

Board of Directors
Belleville & Quinte West Community Health Centre
Tuesday June 25-2024
First meeting of the new board following the June 25-2024 AGM

Members: Bruce Maitland, Mary Lynne Forestell, Frank Hiebert, Patricia Sukha, Lisa Turik, Mike Slatter, Nadia Guerrero, Jennifer Keilty, Spencer Hutchison, Victoria Law

OPEN MINUTES

DATE: Tuesday June 25, 2024

TIME: Directly following the AGM

LOCATION: Quinte West

Present: Frank Hiebert, Patricia Sukha, Lisa Turik, Mike Slatter, Bruce Maitland, Jennifer Keilty, Spencer Hutchison, Sheila Braidek

Regrets: Victoria Law, Nadia Guerrero and Mary Lynne Forestell

Recorder: Janine DeVries, Executive Assistant

DRAFT MINUTES

1	<p>Call to Order AND Confirmation of Quorum</p> <p>With permission from the board, Sheila Braidek, Executive Director chaired the meeting until a President and Chair was officially assigned (under Item 4).</p> <p>The meeting was called to order at 6:13 pm. Quorum was established with 7 members in attendance. Introductions were made.</p>
2	<p>Conflict of Interest None noted</p> <p>Land Acknowledgement Provided at the AGM</p>
3	<p>Agenda – June 25-2024</p> <p>MOTION 2024-06-01 MOTION to accept the Agenda for June 25-2024 as presented. Moved by: S. Hutchison Seconded by: P. Sukha In favour: All</p>

	<p>Outcome: Carried</p> <p>Changes to agenda: none</p>
4	<p>Election of Officers</p> <p>S. Braidek noted that, following discussions with the members, she received an expression of interest from L. Turik for Vice President and Mary Lynne Forestell for Treasurer and that B. Maitland had a willingness to stand for president. With this noted, the following Motions moved</p> <p><u>Election of President</u></p> <p>MOTION 2024-06-02 <i>MOTION to elect Bruck Maitland as President of the BQWCHC Board of Directors</i> Moved by: F. Hiebert Seconded by: M. Slatter In Favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>At this time, newly elected Board President and Chair of the Board assumed his role and chaired the remainder of the meeting.</p> <p>B. Maitland noted a few housekeeping items including that Board meetings are held monthly and usually alternate between Belleville and QW sites. Meetings are scheduled for 3 hours but the intention is to complete meetings by 7:30 pm.</p> <p><u>Election of Vice President, Treasurer, and Secretary</u></p> <p>The Vice President, Treasurer and Secretary sit on the Executive Committee. The Vice President (by default of the Governance policies) is the Chair of Governance The Treasurer (by default of the Governance policies) is the Chair of Finance The Secretary is required for signature and In camera minutes</p> <p>Nominations or volunteers were sought for Secretary and Mike Slatter volunteered. No other nominations or volunteers were received.</p> <p>MOTION 2024-06-03 <i>MOTION to elect Lisa Turik as Vice President; Mary Lynne Forestell as Treasurer; and, Mike Slatter as Secretary of the BQWCHC Board of Directors</i> Moved by: L. Turik Seconded by: P. Suka In Favour: All Opposed: None Abstained: None Outcome: Carried</p>

5

Consent Items:

5.1 Board of Directors Minutes - May 30-2024

MOTION 2024-06-04

MOTION to approve the Open Board Minutes of May 30-2024

Moved by: M. Slatter

Seconded by: F. Hiebert

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

Changes to minutes: none

5.2 Board of Directors Minutes – In Camera

At this time the Board went In Camera to approve the In Camera minutes from May 30-2024.

Reporting In-Camera session in Open Minutes

MOTION 2024-06-05

MOTION to move In Camera at 6:22 pm

Moved by: M. Slatter

Seconded by: S. Hutchison

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

MOTION 2024-06-06

MOTION to approve the in-camera Board Minutes of May 30-2024.

Moved by: F. Hiebert

Seconded by: L. Turik

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

MOTION 2024-06-07

MOTION to move Out of In Camera at 6:23 pm

Moved by: M. Slatter

Seconded by: F. Hiebert

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

Resume Regular Meeting

5.3 Committee Minutes and Recommendations

MOTION 2024-06-08

MOTION to receive the Executive minutes of June 13-2024 and accept their recommendations except those matters moved to Consent Matters for Discussion.

Moved by: L. Turik

Seconded by: M. Slatter

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

Circulated: A-5 Executive Minutes – June 13-2024

Consent Matters for Discussion (if applicable)

- None

6

Committees of the Board

6.1 Review of committees and election of chairs

S. Braidek provided a brief overview of the Committees noting that, with exception of the Executive Committee, Governance, QIRM, CAC and Finance meet quarterly.

Further noted – by default of the governance policies:

- The President is the Chair of the Executive Committee and ex-officio of all committees
- The Vice President is the Chair of Governance
- The Treasurer is the Chair of Finance

Executive

Bruce Maitland, President and Chair

Lisa Turik, Vice President

Mary Lynne Forestell, Treasurer

Mike Slatter, Secretary

Members were invited to indicate which committees they were interested in sitting on:

Finance

Chair: Mary Lynne Forestell (Treasurer)

Pat Sukha

Governance

Chair: Lisa Turik (VP)

Spencer Hutchison

Community Advisory

	<p>Jen Keilty Frank Hiebert</p> <p>Quality and risk Management Mike Slatter Lisa Turik</p> <p>Action: Sheila to reach out to the other members (not in attendance) about their interest on committees</p> <p>Chair of Community Advisory Committee</p> <p>MOTION 2024-06-09 MOTION to appoint F. Hiebert the Chair of the Community Advisory Committee Moved by: L. Turik Seconded by: S. Hutchison In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>Chair of Quality Improvement and Risk Management Committee - Deferred to September Meeting</p>
7	<p>Executive Director’s Report Circulated: ED Report for June 2024</p> <p>S. Braidek provided a brief overview of the ED report and noted that she advises the Board at meetings if there has been a change on an item or topic since distribution of board package</p> <p>Topic addressed in written report for June 2024:</p> <ul style="list-style-type: none"> - Rural remote and northern Symposium - MPP Smith - The Bridge - Overdose Crisis Response - HPE-OHT - Eye Screening - Staffing updates - Staff years of Service Awards - Funding - Risk Management <p>In addition to the written report:</p> <p>The Bridge – demolition expected to begin mid-July, construction is anticipated to start in the fall. There is a meeting scheduled with Belleville DBIA (Downtown Business Improvement) June 26th for further discussion on this initiative – helping people better understand our response to the crisis and our plans for moving the drop-in to Alhambra.</p>

	<p>B. Maitland noted a recent article in the Globe and Mail by Andre Picard. The report notes the Lalonde report that was issued 50 years ago that contributed to the importance of community health. If possible, this report will be circulated to the Board for information.</p> <p>ID (Identification) Clinic held at the Drop In at the Bridge – the CHC was involved with this collaborative effort by multiple agencies. 95 people were supported.</p> <p>Also included in the package under the Executive Director Report is the Board Legislative Compliance report. This report demonstrates the organizational compliance on mandatory (and other) reporting requirements.</p> <p>MOTION 2024-06-10 MOTION to accept the Executive Director’s Report and the Board Legislative and Compliance report for June 2024 as presented Moved by: J. Kielty Seconded by: M. Slatter In favour: All Opposed: None Abstained: None Outcome: Carried</p>
8	<p>Other Business</p> <p><u>8.1 Signing Officers</u></p> <p>Circulated – Briefing Note regarding signing officers of the board</p> <p>Officers of the Board are: President, Vice President, Treasurer, and Secretary</p> <p>Noted that the motion will be revised for the minutes to reflect only Officers of the board, ED, and 2 Directors of the organization to comply with policy. Managers had been added as signing officers during Covid as a risk management strategy. Also noted that, in accordance with Governance policies 2 signatures are required on all cheques and that anything under \$5K and under can be signed by ED/Director of Corporate Services or Programs & Services of the organization and anything \$5K and over must be signed by at least one Board member.</p> <p>MOTION 2024-06-11 MOTION to appoint the Officers of the Board (B. Maitland, L. Turik, ML Forestell, and M. Slatter) as well as Directors S. Braidek, R. Snow, and K. Vandermeer, as signing officers. Moved by: F. Hiebert Seconded by: J. Kielty In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p><u>8.2 Board Schedule for 2024-2025</u></p>

Circulated for Information and discussion.

Standard practice of board:

- Board meets the last Thursday of the month / alternating sites
- Committees – can adjust meeting dates/times according to the needs of the members
- Meetings are offered both in-person and virtual (with in-person being the preference for Board)
- Finance and Exec are usually virtual
- Gov and QIRM are usually in person

Board – summer schedule

- Often the Board will recess in July and August as well as December
- A board meeting in August is optional and usually set by the Executive if needed

8.3 Board retreat – Fall 2024

Following discussion, it was agreed to combine a brief board meeting and a board retreat in September
HOLD – Saturday September 28th / AM 9 to 1:00 pm

Actions:

- Governance will sort our agenda
- J. DeVries to send a calendar invite

8.4 Alliance for Healthier Communities Update

Board Liaison – link between BQWCHC Board and Alliance For Healthier Communities

F. Hiebert has held this position for a couple years now for BQWCHC and is willing to stand again for another year.

Topics include:

- Educational activities
- Governance relation
- Advocacy
- Conferences

MOTION 2024-06-12

MOTION to elect F. Hiebert AHC Board Liaison for BQWCHC for fiscal 2024-2025

Moved by: S. Hutchison

Seconded by: J. Kielty

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

9 Next Meeting date

Date: Saturday September 28-2024

Time: 9:00 to 1:00 pm

Location: TBD

Retreat/Orientation and Board meeting

	Planning deferred to the Governance Committee
10	Adjournment MOTION to adjourn Moved by: F. Hiebert


Board President


Board Secretary