

Board of Directors
Belleville & Quinte West Community Health Centre
Thursday January 25-2024

OPEN MINUTES

DATE: Thursday January 25-2024

TIME: 5:30 PM

LOCATION: Quinte West 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, Scott Robertson, Frank Hiebert, Patricia Sukha, Jae-Marie Ferdinand, Lisa Turik, Bruce Maitland, Mike Slatter, Sheila Braidek

Regrets: None

Recorder: Sheila Braidek

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 10 members in attendance.</p>
2	<p>Conflict of Interest</p> <p>None noted</p>
3	<p>Land Acknowledgement</p> <p>Provided by J. Huff</p>
4	<p>Agenda – January 25-2024</p> <p>MOTION 2024-01-01 MOTION to accept the Agenda for January 25-2024 Moved by: JM. Ferdinand Seconded by: B. Maitland In favour: All Outcome: Carried</p> <p>Changes: none</p>

5	<p>Staff Presentation Health Canada SUAP – Substance Use and Addictions Program (The Bridge) Maria Starnes, Registered Nurse Stephanie Nickerson, Nurse Practitioner</p> <p>Stephanie Nickerson – has been with BQWCHC since 2018. Used to be with OMP (Opioid Management Program). Started working at the Bridge in October of 2022. Does suboxone prescribing but low uptake. Considering adding another day to support the needs. Sees 7-10 people per day for:</p> <ul style="list-style-type: none"> - Wound care - Primary care - Referrals - Pneumonia <p>Stephanie is considered default NP for unattached houseless at Quinte Health Emergency Department and receives reports.</p> <p>Substance Use and Addictions Program (SUAP) – program focused on Substance use, homeless, unattached with a goal to reduce overdose and problematic substance use. Does this thru harm reduction, education, peer outreach, and primary care outreach.</p> <p>Has working relationships with paramedic, police, Primary Health, Ontario Addiction Treatment Centres (OATC), Ontario Works (OW), Emergency Department (ED), Pharmacies, Grace Inn</p> <p>Maria Starnes – works Monday to Friday 8:30 – 4:30. Sees 5-10 people per day for:</p> <ul style="list-style-type: none"> - Collect/disburse meds - Harm reduction - Wound care - Counselling, - Crisis intervention - Overdose - System navigation - Referrals - Seeing new faces every day - Works closely with Hastings County Community workers <p>Working well:</p> <ul style="list-style-type: none"> - OD (overdose) response – only lost one individual - Developing relations with clients <p>Limits:</p> <ul style="list-style-type: none"> - Building / nursing room - Connection with Primary Health re immunizations (1 phone call) <p>Concerns:</p> <ul style="list-style-type: none"> - Staff safety: <ul style="list-style-type: none"> o Open drug use

- Weapons – police response can be slow
- Need for debriefing for staff
- Challenges:
 - Toxic / contaminated fentanyl
 - People not ready for suboxone / methadone
 - Limited Mental health support
 - Limited walk-in clinics
 - Drug use in the space
 - Different organizational expectations and practices
 - Complex communication and boundary management

Questions and Comments

Coordinating mechanism? Operation Committee and daily huddles
 One change? One person to oversee and coordinate all programs and services at Bridge.
 Client needs (immediate)? Mental Health (trauma) support; Social supports

The Chair thanked Stephanie and Maria for the important work they do and for sharing their story with the Board.

6 President's Report

Verbal report provided.

Included in Board package for information sharing:

- Letter to Ministers re Pre-Budget Submission
- BQWCHC Pre-Budget Submission

Land Acknowledgement

- Have been doing this for some time. Timely and important to consider how we are doing it and how to make it meaningful in an ongoing way.
- Pat has shared some information for us to consider including making references to specific relevant treaties, why the acknowledgement is important for us, and making the acknowledgement relevant to the current day.
- Consider connecting to Tyendinaga and/or having an Elder address the Board.
- Reference to specific treaties

Action: Refer to CAC for follow-up discussion

MOTION 2024-01-02

MOTION to accept the President's Report for January 2024 as presented

Moved by: S. Robertson

Seconded by: B. Maitland

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

7	<p>Consent Items:</p> <p><u>7.1 Board of Directors Minutes</u> Board Minutes of November 30-2023 were received and reviewed by the Board</p> <p>MOTION 2024-01-03 MOTION to approve the Open Board Minutes of November 30-2023 as amended Moved by: F. Hiebert Seconded by: P. Sukha In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>Changes noted:</p> <ul style="list-style-type: none"> - Edit on page 5 re: OHT/Bridge comparison - Minutes should say Thursday March 21st (not Wednesday) <ul style="list-style-type: none"> o Not changing from 28th <p><u>7.2 Committee Chair Updates (if applicable)</u></p> <p>QIRM / JM. Ferdinand</p> <ul style="list-style-type: none"> - Note that we have had 3 occurrence reports related to substance use recently. Reflects on what is happening in the community. - Note that we have Collaborative Care Team meetings, other forums for discussion and generally have a trauma informed approach in our work. This is important to supporting both clients and staff. - Supporting staff – debriefings, peer-support, ethics consultation and other forums. - OHS Committee will be discussing how to integrate and promote Psychological Safety and Wellbeing in the workplace. <p>Exec / J. Huff</p> <ul style="list-style-type: none"> - 2 meetings - Acting between meetings when necessary <p>CAC – S. Robertson</p> <ul style="list-style-type: none"> - The Bridge <p><u>7.3 Committee Minutes and Recommendations</u></p> <p>MOTION 2024-01-04 MOTION to receive the Committee minutes and Committee items as listed below <u>and accept their recommendations.</u> Moved by: M. Slatter Seconded by: ML Forestell In favour: All Opposed: None</p>

	<p>Abstained: None Outcome: Carried</p> <p>Committee Items for January 2024 – received by the board: Governance Minutes – December 7-2023 CAC Minutes – December 13-2023 Executive Minutes – December 14-2023 Executive Minutes – January 11-2024 QIRM Minutes – January 16-2024 QIRM – Q3 Performance Dashboard and Charts QIRM – Q3 Quality Improvement Plan QIRM – Q3 Occurrence Summary Report QIRM – Q3 Risk Register Report QIRM – Program Evaluation Reports (ETC and Learn to Grow)</p> <p>Consent Matters for Discussion (if applicable)</p>
8	<p>Executive Director’s Report Written report circulated in the board package.</p> <p>Topic addressed in written report:</p> <ul style="list-style-type: none"> - Cough/Covid/Flu Clinics - The Bridge – SUAP Project - Ontario Health Teams - Staffing updates - Capital – Trenton Phase 1 - Capital – Trenton Phase 2 - Capital – Belleville - Organizational Development - Funding - Risk Management <p>In addition to the written report:</p> <p>Belleville Space – continuing to work with developers re long term options. However, likely that we will have to extend our current lease.</p> <p>Bridge – We have received letters from neighbours to the Drop-in asking for action to reduce garbage in the area and limit guests blocking sidewalks and the like. Response provided including increase of staff doing exterior sweeps. Work on the Alhambra space continues – RFP for Architect, design, seeking funding all in process.</p> <p>Capital – Trenton Phase 2 – When contract was signed for Project Management services (BTY) Braidek did not ensure that contract was on a fixed fee basis, so has been on an hourly basis. Braidek apologized for this error. During the development stage BTY has been putting in many more hours than projected in order to coordinate among the partners and prepare the business case for submission to MOH. As a result, BTY is seeking an increase in the contract. According to the terms of the agreement and the work completed BTY is entitled to this ask. Funds are available from the \$200k development grant we have received from MOH.</p>

	<p>BTY Contract MOTION 2024-01-05 <i>MOTION to approve of an increase of \$52,269.64 to the contract with BTY for Project Management services for QW Phase 2 Capital Project.</i> Moved by: ML Forestell Seconded by: S. Robertson In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>MOH Submission MOTION 2024-01-06 <i>MOTION to endorse the submission to MOH for QW Phase 2 Capital Stage 4 Implementation grant assuming there is no projected cost-share obligation to BQWCHC.</i> Moved by: M. Slatter Seconded by: K. Egan In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>MOTION 2024-01-07 MOTION to accept the Executive Director’s Report and the Board Legislative and Compliance report for January 2024 as presented Moved by: L. Turik Seconded by: S. Robertson In favour: All Opposed: None Abstained: None Outcome: Carried</p>
<p>9</p>	<p>Other Business</p> <p><u>9.1 Alliance for Healthier Communities Update</u></p> <p>Webinar next week re HHR / Market Review. Slides will be shared.</p> <p>Alliance Call for Resolutions <i>Deadline for submission: February 23-2024</i></p>
<p>10</p>	<p>Generative discussion Topic: Board Recruiting & Leadership</p> <p>Recruiting</p>

	<p>Reviewed list of candidates and remaining Board members. We have several potential candidates including 2 from Trenton. Recruiting for 2024 seems in hand. Will continue to be an issue that we need to attend to.</p> <p>Leadership As discussed, we will need President, Vice President and Secretary for June 2024. Reviewed responsibilities of each role and projected time commitments. Also discussed importance of leadership roles ideally being filled by members who have been on the board for a while. Members invited to consider if / how they could contribute. Hoping to have clarity on membership and leadership by end of March.</p>
11	<p>Next Meeting date</p> <p>Thursday February 29-2024 Belleville Boardroom with virtual option</p>
12	<p>In Camera Session</p> <p>Note: In Camera documents will be distributed as hard copies</p> <p>MOTION 2024-01-08 MOTION to move in-camera at 7:11 pm Moved by: B. Maitland Seconded by: F. Hiebert In favour: All Outcome: Carried</p> <p>12.1 <u>ED Performance Review 2024</u></p> <p>MOTION 2024-01-09 MOTION to direct the Executive Committee to prepare and conduct the Executive Director Performance Review (EDPR) for 2023/2024 and bring back the results and recommendation of this report to the Board In Camera in April 2024. Moved by: TBD Seconded by: TBD In favour: All Outcome: Carried</p> <p>MOTION 2024-01-10 MOTION to move out of in-camera at 7:34 pm Moved by: M. Slatter Seconded by: F. Hiebert In favour: All Outcome: Carried</p>

13	Adjournment MOTION to adjourn Moved by J.M. Ferdinand
----	--



Board President
James Huff



Board Secretary
Scott Robertson