

Board of Directors
Belleville & Quinte West Community Health Centre

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

OPEN MINUTES

DATE: May 1, 2025

TIME: 5:30 PM

LOCATION: Belleville CHC

Present: Bruce Maitland, Mary Lynne Forestell, Frank Hiebert, Patricia Sukha, Lisa Turik, Nadia Guerrera, Jennifer Keilty, Spencer Hutchison, Victoria Law, Sheila Braidek

Regrets: Mike Slatter

Recorder: Janine DeVries, Executive Assistant

DRAFT MINUTES

1	<p>Call to Order AND Confirmation of Quorum</p> <p>The meeting was called to order at 5:30. Quorum was established with 9 members in attendance.</p>
2	<p>Conflict of Interest</p>
3	<p>Land Acknowledgement Provided by Pat Sukha</p> <p>Noted that May 5th is recognized as Red Dress Day – the national day of awareness for missing and murdered indigenous women, girls and two-spirit people. This day serves as a time to remember, honour, and take action to address the ongoing crisis of violence against Indigenous women.</p>
4	<p>Agenda – May 1, 2025</p> <p>MOTION 2025-05-01 MOTION to accept the Agenda for May 1, 2025 with amendments noted. Moved by: S. Hutchison Seconded by: N. Guerrera In favour: All</p>

	<p>Outcome: Carried</p> <p>Changes to agenda: Defer # 8 In Camera minutes to next meeting</p>
<p>5</p>	<p>Staff Presentation Presenter(s): Taylor Meech, Registered Dietitian</p> <p>Taylor joined BQWCHC in July of 2024 to cover a maternity leave contract. She graduated from Ryerson in April 2022 and from Western in April 2023. Taylor volunteered with BQWCHC for four months in 2024, helping with food programs which helped her prepare for her contract position.</p> <p>Taylor runs a wide variety of programs as well as 1:1 nutritional counselling. She sees clients of any age and she accepts internal (BQWCHC) and external referrals. Her work mainly focuses on high cholesterol, weight loss/healthy eating goals, deficiencies like iron, B12 or calcium, gastrointestinal issues (IBS, Colitis, etc.), I have had a few disordered eating clients, and some picky eating in children.</p> <p>The Registered Dietitian often works closely with the Chronic Disease Diabetes Educator with clients who have prediabetes or type 2 diabetes.</p> <p>Programs include: Hot Meal Program Breakfast of Champions Mental Health Meals Good Food Box Spotlight on Diabetes Frozen Meal Program</p> <p>Taylor mentioned that she will be leaving BQWCHC in June and taking a position with Quinte Health in the Diabetes Education Program - outpatient</p> <p>Taylor noted that her experience at BQWCHC has been fantastic and that she would come back to work here if the opportunity presents itself.</p> <p>Questions / Comments Taylor noted that we have a Food Map (recently created by a student at BQWCHC) – it was suggested that this would be a useful tool to share with other agencies with food programs. The Mental Health Meals program is new and is just an internal program at this time – it was suggested that this program could be expanded to include other agencies such as CMHA – HPE.</p> <p>The Chair thanked Taylor for the good work that she does at the Centre and in the community.</p>
<p>6</p>	<p>President’s Report</p> <p>The Chair attended the Volunteer Appreciation Dinner in QW at Tommaso’s restaurant on April 30th along with Pat Sukha and Michael LeClair (community member on the QARM committee). A very special event in honour of all the BQWCHC Volunteers – this includes all the Board and Committee members.</p> <p>The Chair asked that a special thank you be relayed to Elaine Radway and Alyssa Ross for hosting the event. He further thanked the Board members for their exceptional work and contributions on the Board.</p>

7	<p>Consent Items:</p> <p><u>7.1 Board of Directors Minutes - March 27-2025</u></p> <p>MOTION 2025-05-02 MOTION to approve the Board Minutes of March 27-2025 as presented Moved by: J. Kielty Seconded by: F. Hiebert 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></p> <p>CAC – Frank Hiebert The committee established a tasks group to review the Marsha Stephen Award nominations. The group met on April 29th and will bring forward their recommendations to the next CAC meeting (May 14th) and then to the Board meeting on May 29th.</p> <p>Finance – Mary Lynne Forestell The committee met on April 22nd at which time they reviewed in detail the Preliminary Financial Statements for Q4. Noted that the statements are considered Preliminary until reviewed and finalized with the Auditor. Preliminary statements were satisfactory and no issues of concern were noted. Minor edits to the Finance Minutes were noted and will be addressed.</p> <p>Question: how will the Program surplus funds be reconciled? Projected surplus for the Prevention Program and OHT be deferred for use in the coming year. Locally Driven Population Health Models and SUAP program surpluses will recovered by OH and Health Canada respectively.</p> <p><u>7.3 Committee Minutes and Recommendations</u> Committee Items for May 1-2025:</p> <p>A-4 Executive Minutes – April 10-2025 A-5 QARM Minutes – April 16-2025 A-6 QARM – Performance Report 24-25 Q4 Report A-7 QARM – Occurrence Report 24-25 Q4 Report A-8 QARM – Risk Register Report 24-25 Report A-9 QARM – 25-26 Performance Dashboard (amended) A-10 QARM – 25-26 Operational Plan (amended) A-11 QARM – 25-26 QIP A-12 Finance Minutes – April 22-2025 A-13 Finance – Preliminary Financial Statements 24-25 Q4 Report</p>
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	<p>MOTION 2025-05-03 MOTION to receive the Committee minutes and Committee items as presented and accept their recommendations. Moved by: N. Guerrero Seconded by: L. Turik In favour: All Opposed: None Abstained: None Outcome: Carried</p>
	<p>Consent Matters for Discussion (if applicable)</p>
8	<p>In Camera Session Deferred to May 29th meeting</p>
9	<p>Executive Director’s Report Items circulated:</p> <ul style="list-style-type: none"> - ED Report – April 2025 - Board Legislative and Compliance report <p>Items noted in written report: 25/26 Budget 25/26 Operational Plan 25/26 Board Performance Dashboard The Bridge HPE OHT</p> <ul style="list-style-type: none"> - Primary Care Expansion - Preventive Care Program <p>MD Recruitment in QW Panel Size – Primary Care Activity Staffing SharePoint Funding Risk Management</p> <p>In addition to the written report:</p> <p>The bulk of ED’s work these last few weeks has been focused on the Primary Care Expansion project – more will be discussed as part of Item 10.3 on the Agenda.</p> <p>Correction from written report: RE The Bridge – The Bridge has relocated to 125 Church St. South (not West)</p> <p>MOTION 2025-05-04 MOTION to accept the Executive Director’s report and the Board Legislative and Compliance Report for April 2025 Moved by: F. Hiebert Seconded by: ML Forestell</p>

	<p>In favour: All Opposed: None Abstained: None Outcome: Carried</p>
<p>10</p>	<p>Other Business</p> <p><u>10.1 2025-2026 Budget</u></p> <p>The draft Budget was received by Finance on April 22nd and reviewed in detail.</p> <p>In Summary</p> <ul style="list-style-type: none"> - Core revenue for the year from OH projected at \$8,115,883 - Projects (including CMHA HART Hub, QW Outreach, Dental) will continue with an estimated combined total of \$1.9 M. - Operating budget at just over \$10M. - Budget is balanced. Some minor variances from prior years' but generally status quo. Note that Equipment budget for 25/26 is significantly lower than actual in 24/25. In 24/25 available in-year surplus was able to be reallocated for special projects (ie. Website, Sharepoint, etc); similar may transpire in the coming year as/if funds are available. <p>Compensation – The one-time MD salary adjustment for 24/25 is expected to be added to base in 25/26. The 2% increase for other staff achieved in 24/25 is expected to be added to the base in 25/26. Until this is confirmed, no additional compensation adjustments are reflected in the budget at this time. That noted, we are hopeful to see a compensation adjustment 25/26. Provincial budget is schedule for May 15 and may or may not include an indication of adjustments. Will be monitoring this. Very aware that some compensation adjustment would be appropriate and is needed for staff. We continue to push provincially through the Alliance for compensation increase. Will reassess our operating budget in-year pending any changes/lack of change by the province.</p> <p>MOTION 2025-05-06 <i>MOTION to approve the 2025-2026 Budget as recommended by the Finance Committee.</i></p> <p>Moved by: L. Turik Seconded by: P. Sukha In favour: All Opposed: None Abstained: None Outcome: Carried</p> <p><u>10.2 Alliance for Healthier Communities</u></p> <p>General updates – Frank Hiebert</p> <ul style="list-style-type: none"> - There was a Board Liaison Webinar on April 29th. - Resolutions are forthcoming for the Alliance AGM – these will be included in the May 29th Board Package. Noted that there is a Resolution being revisited from Gateway and BQWCHC regarding Primary Care Providers and the change in language from Primary Care Providers to “Primary Care Health Human Resources” – this, to strengthen the necessity and importance of their work.

- Voting Authorization - A representative will be required from each organization for voting at the June AGM – this requires a motion from the Board.

Frank Hiebert nominated with authorization to vote on behalf of the BQWCHC Board of Directors

MOTION 2025-05-07

Motion to designate Frank Hiebert as delegate with the authority to vote on behalf of BQWCHC at the June 2025 Alliance for Healthier Communities AGM

Moved by: J. Kielty
Seconded by: P. Sukah
In Favour: All
Opposed: None
Abstained: None
Outcome: Carried

10.3 Primary Care Expansion

Briefing Note circulated and the following documents shared:

- IPCT Expansion Draft Proposal HPE OHT Draft May 1-25
- OHT Primary Care enhancement Budget
- Proposal Appendix May 1-2025
- IPCT Expansion Letter of Support

S. Braidek provided a fulsome outline of the IPCT Expansion proposal.

In January 2025, the Government announced the investment of 1.8 billion dollars to support the primary care action plan that will attach every person in Ontario to Primary Care.

The MOH and OH announced in April invitations for expansion proposals from OHTs responsible for services in designated forward sortation areas (FSA) - those FSAs with greater numbers of unattached patients. K8N (Belleville east) and the K0K (rural areas around BQW) areas were identified as a priority and therefore eligible to submit in the first round. The KOL area (north Hastings) was also identified as a priority but under the auspices of Peterborough OHT. After clarification from OH, HPE OHT agreed to prepare a single proposal covering all of HPE (including the HPE portion of KOL).

The proposal is built on the discussions that have been taking place in HPE for the past year. Proposal is due to Ontario Health tomorrow – May 2nd at 5 pm.

Summary of Proposal

Building a comprehensive primary health care strategy and implementation plan that will improve the overall primary care system addressing the need for better access to high-quality, team-based primary care for residents including the approximately 35000 people in the region who are unattached to primary health care.

The proposal has two key components:

1. Expansion of existing practices by organizations in the OHT-HPE region – build resources to take on more clients under our current care structures (detailed in the proposal). Noted that BQWCHC will be seeking expansion resources in the final proposal as will other practices.

2. Create Neighbourhood Clinics – these will have the capacity to provide episodic primary care, system navigation and access to interprofessional team supports for people who do not currently have access. These Clinics will act like a ‘front door’ enabling assessment and transfer to a team-based provider for ongoing care as required. All unattached people will be ‘attached’ to the Neighbourhood Clinic initially and then moved as appropriate.

Names of participating organizations:

- BQWCHC
- PEFHT – Prince Edward Family Health Team
- LFHT – Lakeview Family Health Team
- BNPLC – Belleville Nurse Practitioner Led Clinic
- GCHC – Gateway Community Health Centre
- CHFHT – Central Hastings Family Health Team
- BCFHT – Bancroft Community Family Health Team
- BQFHT – Belleville Queens Family Health Team

The proposal requires one lead agency to be designated as the Transfer Payment Agency (TPA) and fund holder. BQWCHC has been identified by the participating organizations/OHT as a reliable partner with the capacity to administer this type of initiative.

The Proposal includes a detailed budget and summary of costs laid out by each participating organization.

The proposal includes the request for back-office support to facilitate the overall operations – this includes administrative, finance and data resources. The proposal also includes the necessary resources (positions) including management and administrative staff that will lead the ‘new’ Neighbourhood Clinic entities.

The proposal includes a place holder for capital – the need for both renovations and net-new builds to accommodate expansions projects as well as Neighbourhood clinics as necessary.

Discussion / Comments from the Board

The Chair thanked S. Braidek for her contributions to the work on the Proposal and for the depth of information provided

- The overall concept and intent of the proposal aligns with the goals set out by the Province/Dr Philpott
- This is the next evolution of health care
- Addressing the crisis of the 35000 unattached people in the region
- Noted that CFB Trenton family members of service members do not have access to care via the military – these people will have access to the Neighbourhood Clinics
- BQWCHC’s current panel capacity is 6800 – if we are successful in receiving expansion funding, we would bring on an additional 3200 clients bringing our panel size to approx. 10K. This will only be possible if the expansion funding is approved and we can secure the necessary resources.
- Regarding recruitment - we are sensitive to the fact that there will be competition for staff and will have to think outside the box with regards to recruitment and retention going forward. We are for instance, looking at maximizing non-regulated roles to support some of the navigation roles. We are also looking at “grow your own” opportunities through hiring students and mentorship, and the group as a whole is committed to taking on learners. There is a collective interest across the HPE partners to grow the capacity for learning environments for health care professionals. This includes creating opportunities region wide for professional development, mentoring and peer support.

- The group is aware of compensation challenges and needed adjustments for both existing and new positions. This has been identified as a major risk in the proposal.
- The group is aware and sensitive to being consistent with our compensation packages across our region. We believe that compensation adjustment for existing workers in primary care is required before we can successfully implement expansion.
- This will change this organization and this community – this is a very positive move forward

Next Step:

Submit Proposal – May 2nd

Indications are that OH hopes to have funding letters out in July and funds moving by September

MOTION 2025-05-08

MOTION that BQWCHC endorse in principle, the HPEOHT plan for primary care expansion.

Moved by: J Keilty

Seconded by: N Guerrero

In favour: All

Opposed: None

Abstained: None

Outcome: Carried

MOTION 2025-05-09

Motion that BQWCHC agrees to stand as Transfer Payment Agency/Paymaster and lead administrator for the expansion proposal to be submitted to Ontario Health in May 2025.

Moved by: F Hiebert

Seconded by: P Sukha

In favour: All

Opposed: None

Abstained: None

Outcome: Carried


10.4 Summer Recess for Board

No meeting in July.

Meeting on August 28-2025 and September 25-2025

<p>11</p>	<p>Generative Discussion Topic – AI in Primary Health Care Deferred to next meeting</p>
<p>12</p>	<p>Next Meeting date Date: May 29-2025 Time: 5:30 PM Location: Quinte West with Virtual Option</p>
<p>13</p>	<p>Adjournment</p>

MOTION to adjourn Moved by: F. Hiebert



Board President



Board Secretary