



Present: Tom Rankin (Chair), Wynn Turner(Vice-Chair), Ainsley Charles, Don Dutton, Jan Hopkins, Graeme Bonham-Carter, Liz Snider, Wendy Quarry, Ian Donald, Jacques Pelletier, Terry Lee, Anne Caron (Director, Corporate Services), Jane Page-Brown (Planning, Evaluation & Quality), Kelly Robinson (Director, Primary Care), Judy Harting (recorder)		
1.	Welcome, regrets & absences	Tom Rankin welcomed everyone. Quorum was in place. Regrets: Peter McKenna, Christina Dolgowicz
2.	Approval of Agenda	The item Quality 101 by Jane Page- Brown was added under Quality Committee. MOTION: That the agenda be approved as amended Moved by Jacques Pelletier, seconded by Wendy Quarry, Carried
3.	Declaration of Conflict of Interest	None declared.
4.	Items for Discussion	
a.	GOV 210 CHC Model of Health and Well Being	The following amendments were proposed, to rename the policy the CHC and AHAC Model of Health and Wellbeing, to make the same amendment to the policy statement and to add the full names for CHC, AHAC, & AOHC in parentheses. MOTION: That the amended draft policy GOV 210 be approved. Moved by Jan Hopkins, seconded by Wynne Turner Carried Judy Harting will ensure all three documents referred to in the policy are on the website.
5.	Reports	
a.	Quality Committee	Wynn Turner reminded Board members that as a quality committee, it was agreed at the most recent meeting to have presentations from staff on RCHS programs, highlighting the quality improvement actions that are underway in each program. This month Jane Page-Brown will speak on Quality 101 as an overview. Tom Rankin noted that we will review this approach to our Quality agenda in six months.
	i. Quality 101	Jane Page-Brown presented an overview of the organization’s quality journey. Jane will provide her presentation for distribution to Board members. There was considerable interest by Board members in the presentation, with a number of questions including examples of how the focus on quality has made a difference to the results for clients.
b.	Executive **	The funding letter has arrived for Rideau Tay Health Links.
c.	Finance Committee**	
	i. Treasurer’s Report**	The Finance committee reviewed the 2 nd quarter report which reflects income and expenditures to date, and discussed the format for the report. The results of the format discussion are reflected in the report presented to the Board.
	ii. 2 nd Q reports**	The report was presented and explanations given. Directors found that this format for the financial report is greatly improved and easier to read. MOTION: That the 2nd Q financial report be approved. Moved by Don Dutton, seconded by Graeme Bonham-Carter Carried
d.	Community Engagement Committee	Wendy Quarry noted the Board retreat was very useful and underlined the importance of community engagement in CHCs. She noted that Mona Wynn and Peter McKenna as members of the RCHS community engagement committee help to ensure that the committee aligns with the RCHS priorities. The Committee’s workplan will be distributed to the Board prior to the next board meeting.



			<p>A proposal for a community survey as described in the presentation on the Canadian Index will be brought to the Board.</p> <p>There was discussion about increasing the membership from Smiths Falls, so that there is comparable membership from the two communities. Jacques Pelletier suggested his daughter's name as a contact for the committee from the Smiths Falls area. It was suggested that transportation be made available to the AGM for members from the non-hosting community. A note of caution was raised about increasing membership and the implications of the new Not-For-Profit Corporations Act in a recent AOHC webinar. Anne Caron will provide the presentation from the webinar to Board members.</p> <p>The committee does not have a budget; Anne Caron suggested that any costs for the committee's workplan be estimated and provided to her for the 2015-16 budget.</p> <p>Increasing community awareness about what RCHS does is one of the items in the Community Engagement workplan, and will be on the next CE meeting agenda November 13 (date & time to be confirmed).</p>
	e.	Executive Director Report**	<p>Anne Caron drew the Board's attention to two items included in the report. Negotiations underway with Gallipeau Centre for the lease for Two Rivers Food Hub. The lease, which would last five years, has been vetted by the RCHS lawyer. The Hub has applied for a 3 year Trillium grant.</p> <p>CP Holiday train will arrive in Merrickville Nov 28 at 5:45; the Board Chair will attend to receive the cheques. If Directors can attend and assist in taking food donations to the health centre, they are asked to let Judy know. Several directors attended the Theatre Night in Merrickville.</p>
	f.	Report from Chair**	<p>Tom Rankin has attended the Executive and Community Engagement meetings.</p>
		i. Retreat Synopsis	<p>A synopsis has been provided to Board members for comment by end of week. The Chair noted that the Canadian Index of Health and Wellbeing is very important but on a long term basis and in collaboration with other agencies, and asked for other feedback on the retreat.</p> <ul style="list-style-type: none"> - How can we link Index work with what we are doing, including strategic planning, the Healthy Communities Partnership, and Kieran Moore's presentation to the Board some time ago? - There was a question regarding the methodology, and whether data analysis would be useful at a local level because the data would be too limited. - This is something that would be carefully crafted as part of long range planning, using those elements that are pertinent locally. The advice to start small, with selected indicators, was useful. - We should seek to learn from other CHCs' experience before leaping into this. - The process would be labour intensive; we are already on the right track. - The index provides an opportunity to spearhead an integrated approach with the LHIN and other organizations using the same timelines for planning and common databases.
		i. AOHC SE Constituency feedback	<p>Liz Snider attended as a new Board member and felt it was a good way to connect with other CHCs. Top issues were Health Links and remuneration. AOHC senses that there will be attention given to primary health care from the new government. The AOHC ED also discussed APHC membership, and sought feedback on AOHC performance.</p> <p>Graeme Bonham-Carter found the tour of the new Kingston CHC impressive. They have an educational mentoring program for high school students and are monitoring how the kids are doing. The Tweed CHC (Gateway) is an early adopter of Health Links; they feel they have saved the system one million dollars but are</p>



			worried about what will happen after the two year funded period for Health Links. Graeme suggested the possibility of inviting them to speak at a board meeting or a RTHL board-to-board meeting.
	ii.	Part II of new Board orientation meeting date set	The Chair asked about the need for an additional orientation session for new members. New Directors preferred to gather information through attending Board and Committee meetings, rather than having another orientation session. They noted that some board and committee items are confusing, as they don't have the background. New directors were invited to ask questions when this happens. Ian Donald offered to work with the ED on a more comprehensive orientation package for the next nominating committee. A list of RCHS programs and services would be useful; Ian will outline his understanding as a starting point for such an outline. In response to a question about the usefulness of assigning a mentor to each new Board member, the new Directors did not feel that this was necessary. New Board members agreed that the facility/program tour was useful and informative.
	iii.	Dec 18 th	The Board/Staff breakfast will be held at Good Life Bistro, 5 Main St. E, Smiths Falls on Thursday December 18 from 8:30 – 9:30 a.m. Directors are asked to arrive at 8:15 to be on hand to welcome staff as they arrive. A short board meeting will follow at SFCHC.
	g.	Rideau Tay Health Links update	At the first LHIN meeting on health Links, RCHS offered to host a board to board meeting for local organizations involved with the Rideau-Tay Health Link. Our Health Link is the only one to take this action. So far, the focus has been on understanding what each organization does and how they are each addressing membership in the Health Link at a board level. Two meetings have been held. The next meeting is January 27 at 10 am in either Smiths Falls or Perth. An update on what has been happening since last meeting in June has been prepared by Maureen McIntyre and circulated to Board members via e-mail. There is a SE LHIN Collaborative Governance meeting in Brockville at the Quality Inn October 29 at 4:30 pm. Graeme Bonham-Carter, Richard Schooley and Peter will be making a presentation. Wynn Turner expressed interest in attending.
6.	Approval of Board minutes		
	i.	September 23, 2014	MOTION: To approve the September 23, 2014 board meeting minutes, done by e-mail Moved by Jan Hopkins, seconded by Jacques Pelletier, Carried
7.	Future Agenda Items		<ul style="list-style-type: none"> - GOV 140, 160, 180, 201, 230 - Board Evaluation Report - CAPS Refresh 2015/16 due Jan 9, 2015 - Outstanding items from Butler Report
8.	Meeting Evaluation		<ol style="list-style-type: none"> 1. Comment on our ability to balance efficiency and effectiveness, such as allowing time for discussion. Efficient; plenty of time for discussion 2. Do we feel we followed our appropriate governance role (versus getting into operations) and attended to our board strategic priorities and work plan? Yes definitely <p>Completed by Graeme Bonham-Carter, given to Judy Harting for filing.</p>
9.	Date of Next Board Meeting		Tuesday November 25, 2015 5 pm dinner, 5:30 meeting MDCHC Community Room
10.	Meeting Adjournment		MOTION: That the meeting be adjourned at 7:58 p.m.



Rideau Community
Health Services

**Board of Directors Meeting Minutes
Tuesday, October 28, 2014 – 5:00 p.m.
SFCHC Community Room**

	Moved by Don Dutton.	Carried
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** Calendar items for October

Approved by: _____
Chair

Secretary