

**Board of Directors**  
**Belleville & Quinte West Community Health Centre**  
**Thursday March 27-2025**

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

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**OPEN MINUTES**

**DATE:** **March 27, 2025**

**TIME:** **5:30 PM**

**LOCATION:** **Quinte West CHC**

Present: Bruce Maitland, Mary Lynne Forestell, Pat Sukha, Lisa Turik, Mike Slatter, Spencer Hutchison, Nadia Guerrera, Victoria Law, Sheila Braidek

Regrets: Jen Keilty

Recorder: Janine DeVries, Executive Assistant

**MINUTES**

1	<b>Call to Order AND Confirmation of Quorum</b>  The meeting was called to order at 5:35 pm Quorum was established with 9 members in attendance.
2	<b>Conflict of Interest</b> None declared
3	<b>Land Acknowledgement</b> Provided by Pat Sukha  For information and awareness: On Good Friday there is an annual event for many indigenous communities across Canada and the United States, including our local Mohawk territory, which is Sadie's Walk. There are many reasons for the walk, which promotes diabetes management, but a big one is to honour her enthusiasm and determination to fight diabetes. Sadie was 29 and was killed on a Good Friday in an accident with a logging truck, in the Okanagan Valley of B.C., in 1996. She was a diabetes prevention worker in our shared field of community health.
4	<b>Agenda – Thursday March 27-25</b>  <b>MOTION 2025-03-01</b> <b>MOTION to accept the Agenda for March 27-2025 as amended</b>

	<p><b>Moved by:</b> S. Hutchison  <b>Seconded by:</b> N. Guerrera  <b>In favour:</b> All  <b>Outcome:</b> Carried</p> <p><b>Changes to agenda:</b> Add setting the date for the June AGM</p>
5	<p><b>Staff Presentation</b></p> <p>Topic: Nursing  Presenter(s): Cheryl Lamoureux, Registered Nurse</p> <p>Cheryl was first hired on a 3-month contract to backfill a leave. She has recently accepted a permanent position with our Telemedicine (OTN). Cheryl has 30+ years of nursing experience including being an OH&amp;S nurse and working in the military.</p> <p>Cheryl reflected on her experience as a nurse at the CHC highlighting that Nurses at the CHC play a very important role in client care. They are the secondary point of contact for all clients (the first point of contact would be the reception team). The nurses' role includes health education and teaching. There is lots of opportunity for collaboration with other health care providers and professionals at the centre – it's a one-stop-shop at the CHC!</p> <p>Once a month, we have Collaborative Care team meetings with the primary care team and other practitioners to discuss client care plans and to address certain issues and concerns. This is very beneficial for the team and enhances positive outcomes for the clients.</p> <p>There are 3 nurses at each location (2 full time and 1 part-time 'floating' nurse). We take every opportunity with clients to teach and encourage health promotion needs. There are many programs and services at the Centre to support the clients – nurses will often pass this information on to clients as appropriate.</p> <p>The Telemedicine program (or OTN) is a virtual video conferencing system that brings specialists and people together virtually. Through a referral system, we connect local folks to specialist in the region – this way they do not have to travel. This service is supported with Nurses who assist with all OTN appointments. We currently manage this service in Picton, Madoc, Tweed, Trenton, Belleville, and Bancroft.</p> <p>The Chair thanked Cheryl for her presentation.</p>
6	<p><b>President's Report</b></p> <p><b>Deferred to In Camera Session</b></p>
7	<p><b>Consent Items</b></p> <p><b><u>7.1 Board of Directors Minutes - February 27-2025</u></b></p> <p><b>MOTION 2025-03-02</b>  <b>MOTION to approve the Board Minutes of February 27-2025 as presented</b></p> <p><b>Moved by:</b> P. Sukha  <b>Seconded by:</b> N. Guerrera</p>

	<p><b>In favour:</b> All  <b>Opposed:</b> None  <b>Abstained:</b> None  <b>Outcome:</b> Carried</p> <p><b>Changes to minutes:</b> Noted to be consistent with using full names in all Minutes (Board and Committees) for attendance.</p>
	<p><b><u>7.2 Committee Chair Updates (if applicable)</u></b></p> <p><b>Governance</b> – L. Turik, Chair of Governance noted that the 2024-25 Board evaluation was discussed at Governance and, by accepting the Briefing Note in the package, we will proceed with the evaluation. To note, this is an annual function of the board.</p>
	<p><b><u>7.3 Committee Minutes and Recommendations</u></b></p> <p><b>Committee Items for February:</b></p> <p>A-4 Governance Minutes – March 6-2025  A-5 BN re Board Evaluation  A-6 CAC Minutes – March 12-2025  A-7 Executive Minutes – March 13-2025</p> <p><b>MOTION 2025-03-03</b>  <b>MOTION to receive the committee minutes and Committee items as presented and accept their recommendations.</b></p> <p><b>Moved by:</b> L. Turik  <b>Seconded by:</b> ML Forestell  <b>In favour:</b> All  <b>Opposed:</b> None  <b>Abstained:</b> None  <b>Outcome:</b> Carried</p>
8	<p><b>Consent Matters for Discussion (if applicable)</b></p> <p><b>In Camera Session</b></p> <p><b>MOTION 2025-03-04</b>  <b>MOTION to move in-camera at 5:55 pm</b></p> <p><b>Moved by:</b> F. Hiebert  <b>Seconded by:</b> P. Sukha  <b>In Favour:</b> All  <b>Outcome:</b> Carried</p> <p><b><u>8.1 Executive Director Performance Review</u></b></p> <p><b>Report in Open Minutes: ED Performance Review and outcome discussed.</b></p> <p><b>MOTION 2025-03-05</b>  <b>MOTION to move out of in-camera at 6:07 pm</b></p>

	<p><b>Moved by:</b> F. Hiebert  <b>Seconded by:</b> N. Guerrera  <b>In Favour:</b> All  <b>Outcome:</b> Carried</p>
9	<p><b>Executive Director's Report</b></p> <p><b>Items included:</b></p> <p>A-8 Executive Director's Report – March 2025  A-9 Board Legislative and Compliance Report</p> <p><b>Items noted in ED Report:</b></p> <ul style="list-style-type: none"> <li>- General Updates <ul style="list-style-type: none"> <li>o 25-26 Budget</li> <li>o 25-26 Operational Plan</li> <li>o 25-26 Board Dashboard</li> </ul> </li> <li>- Programs, Services, partnerships <ul style="list-style-type: none"> <li>o The Bridge</li> <li>o Prevention Program</li> <li>o HPEOHT – Primary Care Expansion / Preventive Care Program</li> </ul> </li> <li>- Operations <ul style="list-style-type: none"> <li>o Staffing</li> <li>o SharePoint</li> <li>o Website and New Board Portal</li> <li>o Organizational Development</li> </ul> </li> <li>- Funding</li> <li>- Risk Management</li> </ul> <p><b>In addition to the written report:</b></p> <p>The Bridge  Funding is now in place to go to tender.</p> <p>PC Expansion  The province is wanting to see movement on this by August. We expect that Expression of Interest will be forthcoming to each region soon. HPEOHT is well positioned to move this forward.</p> <p>Provincial Budget – April 14<sup>th</sup>  Expect that budget results will trigger some funding announcements.  Expect that the 1.9% stabilization funding will be renewed. Hoping for more but will have to wait and see.</p> <p><b>Discussion / comments</b></p> <ul style="list-style-type: none"> <li>- Funding for QW Outreach Worker position has been extended. The funding is part of the United Way Reaching Home strategy.</li> </ul> <p><b>MOTION 2025-03-06</b>  <b>MOTION to accept the Executive Director's report and the Board Legislative and Compliance Report for March 2025</b>  <b>Moved by:</b> L. Turik</p>

	<p><b>Seconded by:</b> N. Guerrera</p> <p><b>In favour:</b> All</p> <p><b>Opposed:</b> None</p> <p><b>Abstained:</b> None</p> <p><b>Outcome:</b> Carried</p>
10	<p><b>Other Business</b></p> <p><b><u>10.1 Board Recruitment</u></b></p> <p>Items included:</p> <p><b>A-10</b> Board Skills survey report</p> <p><b>A-11</b> Board of Directors List and Terms</p> <p>Results from the skills matrix survey shared with board</p> <ul style="list-style-type: none"> <li>- Overall, the board composition is well rounded.</li> <li>- We have good representation from the Belleville area and could improve representation from QW area.</li> <li>- There are currently 2 vacancies to address.</li> <li>- Email was sent to all board members regarding their intentions for next fiscal – this will be shared at the next Governance meeting.</li> <li>- If anyone knows of someone interested in joining the Board, please send an email to Sheila and Lisa.</li> <li>- Noted that our Bylaws state that members must live or work in Belleville or QW.</li> </ul> <p><b><u>10.2 Alliance for Healthier Communities</u></b></p> <p><b>Board Liaison update – Frank Hiebert</b></p> <p>Latest Webinar focused on: health equity, Governance for equity and anti-black racism policy</p> <p><b>Noted - Cormac Russell</b> – Asset-Based Community Development – start with what is strong not what is wrong. Noted that the Board watched this video at the February Board meeting</p> <p><b>Alliance Annual Conference</b> <i>Put People at the Centre – Advancing Accessible and Sustainable PHC in Ontario</i> <b>June 4-5, 2025 Toronto/Richmond Hill. Early Bird rates apply until April 16<sup>th</sup></b></p> <p><b>Members are to send Sheila an email if interested in attending.</b></p>
11	<p><b>Generative Discussion:</b> Clients as Board Members</p> <p>Introduction to the topic provided with a Briefing Note. By way of background the matter has come to the Board for discussion through the Governance Committee and in part as the result of some confusion in the past. Sheila was asked to review provide answers to a series of questions to help inform the discussion. Those are reflected in the Briefing Note.</p> <p>In general, the majority of similar organizations are silent on a 'quota' of clients as Board members with a few exceptions (ie. Flemingdon CHC).</p> <p>Discussion points:</p> <ul style="list-style-type: none"> <li>- While there might be some risk, likely it will be manageable - Important to look at what the person has to offer the board beyond being a client</li> <li>- When vetting a candidate, we do not ask potential members if they are clients – it would have to be self-identified</li> </ul>

	<ul style="list-style-type: none"> <li>- If something is happening that is problematic, from any board member, it would have to be managed by the board</li> <li>- Ensuring conflict of interest is understood and important that there is an understanding of our principles and purpose (guidelines)</li> <li>- Watch for 'hidden agenda's' – from any board member</li> <li>- Its not inherently a conflict of interest to be a board member</li> <li>- Board orientation needs to include our fundamental and common understandings of how work and what we agree to as a collective group</li> <li>- CHC philosophy of community development supports client engagement</li> <li>- We cannot require a disclosure for whether they are a client or not (unless there is a bonified reason)</li> <li>- Declaring conflict of interest is situational</li> <li>- Suggest that we go over scenarios and examples that could be a conflict of interest in the orientation</li> <li>- Integrate private pathways for board members to discuss potential conflict of interest with their colleagues</li> <li>- Suggesting that we stay silent on this in our recruitment process</li> </ul> <p>Take away / decision</p> <ul style="list-style-type: none"> <li>- Maintain status quo - By laws are currently silent on clients</li> </ul>
12	<p><b>Next Meeting date</b>  <b>Request to Move April board meeting to May 1<sup>st</sup> (1 week)</b></p> <p>Date: May 1<sup>st</sup>    Time: 5:30 PM    Location: Belleville Boardroom with Virtual Option</p> <p><b>AGM Date</b></p> <ul style="list-style-type: none"> <li>- Thursday June 26<sup>th</sup> in Belleville</li> <li>- 5:00 pm AGM / Board meeting to follow AGM</li> </ul>
13	<p><b>Adjournment</b></p> <p><b>MOTION to adjourn at 6:58</b>  <b>Moved by: F. Hiebert</b></p>



Board President



Board Secretary