

Board of Directors
Belleville & Quinte West Community Health Centre
Saturday September 28-2024

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

OPEN MINUTES

DATE: Saturday September 28, 2024
TIME: 11:30 AM (following the Board Retreat)
LOCATION: Quinte West – Room 223

Present: Frank Hiebert, Patricia Sukha, Mike Slatter, Bruce Maitland, Spencer Hutchison, Nadia Guerrero, Mary Lynne Forestell, Victoria Law Sheila Braidek
Regrets: Lisa Turik, Jennifer Keilty
Recorder: Janine DeVries, Executive Assistant

DRAFT MINUTES

1	Call to Order AND Confirmation of Quorum The meeting was called to order. Quorum was established with 8 members in attendance.
2	Conflict of Interest None noted
3	Land Acknowledgement Provided by Pat Sukha Recognizing that Monday September 30 th is Truth and Reconciliation Day
4	Agenda – September 28-2024 MOTION 2024-09-01 MOTION to accept the Agenda for September 28-2024 as presented. Moved by: M. Slatter Seconded by: V. Law In favour: All Outcome: Carried Changes to agenda: none

5	<p>Staff Presentation Deferred</p>
6	<p>President's Report</p> <p>Since being elected in June, the Chair noted that his involvement has primarily been sitting on Committees as Ex officio. He is looking forward to working with the board as we move into the Board year and welcomes comments and feedback from the members.</p> <p>The chair also noted that he signed up for the Oct. board orientation session with the AHC.</p> <p>No Motion.</p>
7	<p>Consent Items:</p> <p><u>7.1 Board of Directors Minutes - June 25-2024</u></p> <p>MOTION 2024-09-02 MOTION to approve the Board Minutes of June 25-2024 as presented Moved by: M. Slatter Seconded by: N. Guerrero In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>Changes to minutes: none</p> <p><u>7.2 Committee Chair Updates (if applicable)</u> Finance – Chair Mary Lynne Forestell Going forward, the Chair of Finance will provide a brief overview of the financials at board meetings to help with information and learning.</p> <p>Financial Statements (year to date) were reviewed. Noted that the surplus is due to unspent salaries and vacancies.</p> <p>Looking to increase the membership on both Finance and QARM to ensure quorum is met.</p> <p>NOTE: regarding consent agenda items – if anyone wants to discuss an item in more depth, we can pull that item into Consent Matters for Discussion for further conversation.</p> <p><u>7.3 Committee Minutes and Recommendations</u> Committee Items for September 28-2024: Gov Minutes – July 31, 2024 Gov Minutes - Sept 5-2024 QIRM Minutes – August 22-24 QIRM – Performance Dashboard Report (24-25 – Q1) QIRM – Occurrence Report (24-25 – Q1) QIRM – Risk Register (24-25 – Q1)</p>

	<p>QIRM – Annual Risk Report CAC Minutes – Sept 11-2024 Exec Minutes – Sept 12, 2024 Finance Minutes – Sept 19, 2024 Q1 Financial Statements</p> <p>MOTION 2024-09-03 MOTION to receive the committee minutes and Committee items as presented and accept their recommendations. Moved by: N. Guerrero Seconded by: F. Hiebert In favour: All Opposed: None Abstained: None Outcome: Carried</p>
	<p>Consent Matters for Discussion (if applicable) none</p>
<p>8</p>	<p>Executive Director’s Report Items included:</p> <ul style="list-style-type: none"> - ED Report – Sept. 2024 - Board Legislative and Compliance report <p>Items noted in ED Report:</p> <ul style="list-style-type: none"> - The Bridge - Overdose Crisis Response - Hasting Prince Edward Ontario Health Team (HPEOHT) - Prevention Outreach - Staffing - Staff Years of Service - QW Hub – Capital - Website Refresh - Move to SharePoint - New Phone System - Funding <p>In addition to the written report: Noted that the information in the ED report can often change from the time the package has been distributed to the time of the meeting – S. Braidek will provide additional information and updates at board meetings accordingly.</p> <p><i>Primary Care Expansion Proposal</i> Noted the implications for us as an organization if we take on roles as fundholder (transfer payment recipient) or as host agency for the Neighbourhood Access Clinics. Additional resources will be included in funding proposal to resource these roles.</p>

	<p>S. Braidek noted that engagement with providers and the community in primary care reform will require effort as there is a culture change to consider with this initiative. If we proceed, we will have a dedicated team manager to oversee and facilitate the project and to support staff with the navigation piece. The risks, including reputational risks, are being considered. The upside for us if we take a lead is that we will have some influence to shape this concept.</p> <p>No additional concerns raised by Board members. Matter referred to Executive Director as operational.</p> <p><i>Staffing</i> Lots of staffing changes and new hires – see ED report for details</p> <p><i>Board Legislative and Compliance report</i> Noted that this is a “check sheet” to ensure we are compliant with our legislative obligations</p> <p>MOTION 2024-09-04 MOTION to accept the Executive Director’s report and the Board Legislative and Compliance Report for September 2024. Moved by: V. Law Seconded by: ML Forestell In favour: All Opposed: None Abstained: None Outcome: Carried</p>
9	<p>Other Business</p> <p><u>9.1 Committee Terms of Reference – 2024-2025</u></p> <p>Items included:</p> <ul style="list-style-type: none"> - QIRM TOR - Governance TOR - CAC TOR <p>Noted:</p> <ul style="list-style-type: none"> - The QIRM committee is recommending a change to the name of the committee to Quality And Risk Management committee (QARM) - Finance TOR will come to the October meeting for approval <p>MOTION 2024-09-05 MOTION to approve the Committee Terms of Reference for QARM, Governance, and CAC as presented and to amend the name of the QARM Committee to Quality and Risk Management (QARM) Moved by: N. Guerrero Seconded by: S. Hutchison In favour: All Opposed: None Abstained: None Outcome: Carried</p>

9.2 Committee Workplans 2024-2025

Items included:

- QARM Workplan 24-25
- Governance Workplan 24-25
- CAC Workplan 24-25

Noted:

- The workplans are general items and responsibilities of the committees – reflected from the committee Terms of Reference
- The Finance Workplan will come to the October board meeting

MOTION 2024-09-06

MOTION to approve the 2024-2025 Committee Workplans for QARM, Governance and CAC as presented

Moved by: ML Forestell

Seconded by: M. Slatter

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

9.3 QARM Committee Chair

Committee Chair - Recommendation from the QARM Committee to elect Mike Slatter as Chair of QARM.

MOTION 2024-09-07

MOTION to elect Mike Slatter as Chair for QARM.

Moved by: ML Forestell

Seconded by: N. Guerrero

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

9.4 HPE OHT Primary Care Proposal

As discussed under the Executive Director Report above. No further discussion.

9.5 Committee Membership

Noted

- Each committee must have 3 board members
- The Chair is the ex-officio and does not count for quorum

Membership reviewed and changes discussed as follows:

Governance Committee – membership:

B. Maitland (ex-officio); L. Turik, and S. Hutchison

Finance Committee – membership:

B. Maitland (ex-officio); ML. Forestell; P. Sukha, and N. Guerrero

	<p>QARM Committee – membership: B. Maitland (ex-officio); M. Slatter; L. Turik, and S. Hutchison</p> <p>CAC Committee – membership: B. Maitland (ex-officio); F. Hiebert; Jen Keilty; and Victoria Law</p> <p>Noted that there is a gap with Governance – to be addressed at next meeting.</p> <p>9.6 Alliance for Healthier Communities Update</p> <p>Board Liaison update – F. Hiebert Noted that we may be heading for an early election which means there will be a cabinet shuffle. With this usually comes restructuring.</p> <p>Regarding advocacy – the Alliance allows a platform for CHC’s to advocate on topics of importance to the mandate and values of the organization. They provide guidance and resources as needed. F. Hiebert suggested that the board consider looking at The Bridge as a topic for advocacy with the Alliance / OH</p> <ul style="list-style-type: none"> - There has been many months of discussion and hours of work poured into the recent funding applications to support The Bridge project – and now the government is changing direction – is there an opportunity for us to speak to this topic. <p>AI (Artificial Intelligence) – topic of discussion at the Alliance. Sector needs to consider ways to inform policy and rules re use of AI to ensure equity.</p> <p>Asset Based Community Development – this was discussed at the conference by one of the Key note speakers – Cormac Russell – interesting topic that focuses on the approach to sustainable community-driven development. F. Hiebert will share out information.</p> <p>Advocacy by the board - General discussion regarding past practice regarding policy advocacy undertaken by the Board:</p> <ul style="list-style-type: none"> - We participate at times when appropriate and usually through the work of the Alliance - Need to be nonpartisan with the issues - Generally, topics for advocacy needs are brought to the board – in cases where it is time sensitive and a local voice is needed/helpful, S. Briadek will draft a letter for review by the Executive - We have to caution the difference between governance and advocacy – the Alliance can act on our behalf and advance the voice of CHC’s at a provincial level
10	<p>Generative Discussion No discussion this month</p>
11	<p>Next Meeting date Date: Tuesday October 29-2024 Time: 5:30 PM Location: Belleville Board Room</p> <p>NOTED – Moved from the 31st to the 29th for the convenience of the festive holiday</p>

12	Adjournment MOTION to adjourn Moved by: M. Slatter



Board President



Board Secretary