

**Community Health Centres of Northumberland
Board of Directors Meeting – Minutes
March 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: J. Monahan,

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: What is your screen saver?

Answers received: lake at cabin; granddaughter; pier in Barbados; daily inspirational saying; 2 granddaughters; artistic trees at Jackson Park; puppy; painting; Mother & son; default screen

Small discussion about meeting in person in the future, no decision made

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 March 22, 2022 Board Meeting
Approved.

2.2 Removals from Consent Agenda

None.

2.3 Approval of February 22, 2022 Board of Directors Meeting Minutes

Motion: To approve the February 22, 2022, Board of Directors Meeting Minutes.
Approved.

3.0 BOARD EDUCATION – M-SAA

Power Point presentation on M-SAA

Presentation included an introduction to the Multi-Sectoral Service Accountability Agreement (M-SAA) outlining what M-SAA is and what its components are, (15 page Power Point presentation is attached hereto).

Question raised about Accreditation, noted that all CHC's had to be accredited.

Discussion about Accreditation Canada vs CCA – T. Rennicks reported that CHCN will be performing a cost/benefit analysis between the two accrediting bodies in order to determine which would be a better fit going forward for the CHCN.

Question was raised whether or not M-SAA reports get presented regularly to the Board of CHCN and answered yes they were, via the Quality and Risk Management Committee.

Question asked if Accreditation companies had to be accredited, answer yes they do.

4.0 EXECUTIVE DIRECTOR REPORT

T. Rennicks outlined her March Executive Director's Report (3 pages attached hereto).

It was stated that 6 staff have tested positive for Covid-19, and some staff are calling in symptomatic therefore having to work from home (where feasible) or take sick time.

Question raised about a new variant in the community, no one had heard anything about it in this area.

Discussed issues with OHT-N and the amount of work being required by CHC's across the board.

Discussion about a possible change of Governments and what it would mean to the OHT of Northumberland.

The new SAMI score was reviewed and with such a high score it is potentially possible to give us leverage with the Ministry and potentially ask for more money to request an outreach nurse practitioner.

T. Rennicks has a meeting set up with MPP David Piccini on April 1st at his Port Hope office to discuss funding for CHCN.

5.0 EXECUTIVE COMMITTEE REPORT

A. Cooper stated that a Board Member that had been released from duty had sent an email stating a positive response to the Board's letter to them.

There are now 3 vacancies on the Board which the Nominations Committee is looking to fill

A. Cooper & T. Rennicks met with a Governance Consultant who will be reviewing and aligning the Board / Governance manual including the By-Law, policies, Terms of Reference and Position Descriptions. It is anticipated that the work should be done by the end of April. A quote will be submitted for approval by the end of the week.

6.0 COMMITTEE UPDATES

6.1 Quality and Risk Management Committee

K vom Dorff reported on the many upcoming changes to the CHCN Quality Improvement framework and program. These include, but are not limited to;

- a. A comprehensive review of Board level quality metrics to ensure that indicators are meaningful and can be utilized for quality improvement work
- b. The annual Quality Improvement Plan (QiP) due to Health Quality Ontario is voluntary this year, however the CHCN is planning on submitting a plan. The portal will be left open until June 30, 2022 – the QiP will be presented to the Board prior to its submission
- c. The internal (staff) Quality Committee is updating their Terms of Reference as well as the organizational Continuous Quality Improvement Policy, both of which will be brought forward to the Board Quality and Risk Committee.
- d. Clinical Director, Lydia Rybenko will be the key staff Liaison for the Quality and Risk Committee and,
- e. A new collaboration will be starting in the near future that will provide a significant amount of quality, risk and performance management support. (details currently confidential).

6.2 Resources Committee

D. Smith updated:

1. Regarding the the fraudulent cheques that were cashed in fall of 2021, funds have all been returned to CHCN and the police are moving in to make an arrest on an unknown, unrelated party;

2. The updated security system is in place, special thank you to Carolyn Rutherford for implementing and facilitating it;
- 3.
4. The Resources Committee is working on a discount system/financial system for dentistry for our clients, Lynda Miller is researching information; and,
5. Further updates will be given in the in-camera portion of the meeting

6.3 Governance Committee

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

The annual education plan is being followed with flexibility for inserting topics that may be timely to the Board's agenda.

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

Discussion Ocean Platform vs Telus Platform and the differences between the two with regard to electronic medical records.

6.4 Nominations Committee

L. Miller reviewed:

- Presently there are 3 vacancies and the advertisements are ready to post. The committee is developing a new matrix that will be distributed for members to complete.

-

6.5 Client and Family Roundtable (CFAR) Update

Next meeting April 13, 2022

7.0 ALLIANCE UPDATES

7.1 Governance Updates

None.

7.2 Operation updates

None.

7.3 OHT UPDATES

B.Weiss

2 areas of discussion - alternate level of care

- emergency room medicine

The two focus areas that were raised are; children in need of mental health care and the lack of services and supports for people with disabilities.

Asking a variety of groups for input.

8.0 DECISIONS NEEDED

None.

9.0 OTHER BUSINESS

None.

10.0 IN CAMERA SESSION

Resources Committee – The Board went “in camera” for an issue reported in the Resources section of Agenda. NOTE: Minute taker left the meeting at 6:30 pm.



The Board came out of camera at 6:56 pm after having made a decision around a collaborative project that would provide the CHCN with additional decision support and risk management resources.

11.0 ETHICAL CONCERNS

None.

12.0 DATE OF NEXT MEETING

The date of the next Board meeting was determined to be April 26, 2022 at 5:00pm via Zoom.

13.0 TERMINATION OF MEETING

The meeting concluded at 7:00 pm.

14.0 SUMMARY OF CURRENT ACTION ITEMS

Person Responsible	Action Item	Deadline for Completion
---------------------------	--------------------	--------------------------------

Taryn Rennicks	Circulate confidential collaboration document to all Board members.	As soon as possible.