

Board of Directors
Belleville & Quinte West Community Health Centre

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: May 29, 2025
TIME: 5:30 PM
LOCATION: Quinte West CHC with Virtual option

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

DRAFT MINUTES

1	Call to Order AND Confirmation of Quorum The meeting was called to order at 5:30. Quorum was established with 6 members in attendance.
2	Conflict of Interest None noted
3	Land Acknowledgement Provided by Pat Sukha
4	Agenda – May 29, 2025 MOTION 2025-05-29-01 MOTION to accept the Agenda for May 29, 2025 with amendments noted. Moved by: V. Law Seconded by: M. Slatter In favour: All Outcome: Carried

	<p>Changes to agenda: Added under section 11 - Attachment 17b – Finance Policies and Revised attachment A-20 – Alliance Resolutions</p>
5	<p>Auditor’s Report</p> <p>Circulated: Draft 2024-2025 Audited Financial Statements Audit Report to the Board</p> <p>The Chair welcomed auditor Michael McMurray to present the Audited Financial Statements and Report to the Board</p> <p>Michael McMurray – Welch and Associates - Audit Report Presentation and Summary</p> <p>M. McMurray provided a fulsome overview of statements and notes</p> <ul style="list-style-type: none"> - No changes to format from previous year - Unqualified report provided - Clean audit <p>Key notables:</p> <ul style="list-style-type: none"> - Tangible Capital Assets and Amortization – noted the purchase of the new vehicle (outreach van) - Deferred Revenue – noted new OH programming funding - Line of Credit – noted the LOC was not utilized at year end - Commitments – noted 5-year operating lease for Belleville site office and IT service contract <p>Comments / Edits</p> <p>Correction – where noted in report use: Government of Canada / United Way Simcoe Muskoka – Outreach And Hastings Prince Edward Ontario Health Team</p> <p>Report to the Board M. McMurray noted that there were no issues or concerns encountered during the audit. Happy to present a clean audit.</p> <p>In Camera Discussion The Executive Director left the meeting at this time</p> <p>MOTION 2025-05-29-02 MOTION to move in-camera at 5:53 Moved by: F. Hiebert Seconded by: V. Law In Favour: All Outcome: Carried</p> <p>Discussion with Auditor without the Executive Director present</p>

	<p>MOTION 2025-05-29-03 MOTION to move out of in-camera at 5:55 Moved by: M. Slatter Seconded by: P. Sukha In Favour: All Outcome: Carried</p> <p>Open discussion and Motion</p> <p>The Executive Director returned to the meeting at this time</p> <p>MOTION 2025-05-29-04 MOTION to accept the Audited Financial Statements with amendments noted for approval at the June 2025 AGM Moved by: L. Turik Seconded by: S. Hutchison In Favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>The Chair thanked M. McMurray for attending and presenting the Financial Statements and Audit Report to the Board.</p> <p>Action: M. McMurray to send revised statements to S. Braidek on Monday June 2nd.</p> <p>MOTION 2025-05-29-05 MOTION to recommend appointment of Welch LLP as BQWCHC Auditor for 2025-2026 fiscal at the June 2025 AGM Moved by: P. Sukha Seconded by: M. Slatter In Favour: All Opposed: None Abstained: None Outcome: Carried</p>
6	<p>Staff Presentation No presentation for May 29-2025 meeting</p>
7	<p>President's Report</p> <p>It was suggested by the Governance Committee that we add more opportunities for reflection at our meetings. With this noted, we have added Meeting Reflection to this agenda (Item #14) and will make this part of our meeting cycle going forward. The feedback enhances overall board quality assurance.</p> <p>The Chair noted that he attended the recent meeting regarding the Bridge Integrated Care Hub and the Risk Assessment that was conducted by CFP Services. The meeting was well attended and very informative.</p> <p>President noted he recently saw a media article entitled 'Ontario Taking Next Steps to Protect Primary Care' that noted Provincial government was introducing legislation, investing \$300 million to expand teaching clinics</p>

and connect 300,000 more people to a family doctor and primary care team. There was a conversation at the last Finance Committee meeting regarding this announcement. A separate article in the Belleville Intelligencier noted Mayor Ellis speaking to the state of health care in the region and mentioned that physician recruitment will be #1 on their agenda this year. The hope is that these learning clinics will enhance Primary Care growth and opportunities in our communities.

MOTION 2025-05-29-06

MOTION to accept the President’s Report for May 2025 as presented.

Moved by: F. Hiebert

Seconded by: L. Turik

In Favour: All

Opposed: None

Abstained: None

Outcome: Carried

8 Consent Items:

8.1 Board of Directors Minutes – May 1-2025

A-5 Board of Director Minutes for Thursday May 1-2025

MOTION 2025-05-29-07

MOTION to approve the Board Minutes of May 1-2025

Moved by: L. Turik

Seconded by: V. Law

In Favour: All

Opposed: None

Abstained: None

Outcome: Carried

8.2 Committee Chair Updates (if applicable)

No reports

8.3 Committee Minutes and Recommendations

MOTION 2025-05-29-08

MOTION to receive the following Committee minutes and Committee items and accept their recommendations (except those matters moved to Consent Matters for Discussion).

Moved by: P. Sukha

Seconded by: L. Turik

In Favour: All

Opposed: None

Abstained: None

Outcome: Carried

Committee Items:

Governance Minutes – May 8-2025

CAC Minutes – May 14-2025

	Executive Minutes – May 15-2025 Finance Minutes – May 27-2025
	Consent Matters for Discussion (if applicable)
9	<p>In Camera Session</p> <p>MOTION 2025-05-29-09 <i>MOTION to move in-camera at 6:12</i></p> <p>Moved by: P. Sukha Seconded by: M. Slatter In Favour: All Outcome: Carried</p> <p>Discussion Items:</p> <p>9.1 <u>In Camera Minutes – March 27-2025</u></p> <p>9.2 <u>Marsha Stephen Award</u></p> <p>9.3 <u>Alhambra Hall</u></p> <p>MOTION 2025-05-29-13 <i>MOTION to move out of in-camera at 6:37</i></p> <p>Moved by: V. Law Seconded by: M. Slatter In Favour: All Outcome: Carried</p>
10	<p>Executive Director’s Report</p> <p>Circulated:</p> <ul style="list-style-type: none"> - ED Report – May 2025 - Board Legislative and Compliance report - HPE OHT Primary Care Expansion Proposal <p>Items noted in written report:</p> <p>ED Vacation Annual Report The Bridge HPE OHT OurTMH Volunteer Appreciation QW Capital Staffing Back Office Year End Reporting</p> <p>In addition to the written report:</p>

	<p>PC Expansion Proposal</p> <ul style="list-style-type: none"> - Have not yet received any feedback from the Ministry at this time - As a collective, the HPEOHT is moving forward with planning in anticipation of some positive announcement. <p>Operations</p> <ul style="list-style-type: none"> - We have hired our Corporate Services Manager – Karen Guy - Janine DeVries has resigned and will be moving to OHT HPE as the Administrator Coordinator <p>MOTION 2025-05-29-14 MOTION to accept the Executive Director’s report and the Board Legislative and Compliance Report for May 2025 Moved by: V. Law Seconded by: M. Slatter In favour: All Opposed: None Abstained: None Outcome: Carried</p>
11	<p>Other Business</p> <p>11.1 <u>Governance Policy Manual Review</u></p> <p>Circulated: Revised Governance Policy Manual and the revised Finance Policies</p> <p>The Governance committee established a working group who reviewed policies in detail and then made their recommendations to the Governance committee. Mostly minor edits and grammar. In light of increasing limitations being put on securing criminal reference checks, it is being recommended that judicial matters reviews are secured for signing officers only.</p> <p>Finance policies – Governance recommended that these be reviewed separately by Finance. The policies were reviewed by S. Braidek and ML Forestell and presented to Finance with recommendations.</p> <p>Noted that Policy 1.5.6 budget approval needs further review</p> <p>MOTION 2025-05-29-15 MOTION to approve the Governance Policy Manual amendments as recommended by the Governance Committee and Finance committee Moved by: M. Slatter Seconded by: L. Turik In Favour: All Opposed: None Abstained: None Outcome: Carried</p> <p>11.2 <u>Board Evaluation Report</u></p> <p>Circulated: 2024-25 Board Evaluation Report</p>

L. Turik noted that the Governance Committee received and reviewed the results of the board evaluation. Overall, very positive results:

Areas for improvement:

- Assessing our governance processes more frequently
- Better understand the process for improving individual effectiveness (related to non-performance issues)
-

Out of the discussion came the suggestion that we add 'Meeting Reflections' to agendas.

Noted that when there is a non-performance issue, the Chair will meet with the member to discuss any concerns and an approach to improving performance. Persistent performance challenges may result in the member being removed from the board.

MOTION 2025-05-29-16

MOTION to accept the 2024-2025 Board Evaluation Report as presented

Moved by: L. Turik

Seconded by: V. Law

In Favour: All

Opposed: None

Abstained: None

Outcome: Carried

11.3 Board Nominations Report for AGM

Circulated: Nominations Report

L. Turik noted that the Governance Committee reviewed the board nomination report and that, at this point there is only one change to note for the AGM – Nadia will be leaving the Board due to no longer living or working in the area (per bylaws). She will serve until the June AGM.

Recruitment

Following discussion, the Board's preference is to wait until after the AGM to continue recruitment and to follow the normal recruitment process (through Governance) to bring on new members. Recommended to revisit in July/August.

MOTION 2025-05-29-17

MOTION to accept the Board Nomination Report for approval at the June 2025 AGM

Moved by: L. Turik

Seconded by: V. Law

In Favour: All

Opposed: None

Abstained: None

Outcome: Carried

11.4 Alliance for Healthier Communities

**General Updates from the Liaison
Alliance 2025 AGM Resolutions**

Circulated: Alliance Resolutions – **REVISED version May 21-2025**

F. Hiebert summarized the Alliance Resolutions

MOTION 2025-05-29-18

MOTION to endorse the Policy Resolutions to the Alliance for Healthier Communities 2025 AGM

Moved by: F. Hiebert

Seconded by: P. Sukha

In Favour: All

Opposed: None

Abstained: None

Outcome: Carried

11.5 Land Acknowledgement

Circulated: CMHA Guide to Land Acknowledgements

F. Hiebert noted that the CAC Committee was tasked with reviewing our land acknowledgement. In general, the members felt that we needed to be more intentional in the purpose and move away from simply reading a standard and prescribed script. It was suggested that we take the opportunity to look deeper into the history as it pertains to our specific areas and communities.

On that note, F. Hiebert provided a brief historical summary of the indigenous peoples of the quinte area and the teaching of the Mississauga people. The Mississaugas are part of the Ojibwa Nation, also known as Misizaagiing from the Anishinaabe language. These people lived at the mouths of the rivers on lake Ontario in the summer and moved inland in the winters.

Conversation at CAC

- More members of the board to support the land acknowledgements at meetings
- Personalize our acknowledgements - give more purpose to the words
- Taking turns at meetings
- Look for different ways of presenting the information and acknowledgements
- The CAMH guide, provided in the board package, is very helpful for reflection and with preparing a more personalized acknowledgement


Next steps


- Add acknowledgement of the Mississauga peoples to our land acknowledgements going forward
- Take turns at each meeting (alphabetically)
- V. Law will provide acknowledgement at the June AGM
- Add to Board Agendas who is reading – starting in September

Action – F. Hiebert to send reference to SB

<p>12</p>	<p>Generative Discussion Topic – AI in Primary Health Care</p> <p>Circulated: Slide Deck</p> <p>S. Braidek provided a presentation on AI in Primary Health Care</p> <p>AI – generally described as using computer science to enable machines to perform tasks that typically require human intelligence.</p> <p>Benefits in the Medical field</p> <ul style="list-style-type: none"> - Prediction of risks and diseases - Prevention and control of diseases - Data driven decision making - Mental health support - Improvement in surgery <p>Risks / Concerns of AI in Medical</p> <ul style="list-style-type: none"> - “black box” – lack of transparency - Are we able to manage/govern what we don’t know - Use of private content - Ethics - Data security and privacy – no governing oversight - How is the information used - Bias in data collection - Social concern – job loss - Clinical limitations <p>Here at BQWCHC, we use:</p> <ul style="list-style-type: none"> - MS365 - has AI deeply imbedded in this software - TaliAI – is the AI scribe tool that we use – when turned on, it ‘listens’ to a discussion and generates notes which the provider then edits. does not use any individual client data but does use meta data - PS Suites <p>Discussion re Security aspects and NFT (Non-fungible token) which are a unique digital asset that is encrypted and unique to person / thing. The use of NFTs may enable more client control of, and potentially easier access to a single health record in the future.</p> <p>S. Braidek noted there are no immediate issues for the CHC at this time regarding the use of AI. The CHC is looking at building policies to guide our access to (and work with) AI going forward. Will be paying attention to what is becoming relevant such as NFTs and how to incorporate these concepts into our practices. We expect this to evolve quickly.</p>
<p>13</p>	<p>Next Meeting date</p> <p>June 26-2025 / 5:30 pm / Belleville</p> <ul style="list-style-type: none"> - Annual General Meeting / 5:30 PM - First meeting of the Board – directly following the AGM

14	Meeting Reflections Comments from today's meeting: <ul style="list-style-type: none">- Heavy agenda- Good content and discussion- Good participation by all
15	Adjournment MOTION 2025-05-29-19 MOTION to adjourn Moved by: V. Law


Board President


Board Secretary