

**Community Health Centres of Northumberland  
Board of Directors Meeting – Minutes  
April 26, 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, L. Miller, J. Monahan

**Regrets:** none

**Staff:** T. Rennicks, J. Williams

**1.0 WELCOME & CALL TO ORDER**

The Chair called the meeting to order at 5:06 pm.

Anna’s question of the day: If you could you have a dinner or a drink with anybody, from any time in history, who would that be?

All Directors and Staff identified who they would wish to sit down with.

**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 April 26, 2022 Board Meeting  
Approved.

**2.2 Removals from Consent Agenda**

None.

**2.3 Approval of March 22, 2022 Board of Directors Meeting Minutes**

**Motion:** To approve the March 22, 2022, Board of Directors Meeting Minutes.

Approved.

### **3.0 BOARD EDUCATION**

The board had a guest speaker Dr. Sabeen Ehsan, Director of Quality & Planning, of the Seniors Care Network who now is the head of the “GAIN Team” for CHCN. Dr. Ehsan did a presentation on “What is GAIN” (see attached Appendix “A”).

Discussion about presentation centered on the number of GAIN clients who use GAIN at CHCN and their average age. Dr. Ehsan stated that they are working on areas of improvement the main one being wait times and processes that need to be more effective.

There are only 2 GAIN teams in Northumberland, one is CHCN and the other is at Campbellford Memorial Hospital. Northumberland has the fastest aging population in Ontario.

Stacy Hawkins, Director of Research and Evaluation for the Seniors Care Network, has taken over care of the memory clinic and perhaps she would be available to present at one of the board meetings.

### **4.0 EXECUTIVE DIRECTOR REPORT**

T. Rennicks outlined the April Executive Director’s Report (see attached Appendix “B”).

Highlights included:

- How much work the OHT has done with regard to Covid;
- The status of vaccines at CHCN and 4<sup>th</sup> doses;
- A number of reports of isolations, new cases and lock downs in long term care homes because of the latest variant, it is believed that the lifting of the mask mandates has contributed to the high numbers;
- The medical officer of health has extended the mask mandate until June 11<sup>th</sup>, 2022, for all health care facilities including CHCN;
- Alliance for Healthy Communities have meetings for the next 2 days, T. Rennicks is presenting with regard to Telus Health and the Electric Medical Records system;
- CHCN data input needs to be accurate and available to support the information gathering to support the vulnerable section of the community we are serving;
- CHCN will be getting 2 summer students;
- Dental program is fully staffed and are working well together, revenue is starting to rise, but we are behind in hygiene and that is being worked on;
- GAIN program is fully staffed;
- Primary Care is getting ready for 17 Ukrainian families and they are seeing their first Ukrainian children to the center on Thursday, public health will be taking care of the vaccination/immunization;
- Diabetes planning an expo for May 10th and they are setting a goal for the diabetes expo of 100 participants;
- Looking for case management for mental health and promotion;

- The Community Team put on a very successful volunteer lunch today with approximately 25 volunteers being present, it is volunteer week and thank you to all board members for being volunteers;
- CHCN will be switching their accreditation company from Accreditation Canada to Canadian Centre for Accreditation which is routed in the community sector, CHCN is one of 5 CHC's that are still with AC; a positive of CCA is they do a mid-cycle review which will be very valuable;
- CHCN is submitting a grant application to hire a part time community connector that will focus on social isolation and connect our vulnerable seniors with services;
- The OHT will be having focused planning sessions called Strategy Hives. Community members, patients and caregivers, providers and others interested in improving health and well-being in Northumberland are invited to participate.

Discussion of the 5 HIVE's are;

1. Equity and inclusion the basis of healthy living;
2. Primary care solutions;
3. Ageing well at home;
4. Elevating mental health and addictions;
5. Making health system simpler and easier to navigate.

Barb W. will send out invitations to the board to participate in them. B. Weiss is the member of the OHT Governance co-council representing the CHCN. The link to the sign up process:

[Setting Health & Well-being Priorities for Northumberland - Ontario Health Team of Northumberland \(ohtnorthumberland.ca\)](http://ohtnorthumberland.ca)

### **Health and Safety:**

The CHCN had the some air quality testing done at the centre with one of the tests indicating a high level of carbon dioxide so further testing will be done after the landlord does some HVAC adjustments.

The Alliance for Healthy Communities is encouraging and have provided a tool kit for a non-biased, un-party specific communication strategy. CHCN is drafting using the Alliance statements but also putting a local spin on it. Taryn R. will send out sample of messaging that CHCN would like to use on social media campaign and give board members a timeline to respond, if there is no response we will assume that that board member is fine with the messaging. If a board member is not comfortable with the message it will not be posted. The first post will be about the social determinant of health and how civic engagement is one of those determinants. Heidi S. suggested a message of determinant of health and a determinant of community vitality.

## **5.0 EXECUTIVE COMMITTEE REPORT**

The board will be recruiting 4 members to the board, they have one very strong candidate now. The Nominations Committee is looking to fill.

The Governance Consultant is continuing work on policies, by-laws, terms of reference and position descriptions. The Consultant has sent over 21 policies for a first review.

There is a virtual meeting with the Consultant and the Governance Committee at 8:00 am on Thursday, May 5<sup>th</sup>, 2022.

The results will be shared with the Governance Committee first and then go to the Board of Directors for review and discussion.

Question asked if the election will be on a future Agenda? And will questions be submitted to the government with outlining our priorities and concerns? Heidi S. sees a rapid turn to private health care in her area of Trent Hills.

Part of the tool kit that has been provided can use direct messaging to candidates asking them to respond to specific issues around health and wellbeing, healthy communities and health equity. Taryn R. will distribute it to the board members. It was decided the board members would review the tool kit first and then go from there.

## **6.0 COMMITTEE UPDATES**

### **6.1 Quality and Risk Management Committee**

Karl vom Dorff has resigned from the Board effective immediately. Motion to accept his resignation;

Moved by Anna C.

Second by Dominique G.

T. Rennicks stated that CHCN is awaiting for the collaboration to start with CAREA, that CAREA will be taking over QiP.

T. Rennicks presented a partial Practice Profile. The practice profile is a report produced annually by the Alliance and Institute for the Clinical Evaluative Sciences (ICES). Data is derived from the EMR, provincial billing and administrative data to provide information on client services by CHCs in Ontario.

A copy of the complete Practice Profile will be sent to all board members for review.

### **6.2 Resources Committee**

D. Smith updated:

a) Audit is in process;

- b) L. Miller & D. Gauthier are working on a discount dental system for our clients, they should have something to present by the end of April or early May; and
- c) Staff is working on updating job descriptions after the redistribution of HR personnel.

### **6.3 Governance Committee**

B. Weiss reported:

That a revision of the work plan is in progress and that we will be getting support from a Governance Consultant regarding ToR, by-laws and policies. (see Executive Committee report above).

The Governance Consultant should free up committee time and resources to delve into work on the Health Equity Charter.

Board evaluation results will be reviewed at the next Governance Committee meeting.

### **6.4 Nominations Committee**

L. Miller reported:

Presently there are 4 vacancies and the advertisements have been posted. The committee is developing a couple of new skills matrix that will be distributed for members to complete.

### **6.5 Client and Family Roundtable (CFAR) Update**

Next meeting date to follow.

## **7.0 ALLIANCE UPDATES**

### **7.1 Governance Updates**

Alliance Conference is June 7, 8 & 9, 2022, a reminder email will be sent to board members who may wish to attend.

### **7.2 Operation updates**

None.

### **7.3 OHT UPDATES**

## **8.0 DECISIONS NEEDED**

None.

## **9.0 OTHER BUSINESS**

AGM planning is underway, a suggestion of a guest speaker was brought forward. It is intended that someone will contact Dr. Gary Bloch to see if he would speak at the AGM. T. Rennicks will reach out to him. Further suggestion by H. Schaeffer of Chief Dave Mowat from Alderville may be a good choice.

**10.0 IN CAMERA SESSION**

Letter was read to the board from Karl vom Dorff.

**11.0 ETHICAL CONCERNS**

None.

**12.0 DATE OF NEXT MEETING**

The date of the next Board meeting was determined to be May 24, 2022 at 5:00pm via Zoom.

**13.0 TERMINATION OF MEETING**

The meeting concluded at 6:37 pm.

**14.0 SUMMARY OF CURRENT ACTION ITEMS**

<b>Person Responsible</b>	<b>Action Item</b>	<b>Deadline for Completion</b>
<b>Taryn</b>	Provide a copy of the Alliance Tool Kit to board members	
<b>Taryn/Jill</b>	Update job descriptions	
<b>Taryn</b>	Look for speaker for AGM	
<b>Barb W.</b>	Send link to HIVES to members	<b>Completed</b>
<b>Jill</b>	Send Alliance Conference link out to board members	