

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

OPEN MINUTES

DATE: Thursday April 25-2024

TIME: 5:30 PM

LOCATION: Belleville 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; Bruce Maitland, Director; and, Victoria Law, Director

Present: James Huff, Scott Robertson, Kim Egan, Mary Lynne Forestell, Patricia Sukha, Jae-Marie Ferdinand, Lisa Turik, Bruce Maitland, Mike Slatter, Sheila Braidek

Regrets: Frank Hiebert, Jae-Marie Ferdinand, and Victoria Law

Recorder: Janine DeVries, Executive Assistant

MINUTES

1	<p>Call to Order AND Confirmation of Quorum</p> <p>The Chair called the meeting to order at 5:33 pm. Quorum was established with 9 members in attendance.</p> <p>The Chair noted that Victoria Law has joined the board and has received an orientation from S. Braidek. Due to personal reasons, she will start her Board activities in September</p>
2	<p>Conflict of Interest</p> <p>None noted</p>
3	<p>Land Acknowledgement</p> <p>Provided by P. Sukha</p> <p>Noted that the Mohawks of the Bay of Quinte will be celebrating the 240th Landing on May 19th at the Landing Park</p>
4	<p>Agenda – April 25-2024</p> <p>MOTION 2024-04-01</p> <p>MOTION to accept the Agenda for April 25-2024 with amendments noted</p> <p>Moved by: S. Robertson</p> <p>Seconded by: B. Maitland</p> <p>In favour: All</p> <p>Outcome: Carried</p>

	<p>Changes to agenda: Adjustments made to In Camera portion of agenda</p> <p>Addition to package:</p> <ul style="list-style-type: none"> • Under Consent Items: Executive - In Camera minutes – April 17-24 • Under In-Camera: Board In Camera minutes – January 25-2024
5	<p>Staff Presentation</p> <p>No presentation in May</p>
6	<p>President’s Report</p> <p>No report for May 2024</p>
7	<p>Consent Items:</p> <p><u>7.1 Board of Directors Minutes</u></p> <p>Noted that a revised version of the March 28-2024 minutes were distributed for consideration and approval.</p> <p>MOTION 2024-04-02</p> <p>MOTION to approve the Open Board Minutes of March 28-2024 as amended</p> <p>Moved by: L. Turik</p> <p>Seconded by: P. Sukha</p> <p>In favour: All</p> <p>Opposed: None</p> <p>Abstained: None</p> <p>Outcome: Carried</p> <p>Changes to minutes:</p> <p>Add In Camera topics to In Camera section of the open minutes:</p> <ul style="list-style-type: none"> • Nomination • 2023-24 Budget <p><u>7.2 Committee Chair Updates (if applicable)</u></p> <p>Governance</p> <p>K. Egan noted that the Board Chair and Board Secretary positions have not yet been filled. This will have to be decided before the June AGM.</p> <p><u>7.3 Committee Minutes and Recommendations</u></p> <p>MOTION 2024-04-03</p> <p>MOTION to receive the following Committee minutes and Committee items <u>and accept</u> their recommendations except those matters moved to Consent Matters for Discussion.</p> <p>A-4 QIRM Minutes – April 16-24</p> <p>A-5 QIRM – Performance Dashboard Report (2023-24-Q4)</p> <p>A-6 QIRM – Occurrence Report (2023-24-Q4)</p> <p>A-7 QIRM – QIP Report (2023-24-Q4)</p> <p>A-8 QIRM – Quality Framework (2024-2025)</p> <p>A-9 QIRM – Client Experience Survey Results</p> <p>A-10 QIRM – 2024-2025 Quality Improvement Plan</p> <p>A-11 QIRM – Risk Register (2023-24-Q4)</p>

	<p>Added - In Camera Executive Minutes – April 17-2024</p> <p>Moved by: K. Egan Seconded by: M. Slatter In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>Noted that the 24-25 QIP will require signatures by Board and QIRM Chair. S. Braidek to coordinate signatures and submission to the MOH.</p> <p>Consent Matters for Discussion (if applicable) None</p>
8	<p>Executive Director’s Report Written report for April 2024 circulated in the board package.</p> <p>Topic addressed in written report:</p> <ul style="list-style-type: none"> - 2024-25 Operating Plan and Budget - 2024-25 Quality Improvement Plan - Volunteer Appreciation - Gender Journeys - The Bridge - Overdose Crisis Response - Staffing updates - Capital – Trenton Phase 2 - Funding - Risk Management <p>In addition to the written report:</p> <p>Provincial budget – the Provincial budget dropped and noted for interprofessional care teams was \$546M. With this news, there will likely be an opportunity to apply again for expansion of teams. Overall, an unexciting budget and nothing in particular to note for existing primary care operations.</p> <p>Funding – we have been invited to submit (to OH) for a Health Prevention program that supports non-rostered and unattached people in the community and will focus on cancer screening. This was by invitation - Kingston CHC, Centretown CHC, and BQWCHC were asked to submit at this time. We have prepared and submitted a proposal (for \$300,000) to support for 1 Prevention worker, 1 admin support and 1 NP</p> <p>The Bridge – momentum continues. The Government is actively considering the proposals for capital as well as the proposal submitted by the Health Commons group. The state of emergency is still in effect which will give more “push” for decision making.</p> <p>The Health Commons report has been circulated to the board for information.</p> <p>Discussion points:</p>

- The (whole) proposal has many voices but the group to be responsible for overall implementation of the whole has yet to be determined. Maybe the OHT; maybe another body.
- Effort to coordinate with OHT, Bridge Consortium and others continue.
- This report addresses some immediate needs given the current situation and also some future needs. However, as a community we will need to be at the forefront of this planning as there will be a fundamental shift away from a health *care* system to a health *promotion* system
- Conversations need to continue (at all levels) regarding how we can manage and support people who are “functioning users” and the challenges (and risks) that come with this.
- Employers interested in advancing the need for better addictions and mental health supports may consider how to leverage manufacturing councils, OH&S committees and workplace insurance groups.

Noted - The funding proposal for The Bridge is under consideration with the MOH and will be viewed and considered under the umbrella of this report.

MOTION 2024-04-04

MOTION to accept the Executive Director’s Report and the Board Legislative and Compliance report for April 2024 as presented

Moved by: L. Turik
Seconded by: B. Maitland
In favour: All
Opposed: None
Abstained: None
Outcome: Carried

9 Other Business

9.1 2024-2025 Operational Plan

MOTION 2024-04-05

MOTION to approve the 2024-2025 Operational Plan as presented

Moved by: P. Sukha
Seconded by: M. Slatter
In favour: All
Opposed: None
Abstained: None
Outcome: Carried

S. Braidek provided a fulsome review of the Operational Plan. Braidek noted that, although there is not a direct mapping between the Operational Plan and the Budget, the budget is built to enable the work proposed.

Acronym QLIP – Quinte Local Integration Project

9.2 2024-2025 Budget

MOTION 2024-04-06

MOTION to approve the 2024-2025 Budget as presented

Moved by: ML Forestell
Seconded by: K. Egan

	<p>In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>Finance Committee met on April 23-2024 to receive the 2024-2025 draft Budget Noted:</p> <ul style="list-style-type: none"> - Most project-specific lines are status quo - Salary and benefits – noted that the actual spending of the additional \$136K (equal of 2% in salary line) – came to \$87K with a balance of \$49K unallocated (due to staffing gaps). - Commencing in June we will be contracting out our IT support services and systems management to an off-site company – this change is reflected in reduction in salary and increase in Contracted Out lines - Interest revenue - We are projecting \$180K in 24-25 which is down from \$250K in 23-24. Conservative projection. - We have removed the equipment line but can pull from operating to support needs as required <p>It was noted that the committee appreciates how the financial reports have improved.</p> <p>9.3 Alliance for Healthier Communities Update</p> <p>Board Liaison, F. Hiebert (Regrets)</p> <p>Board Liaison Webinar from April will be shared in the May Board package for information. Forthcoming in May –AHC AGM Resolutions</p> <p>Alliance Conference – we have extended the invitation to community members on committees and to incoming board members</p>
10	<p>Generative discussion No discussion for April 2024</p>
11	<p>Next Meeting date</p> <p>Date: May 30-2024 Time: 5:30 PM Location: Quinte West Community Room 223</p> <p>AGM – June 25th at 5:00 PM in QW J. DeVries to send reminder</p>
12	<p>In Camera Session – <u>Report for open minutes</u></p> <p>MOTION 2024-04-07 MOTION to move In-Camera at 6:15 pm Moved by: B. Maitland Seconded by: K. Egan In favour: All Outcome: Carried</p>

	<p>Topics and outcomes:</p> <p><u>12.1 In Camera Board Minutes –January 25-2024 and March 28-2024</u></p> <p>Motions to approve the In Camera Board Minutes of January 25-2024 and March 28-2024 carried.</p> <p><u>12.2 The Bridge</u></p> <p>Updates provided and discussion ensued</p> <p>At this time the Executive Director and Executive Assistant were asked to leave the room. Minutes to be documented by the Board Secretary.</p> <p><u>12.3 Executive Director Performance Review</u></p> <p>Summary report provided</p> <p>Motion to approve the Executive Director Performance Review Summary Report carried.</p> <p><u>12.4 Executive Director Compensation</u></p> <p>Updates provided and discussion ensued</p> <p>Motion to accept the ED Compensation Briefing Note and to defer to May 2024 Board meeting for further discussion/motions carried.</p> <p>MOTION 2024-04-10 <i>MOTION to move out of In-Camera at 7:55 pm</i> Moved by: K. Egan Seconded by: M. Slatter In favor: All Outcome: Carried</p>
13	<p>Adjournment</p> <p>MOTION to adjourn at 7:55 pm Moved by: L. Turik</p>



Board President
James Huff



Board Secretary
Scott Robertson