

Board of Directors
Belleville & Quinte West Community Health Centre
October 29-2024

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: October 29-2024
TIME: 5:30 PM
LOCATION: Belleville Board room with Virtual Option

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

MINUTES

1	Call to Order AND Confirmation of Quorum The meeting was called to order at 5:32 pm. Quorum was established with 8 members in attendance.
2	Conflict of Interest None
3	Land Acknowledgement Provided by Pat Sukha Noted that November 8 th is National Indigenous Veterans day
4	Agenda – October 29-2024 MOTION 2024-10-01 MOTION to accept the Agenda for October 29-2024 as presented. Moved by: P. Sukha Seconded by: M. Slatter In favour: All Outcome: Carried Changes to agenda: none

5 Staff Presentation

Topic: BQWCHC Financial Overview
Presenter(s): Roger Snow, Director of Corporate Services

Roger has been with the organization for 7 years. He has 20 years' experience in other health care sector roles. Here, Roger is responsible for finance, HR, facilities, Security, Information Technology
Staffing includes HR Assistance, Bookkeeper, and the Manager of IT and Quality Improvement

Corporate Services includes Finance, HR, Facilities, Security, IT

Where does the money come from?

Ministry of Health
Ontario Health
Health Canada
Interest Revenue
Dental Revenue
United Way – Outreach
Home for Good
Other

Noted:

- Interest revenue is high this year in part due to delay in recovery of prior years' surplus by Ministry of Health
- Substance Use Addictions Program (SUAP) – funding expires in March 2025
- Dental – the Federal plan will provide coverage for dental services for people living on low incomes. We could expand our program to include these folks however, our waitlist is long and we only have limited capacity given that we only have 2 operatories.

Where does the money go?

Salaries and Benefits
Supplies and Sundry
Medical Supplies
Contracted out
Equipment
Buildings and grounds

Noted:

- Salaries are the highest cost for us
- Equipment – generally we do not budget for equipment, but instead rely on in-year surplus to cover equipment costs. We are trying to budget for some equipment going forward.
- Donations – historically, we have had very little (to no) donations. Not a piece that we have invested in. The new website will have a donation tab and will flow through Canada Helps.

Budget Comparison

Roger provided a budget comparison from 2017-18 to 2024-25 to show evolution of the organization

Noted:

- Some of our one-time funding (for certain programs) has moved to base funding

- Our funding from other sources has increased in the past couple of years as we seek more funding to support new programs
- Contracted Out expenses has increased due to the increase in large projects such as IT support, website, sharepoint, new phone system etc.

Financial Reporting

Community Accountability Planning submissions (CAPS) includes annual budget submissions

Monthly reporting to Program managers

Quarterly reporting to Finance Committee and to MOH/OH

Annual reporting to MOH by way of year-end audit

Ad Hoc reporting as required

Questions/comments

- Noted that for the past several years, Ontario Health has not required us to prepare a CAPS. This means we have not had a recent opportunity to substantively alter our budget and/or activity projections.
- Regarding the budget – Roger works with the managers on building (and managing) the budget each year focusing on existing funding, new funding, operating costs, salaries and adjustments, reviewing variances and gaps and new programming. The budget is then presented to the finance committee and from there to the board.
- There have been small increases in our base funding with respect to salaries and programs but there has been no increase in our operating dollars – this has been a constant challenge for all CHC’s and many CHCs are having the discussion on if we should collectively address this with our funders. To note, hospitals receive base increases for operating on a regular basis.
- Amongst other things, the board is responsible for financial oversight, hiring the ED, and monitor how the CHC measures up in comparison with the sector - Advocacy in this area is important.

The chair thanked Roger for his presentation and the important work he and his team do for the CHC.

6 President’s Report

Verbal report

September 28 Board retreat

- opportunity for us to come together as a new board
- It was an orientation-based retreat – valuable for new members and the board as a whole
- Appreciated the opportunity

How divergent is our board from other boards in your experience?

- More established - More governance based
- Distinction between governance vs operations – we have a high functioning board that focuses on governance

Suggesting we look at a social event for the board to further build relations

Governance engagements:

- AHC Board liaison and Chairs meeting – October 30th
- Summit on changing the future of health care in Hastings and Prince Edward – November 5th and 28th – exciting opportunity for organizations to engage as governors on what direction we want to take as a community. This is part of an ongoing process that HPE has been involved with – will help us illuminate the next phase of what the OHT will look link in the future

Noted: Dr. Jane Philpott has been appointed chair of the new primary care action team – her work will oversee planning the next phase of Primary Care. Suggesting that Board members read her book – Health for All

MOTION 2024-10-02

MOTION to approve the President’s Report for October 2024

Moved by: F. Hiebert

Seconded by: N. Guererra

In favour: All

Opposed: none

Abstained: none

Outcome: Carried

7 Consent Items:

7.1 Board of Directors Minutes - September 28-2024

MOTION 2024-10-03

MOTION to approve the Board Minutes of September 28-2024 as presented

Moved by: N. Guerrero

Seconded by: S. Hutchison

In favour: All

Opposed: none

Abstained: none

Outcome: Carried

Changes to minutes: none

7.2 Committee Chair Updates (if applicable)

On behalf of the Chair of Finance:

- S. Braidek spoke to Attachment A-12 Financial Policy re borrowing. Noted that a Line of Credit (LOC) is intended to help us manage cash flow within our planned funding and spending limits.
- Also noted we received an unsolicited grant received from Ontario Health East in the amount of \$800k to support population health initiatives to improve health outcomes for more marginalized populations. Work underway to determine how funds will be used.
- We are moving through the Capital funding and approval points for the Trenton Health Hub.

7.3 Committee Minutes and Recommendations

Committee Items for October 2024:

A-4 Exec Minutes – Oct 10-2024

A-5 QARM Minutes – Oct 16-2024

A-6 QIRM – Performance Dashboard Report (24-25 – Q2)

A-7 QIRM – Occurrence Report (24-25 – Q2)

A-8 QARM - Program Evaluation – Collaborative Care

A-9 QIRM – Risk Register (24-25 – Q2)

A-10 Finance Minutes – Oct 22-2024

	<p>A-11 Financial Statements (24-25 – Q2) A-12 Finance – Policy re Borrowing A-13 Finance – Trenton Health Hub Capital Summary Report</p> <p>MOTION 2024-10-04 MOTION to receive the Committee minutes and Committee items as presented and accept their recommendations. Moved by: P. Sukha Seconded by: S. Hutchison In favour: All Opposed: none Abstained: none Outcome: Carried</p>
	<p>Consent Matters for Discussion (if applicable)</p>
<p>8</p>	<p>Executive Director’s Report Items included: A-14 Executive Director’s Report – Oct 2024 A-15 Board Legislative and Compliance Report A-16 Briefing Note RE Alhambra</p> <p>Items noted in ED Report:</p> <ul style="list-style-type: none"> - Programs, Services, Partnerships <ul style="list-style-type: none"> o Community Pap Clinic o Flu Clinic General Information o The Bridge o Homelessness Addictions Recovery Treatment (HART) Hub o Hasting Prince Edward Ontario Health Team (HPEOHT) - Operations <ul style="list-style-type: none"> o Staff Survey o Staffing o QW HUB – Capital o Website Refresh o Move to SharePoint o New Phone System o Training o Funding - Risk Management <p>In addition to the written report:</p> <ul style="list-style-type: none"> • Community Pap Clinic was held at our QW site on October 23rd. 31 people served. • Flu clinics are being organized at both our locations • Received \$800K from OH to support the population health initiatives (noted above), • The Bridge – updates:

Briefing Note included to provide more details in light of structural challenges at Alhambra Hall. It has been identified that the existing trusses are not structurally sound and the committee is looking at options and costs involved.

- Repair and renovate vs a new build will be part of the conversations going forward
 - The Steering Committee is looking at all options and risks involved, including reputational risks
 - Hoping to have more information by November 5th. At that point we will have enough information to make a recommendations to the City.
 - This setback is disheartening but out of our control
 - Looking at short-term options for the drop-in during extended timelines – looking at the Alhambra site as well space at John Howard on Wallbridge – this comes with its own challenges but we are looking into options
 - Noted for clarity – the Property was purchased by the City and the deed given to the JH Society who are holding the deed on behalf of the Bridge Consortium. We received \$3M from the City to renovate and are seeking \$2M from the Health Canada Emergency Treatment Fund, plus approximately \$1M from other sources.
 - Should we receive HART Hub funding, it will further support a temporary building / programs as well as the project and operations long term
- Ontario Health Team
 - HPE OHT has been working on the development of a primary care strategy in anticipation of a provincial call for proposals. We now expect that call to be delayed as MOH has just announced the appointment of Dr Jane Philpott.
 - Dr. Jane Philpott has been tasked by the Government of Ontario with overseeing primary health care reform. We expect her to review data re primary care pressures and use an evidence informed approach to decision-making/recommendation.
 - The Primary Care Strategy ties into the latest direction of Home First project (ER avoidance) – The PC proposal will include episodic and team-based care with an increase in prevention care which will further release more capacity in the community to receive and support people leaving the hospital. The aim in part is to build the bridge between community and hospitals to ensure people are getting the care where they need it and keep them from returning to the ER.
 - Staff survey – 82% response rate. Data will be reviewed and shared with staff accordingly. Will be forthcoming to the Board via QARM.

MOTION 2024-10-05

MOTION to accept the Executive Director’s report and the Board Legislative and Compliance Report for (date)

Moved by: N. Guerrero
Seconded by: S. Hutchison
In favour: All
Opposed: none
Abstained: none
Outcome: Carried

9 Other Business

9.1 Board Workplan 2024-25

Included: A-17 Board Plan

The board plan supports the work of the board

MOTION 2024-10-06

MOTION to approve the Board Workplan for 2024-25 as presented

Moved by: L. Turik
Seconded by: M. Slatter
In favour: All
Opposed: none
Abstained: none
Outcome: Carried

9.2 Committee Terms of Reference – 2024-2025

Included: A-18 Finance TOR

Minor change noted

MOTION 2024-10-07

MOTION to approve the 2024-25 Finance Terms of Reference as presented

Moved by: S. Hutchison
Seconded by: N. Guerrero
In favour: All
Opposed: none
Abstained: none
Outcome: Carried

9.3 Committee Workplans 2024-2025

Included: A-19 Finance Workplan 24-25

Minor changes noted

The Committee is moving away from the audit review tool as it was too extensive for our organization

MOTION 2024-10-08

MOTION to approve the 2024-25 Finance Committee Workplan as presented

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

9.4 Committee Membership – Governance

Included: A-20 Committee membership 24-25

L. Turik noted that the committee has had challenges with meeting Quorum due to low membership.

J. Keilty shared her interest and will join the committee.

9.5 CHC Comparator Data

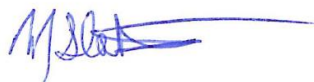
Included: A-21 Slide Deck from QARM – BQWCHC Benchmarked 23-24

The purpose of the presentation is to show how BQWCHC compares to other CHCs in Ontario.

	<p>In general, the data shows that BQWCHC is in the middle of the road on the majority of indicators.</p> <p>The data was pulled from a number of different sources:</p> <ul style="list-style-type: none"> - OH East organizational data - Natural competitor organizations - Peer Group benchmarking - OH East benchmarking <p>9.6 Alliance for Healthier Communities Update</p> <p>Board Liaison update – Frank Heibert</p> <p>Next liaisons meeting – tomorrow night (October 30th)</p> <p>Alliance is encouraging CHC’s to communicate with local MPPs re compensation and wage gaps S. Braidek will be looking to meet with new local MPP.</p> <p>9.7 Other: Belleville Site / New location</p> <p>It was noted that there was talk of the Queen Mary School site going to community consultation rather than RFP at this time. Uncertain if / when the site may be able to accommodate our operations.</p> <p>We are now renegotiating our lease here at 161 Bridge St. and will continue to look for other options.</p>
10	<p>Generative Discussion deferred</p>
11	<p>Next Meeting date</p> <p>Consensus to move the November meeting to November 27th to accommodate Board and Executive Director attendance at a session on Shaping the Future of Health care Together in Hastings and Prince Edward Counties.</p> <p>Regrets from F. Heibert noted</p> <p>Date: Wednesday November 27-2024 Time: 5:30 PM Location: QW Community Room 223</p>
12	<p>Adjournment</p> <p>MOTION to adjourn Moved by: F. Heibert</p>



Board President



Board Secretary