

**Community Health Centres of Northumberland
Board of Directors
February 22, 2022
5:00 pm Virtual Meeting via Zoom Video Conference**

Present: A. Cooper (Chair), B. Weiss (Vice Chair), D. Smith (Treasurer), D. Gauthier, G. Dee, H. Schaeffer, K. vom Dorff, L. Miller

Regrets: C. Morrison, J. Monahan

Staff: T. Rennicks, C. Rutherford, J. Williams

1.0 WELCOME & CALL TO ORDER

The Chair called the meeting to order at 5:02pm. A. Cooper welcomed J. Williams who will be replacing C. Rutherford as Corporate Assistant at the CHCN. C. Rutherford will transition to full time Community Program Assistant.

1.1 Quorum

Quorum was declared.

1.2 Declaration of Conflicts

No conflicts were declared.

2.0 CONSENT AGENDA

2.1 Approval of the Agenda

Motion: To approve the draft [Agenda for the February 22, 2022 Board Meeting](#).
Carried.

2.2 Removals from Consent Agenda

None.

2.3 Approval of January 25, 2022 Board of Directors Meeting Minutes

Motion: To approve the [January 25, 2022 Board of Directors Meeting Minutes](#).
Carried.

3.0 BOARD EDUCATION – HEALTH EQUITY CHARTER

The Board watched an introductory [video](#) on the Health Equity Charter. Governance Health Equity training will be available for purchase in coming months.

H. Schaeffer initiated a discussion surrounding the Health Equity Charter.

There was discussion surrounding the barriers and priority populations included in the Health Equity Charter. Examples of barriers in Northumberland County that were discussed included transportation, ageism, homelessness and lack of affordable housing.

H. Schaeffer noted that the Alliance for Healthier Communities has identified four priority populations (francophone, LGBTQ, Black and Indigenous populations), however this is not an exhaustive list. There are many populations that are not included and it does not mean the CHCN cannot identify different priority populations that are more reflective of Northumberland County.

It was noted that following the endorsement of the Health Equity Charter, next steps would include:

- Reviewing CHCN priority populations;
- Identifying barriers and gaps in service; and
- Identifying how the CHCN can implement the principles of the HEC and embed them in the work of the organization to ensure the needs of the Northumberland County community, specifically, are being met.

Motion: For the Board of Directors of the Community Health Centres of Northumberland to endorse the Health Equity Charter as outlined by the Alliance for Healthier Communities.

Moved by: K. vom Dorff

Seconded by: L. Miller

Carried

H Schaeffer was acknowledged for her work and advocacy around Health Equity for the sector and for bringing it to the CHCN Board as a priority focus.

4.0 EXECUTIVE DIRECTOR REPORT

T. Rennicks provided a written [Executive Director Report](#) prior to the meeting, which included an update on COVID-19 and vaccinations, Ontario Health Team-Northumberland, Alliance for Healthier Communities and internal updates.

A question was raised inquiring about whether the organization will implement a system such as MyChart.ca that would allow clients to access their medical records electronically. The CHCN is not currently exploring options for an external portal for medical records, however the OHT-N is reviewing options as part of the digital health priority. It was noted that one of the limitations is that these systems are typically done by region so an OHT-N solution would allow physicians within Northumberland County to contribute to the records, however a specialist in another city would not necessarily be able to contribute to the records. They could be granted access to review but not input records. This is something being explored by the OHT-N.

T. Rennicks highlighted the outreach services provided by primary care. The primary care team is at full panel size, which is the number of patients a primary care provider is expected to have on their roster, and continue to provide primary care services with partner organizations in the community.

The virtual Diabetes Expo is scheduled for May 10, 2022. The decision was made to host a virtual expo this year as planning begins early in the year and public health recommendations for the spring were not certain at the time planning began.

5.0 EXECUTIVE COMMITTEE REPORT

A. Cooper provided an update on C. Morrison's term with the Board of Directors, including a brief review of her dedication, expertise and contributions to the Board. Following several unsuccessful attempts at contact through various means of communication, the Executive Committee proposed that a letter be mailed on behalf of the Board thanking C. Morrison for her contributions to the Board and informing her of the conclusion of her term with the CHCN Board of Directors, effective upon receipt of the letter.

According to Section 5.03(3) of the By-Law:

Each Director shall attend a minimum of one-half (1/2) of the regular and one-half (1/2) of the special meetings of the Board annually. Failing this and/or missing three (3) consecutive regular Board meetings, without formal granting of a leave of absence by the Board, shall be grounds for a Director forfeiting his or her Directorship of the Corporation. As such, he or she will be deemed to have resigned as a Director effective the date of the next regular Board meeting.

Motion: To inform C. Morrison that her position as Board Director of the Community Health Centres of Northumberland has been concluded, effective upon receipt of the letter.

Moved by: L. Miller

Seconded by: D. Smith

Carried.

ACTION: A. Cooper will draft a letter to C. Morrison to inform her that her position as Board Director of the Community Health Centres of Northumberland has been concluded, effective upon receipt of the letter.

6.0 COMMITTEE UPDATES

6.1 Quality and Risk Management Committee

None. The next meeting is scheduled on March 9, 2022.

6.2 Resources Committee

D. Smith provided a brief update from the January 31, 2022 meeting, including a review of the [Q3 Financial report](#).

The Committee has been reviewing the allocation of human resources and has determined that staff have been completing reports and responsibilities internally that would be more efficiently completed by an external company. Following a thorough review, it is the recommendation of the Committee to have a payroll company complete these responsibilities, which will allow staff to reallocate their resources to other areas and will also result in financial savings to the organization.

Motion: To contract ADP Canada for the Community Health Centres of Northumberland payroll services effective April 1, 2022.

Moved by: A. Cooper

Seconded by: D. Gauthier

Carried.

6.3 Governance Committee

B. Weiss provided an update from the February 14, 2022 meeting. The Committee is in the process of reviewing all Committee Terms of Reference. The Committee was in agreement that having the professional guidance of an agency overseeing the amendments and thorough review of the By-Law would be beneficial and subsequently delayed the review of the By-Law. The Executive Committee is awaiting response from Laridae Communications regarding the scope of work that can be completed, estimated time frames and a quote for services.

6.4 Nominations Committee

L. Miller provided an update from the February 18, 2022 meeting. The Committee reviewed the Board Director position description and the Onboarding and Orientation process. The Committee will review the Health Equity Charter to ensure that principles are implemented wherever possible in the recruitment process.

There was a suggestion to distribute an anonymous survey to Board Directors surrounding identity and lived experience. This may provide more insight into the diversity of the Board of Directors, as diversity is not always visible. Directors will have the option to skip questions if they are not comfortable providing that information. All Board members present were in agreement to have a survey of this nature distributed.

ACTION: **H. Schaeffer will send L. Miller and B. Weiss a template with example questions.**

6.5 Client and Family Roundtable (CFAR) Update

L. Miller provided an update from the February 4, 2022 meeting. The membership has increased to eight committee members. The meeting was an introductory meeting for most members, with a lot of discussion and engagement. Following the meeting, members completed an anonymous survey and provided detailed feedback.

ACTION: C. Rutherford will schedule a meeting for T. Rennicks and L. Miller to review the results of the CFAR survey in more detail and develop a workplan for the committee moving forward.

7.0 ALLIANCE UPDATES

7.1 Governance Updates

None.

7.2 Operation updates

None.

8.0 DECISIONS NEEDED

None.

9.0 OTHER BUSINESS

None.

10.0 IN CAMERA SESSION

None.

11.0 ETHICAL CONCERNS

None.

12.0 DATE OF NEXT MEETING

The date of the next Board meeting was determined to be March 22, 2022 at 5:00pm via Zoom.

13.0 TERMINATION OF MEETING

The meeting concluded at 6:51pm.

14.0 SUMMARY OF CURRENT ACTION ITEMS

| Person Responsible | Action Item | Deadline for Completion |
|---------------------------|---|--------------------------------|
| A. Cooper | Will draft a letter to C. Morrison to inform her that her position as Board Director of the Community Health Centres of Northumberland has been concluded, effective upon receipt of the letter. | As soon as possible. |
| H. Schaeffer | Will send L. Miller and B. Weiss a template with example questions. | As soon as possible. |
| C. Rutherford | Will schedule a meeting for T. Rennicks and L. Miller to review the results of the CFAR survey in more detail and develop a workplan for the committee moving forward. | February 25, 2022 |