director’s Report and the Board Legislative and Compliance report for September 2023</p> <p>Moved by: B. Maitland Seconded by: F. Hiebert All in favor: Yes Abstained: None Outcome: Carried</p> <p>Topics covered in report:</p> <ul style="list-style-type: none"> - Accreditation - Programming - The Bridge - Hastings County - HPE-OHT Primary Health Care Strategy - Staffing - Compensation - Organizational Development

- Community Annual Planning submission (CAPS)
- Capital – Trenton / Belleville
- Funding

In addition to the written report:

Noted - Topics on the Bridge will be discussed in-camera

Staffing update:

- We have two Nurse Practitioner students joining us this fall.
- We were successful in hiring MDs for both sites. MD in QW will be a 3-year contract starting October 16th and the MD in Belleville is full-time starting in late fall. Further, we were successful in hiring a full time Dental Hygienist as well as a full time Dietitian – both started in the summer.
- Recruitment for Nurse Practitioners continues.

Organizational Development – S. Braidek spoke to how the organizational development (detailed in her report) links back to our priorities outlined in the Strategic Plan. The focus with staff has been on revisiting our organizational norms, addressing workplace wellness, having conversations on how to manage conflict and challenging conversations, and how to enhance our collaborative practice.

S. Braidek noted that she will once again design her ED report to link to the Strategic Plan.

CAPS (Community Annual Planning Submission) – The CAPS articulates our work and affirms our targets to our Ontario Health – showing that we are accountable for the work we do. The CAPS forms part of our Multi Service Accountability Agreement (MSAA). Given that it includes our activities (MSAA) and our financials (FS) we will be reviewing this at both the QIRM and Finance committees going forward. Submission dates are unclear at this time but Final approval will be required by the Board.

Government Relations – S. Braidek noted that she received an email today from the Alliance with details regarding an upcoming event at Queen’s Park in Toronto. The event is being held by the Alliance and its members to raise awareness of CHC’s and the important work community-governed primary healthcare agencies do for our communities. This message ties into the conversation of compensation and base funding in our sector. Important to have the government, and all MPPs, understand the role and contribution of CHCs. There is a historical narrative in government that suggests that CHCs are a costly model. However, we know this is not the case given the broader scope of role of CHCs. The Alliance and its members are spending a lot of effort to build a case that demonstrates that CHCs are cost effective and that they contribute to the overall care and wellbeing of our communities and the work they do is impactful on the overall health system. BQWCHC was founded in 2011 and we have not seen a base operating increase in that time. We have seen only seen minor adjustments for compensation. The sector has matured significantly in recent years in 1) telling the story of CHCs and 2) government relations.

Date of event: October 18-2023

Action: S. Braidek to consult with James about attending event on our behalf.

Questions/Comments

Congratulations on the successful hires

Compensation – are there outcome measurements on return on investment? S. Braidek will share the research that they have gathered to support this cause

Congratulations on achieving a full accreditation

Other Business

9.1 Board priorities for 2023-24

See BN

The briefing note includes a summary of what we focused on in fiscal 22-23 as well as suggested topics for 23-24. The Chair noted that there are items that we must address (usually detailed on the workplans) by committees, items that are irregular that we address as needed, and items that we add such as homelessness, outreach etc. that we feel are important for us to address as a board to support the conversation and our directions.

Discussion on topics for consideration 23-24:

- Understanding homelessness and the toxic drug supply – important topics for the Board to address. Suggested that more information be provided to the board to help this conversation.
- Food and housing insecurities
- Intimate partner violence
- The Bridge – the benefits, impacts and risks and what is our role as Governors

Members agreed that the priorities listed in the briefing note captures what the board is seeking to address this fiscal.

Action: The Board priorities will be referred to the Executive Committee for further discussion and board agenda development

9.2 Committee Workplans

Included for review:

- Finance Workplan – 2023-24
- CAC Workplan – 2023-24
- Governance Workplan – 2023-24
- QARM Workplan – 2023-24
- Executive Workplan – 2023-24

MOTION 2023-09-05

MOTION to approve the Finance, CAC, Governance, QIRM and Executive Committee workplans for 23/24.

Moved by: S. Robertson

Seconded by: L. Turik

All in favor: Yes

Abstained: None

Outcome: Carried

Discussion/comments:

CAC – noting that, from a process perspective that “letters to the editor/presentations on key issues” would come from the Board as a whole

9.3 Committee Terms of Reference

Included for review:

- Finance TOR – 2023
- CAC TOR – 2023
- Governance TOR – 2023
- QIRM TOR – 2023

	<p>- Executive TOR – 2023</p> <p>Noted that QARM is recommending that they change their name to QIRM (Quality Improvement Risk Management)</p> <p>MOTION 2023-09-06 MOTION to approve the Finance, CAC, Governance, QIRM and Executive Committee Terms of Reference for 2023</p> <p>Moved by: K. Egan Seconded by: B. Maitland All in favor: Yes Abstained: None Outcome: Carried</p> <p>Discussion/comments QIRM – revise date Exec – footer – revise date</p> <p>9.4 The Bridge Moved to IN CAMERA</p> <p>9.5 Alliance for Healthier Communities</p> <p>F. Hiebert noted that the June conference was very successful. One of the topics for Boards was on the OHT future and Governance roles. Another rising topic was relating to Managing Safe Supply and Social Prescribing. F. Hiebert is suggesting that the Board have a generative discussion on this topic to help us better understand the crises.</p> <p>P. Sukha also attended the conference and was very impressed with the program. She highlighted one workshop she attended that addressed health inequities related to covid response in Toronto – an ambassador program was used (along with other strategies) to increase vaccination rates in an area that was a hotspot for Covid, had racial inequity, and where there were cultural concerns about vaccines. This role of an ambassador program worked well. Although the BQWCHC ambassador program mainly promotes the programs of the centre, there could possibly be other roles or a shift in focus for the program.</p> <p>Board Chairs and Liaisons Orientation in October and a meeting in November</p> <p>Governing for Health Equity training – Alliance for Healthier Communities S. Briadek did some research on this training opportunity and found the webinar approach was not very engaging. She would like to find a better way to bring the information to the board in a helpful and more engaging format. Will bring forward at later date.</p>
10	<p>Generative discussion Deferred for September</p>
11	<p>Next Meeting date Thursday October 26-2023</p> <p>It was agreed to alternate locations for future board meetings.</p>

	<ul style="list-style-type: none"> • QW in October • Belleville in November
12	<p>In Camera Session – for open Minutes</p> <p>MOTION 2023-09-07 MOTION to move In-Camera at 6:38 pm Moved by: B. Maitland Seconded by: L. Turik All in favor: Yes Outcome: Carried</p> <p>Topic for discussion: The Bridge</p> <p>Motion passed that the BQWCHC Board become a signatory to the MOU to the Bridge partnership project and to contribute the expenditures of \$4000 in fiscal 23-24.</p> <p>MOTION 2023-09-00 Motion to move out of in-camera at 7:57pm Moved by: B. Maitland Seconded by: S. Robertson All in favor: yes Outcome: Carried</p>
13	<p>Adjournment</p> <p>MOTION to adjourn: K. Egan</p>



Board President
James Huff



Board Secretary
Scott Robertson