

**Board of Directors
Belleville & Quinte West Community Health Centre**

**Minutes of August 28, 2025
(Belleville)**

Present: Bruce Maitland (Chair), Frank Hiebert, Mary Lynne Forestell, Patricia Sukha, Spencer Hutchison

Staff: Sheila Braidek, Executive Director (recorder)
Dawn Connolly Dunbar, Executive Assistant

Regrets: Jen Keilty, Lisa Turik, Mike Slatter, Victoria Law

1	Call to Order AND Confirmation of Quorum
2	Conflict of Interest None noted
3	Land Acknowledgement
4	Agenda MOTION 2025- 08-28-01 MOTION to accept the Agenda for August 28, 2025. Moved by: S.Hutchison Seconded by: ML. Forestell Outcome: CARRIED
5	Board Chair Report Indigenous increase funding and access to primary care MOTION 2025- 08-28-02 MOTION to <i>accept the Board Chair report</i> Moved by: S.Hutchison Seconded by: P. Sukha Outcome: CARRIED

<p>6</p>	<p>Consent Items:</p> <p>Note that Governance Policy Amendment 1.5.6 is removed from Consent items for discussion.</p> <p>MOTION 2025-08-28-03 MOTION to approve Board minutes of June 26, 2025 Moved by: F. Hiebert Seconded by: P.Sukha Outcome: Carried</p> <p>Chair Updates Finance Committee - current forecast is close to budget due to it being the beginning of the year; no concerns or issues to note. QARM Committee – Client survey for 24/25 was completed. Response was 220 - much higher than the 150 target; results continue to be positive. Surveys are conducted approximately every 6 months and are across the organization. Note that panel size hit the 80% threshold.</p> <p>MOTION 2025-08-28-04 Motion to accept Committee Minutes and items Moved by: P.Sukha Seconded by: ML. Forestell Outcome: Carried</p>
	<p>Consent Matters for Discussion (if applicable)</p> <p>Governance Policy Amendment 1.5.6 - ML Forestell proposed amending bullet 1 paragraph 2 the word “impacting” to the word “informing” This friendly amendment was accepted by the group.</p> <p>MOTION 2025-08-28-05 Motion to accept the amended Policy 1.5.6. Moved by: ML Forestell Seconded by: F Hiebert Outcome: Carried</p>
<p>7</p>	<p>Executive Director’s Report</p> <p>Further to the ED written report:</p> <ul style="list-style-type: none"> • HPE OHT - Belleville City Council had a discussion at Council recently regarding the HPE OHT primary care expansion. This arose out of a report to Council regarding the Belleville MD recruiting program. Council will be asking HPE OHT for an update on implementation. Noted that embargo is still in effect so update to Council will be forthcoming at a later date. HPE OHT – Work is proceeding for implementation plans for Belleville ‘Neighbourhood Clinic’. This will be a small clinic but will allow us to establish proof of concept. As noted in report BQWCHC

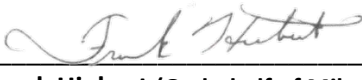
	<p>will be administrator and so responsible for holding lease and other operational agreements. Note that additional space is required as current Belleville site cannot accommodate expansion, that there are limited acceptable spaces available and most will require some renovation, that OH/MOH is seeking implementation as quickly as possible. Board noted that policy was recently changed to allow ED to sign operating agreements up to \$100K without board approval. ED request re authority to sign lease discussed and Board noted they wanted to ensure that the other partner organizations in the Belleville Neighbourhood Clinic endorsed the location/lease in principle before it was signed. General discussion about building options.</p> <p>QW Phase 2 Capital – Dashboard included in package. Noted that occupancy target is now delayed</p> <p>MOTION 2025-08-28-06 MOTION to accept the Executive Director’s report and the Board Legislative and Compliance Report Moved by: P. Sukha Seconded by: S. Hutchison Outcome: CARRIED</p>
<p>8</p>	<p>Other Business</p> <p><u>8.1 Annual Risk Management Report</u> This report is brought to the Board for information. It provides an overview of the risk management issues and strategies that are in place in the organization. Noted that</p> <ul style="list-style-type: none"> - Most Client Concerns are dealt with at the Manager level. Director of Corporate Services and ED monitor these for trends. Only Concerns that escalate beyond Managers are highlighted for the Board. This was a reporting change made in 24/25. - Significant upgrades to our IT system in the year – will enable better cybersecurity. - 35 jobs posted in the year, 30 filled - Outsourced IT, updated phone systems - Accreditation – next onsite review in January 2027 <p><u>8.2 Alliance for Healthier Communities</u> Nothing new to report</p>
<p>9</p>	<p>Generative Discussion</p> <p>Discussion focused on what types of generative discussions the Board would live to have this year. Suggestions included:</p> <ul style="list-style-type: none"> - Facility options for Belleville - How can we improve our opportunities for recruiting board members- this item may need to be brought to the Gov committee - In the face of primary care expansion/change - what role does BQWCHC want to plan and what comes next for us? The community?
<p>10</p>	<p>Meeting Reflection No comments</p>

<p>11</p>	<p>Next Regular Meeting Date</p> <p>Date: Sept 25, 2025 Time: 5:30 PM Location: Belleville</p> <p>Frank sends his regrets for the September meeting.</p>
<p>12</p>	<p>Adjournment</p> <p><i>MOTION to adjourn – S. Hutchison</i></p>

BQWCHC Board Approval



Bruce Maitland
Board Chair



Frank Hiebert (On behalf of Mike Slatter)
Board Secretary