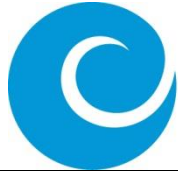


Board of Directors Meeting Minutes
Tuesday, December 18, 2014 – 10:00 a.m.
SFCHC Alzheimer Room

Present: Tom Rankin (Chair), Wynn Turner (Vice-Chair), Ian Donald, Don Dutton, Jan Hopkins, Graeme Bonham-Carter, Liz Snider, Wendy Quarry, Terry Lee, Peter McKenna (Executive Director), Anne Caron (Director, Corporate Services), Judy Harting (recorder)		
1.	Welcome, regrets & absences	The Board Chair welcomed everyone. Quorum was in place. Regrets: Ainsley Charles, Jacques Pelletier, Christina Dolgowicz
2.	Approval of Agenda	MOTION: That the agenda be approved as presented. Moved by Graeme Bonham-Carter, seconded by Liz Snider, Carried
3.	Declaration of Conflict of Interest	None declared.
4.	Items for Discussion	
	a. GOV 201	The policy was retitled “Feedback” to reflect all types of feedback; not just complaints, and was revised to be reflective of the Board’s governance role. There is an operational policy (SD 300) that addresses operational items. The policy was reviewed and recommended for Board approval by the Executive Committee. The board requested several revisions: finish 1 st sentence after feedback, remove second sentence and modify #1 to match those changes. MOTION: That policy GOV 201 be approved as amended. Moved by Jan Hopkins, seconded by Wendy Quarry Carried
	b. CAPS Refresh 2015/16	The Executive Director had sent a summary e-mail about the process to arrive at the final financial figures. The financial information will come back to the Board in February as part of the MSAA agreement approval. Board approval of the draft CAPS submission is required now to meet the January 9 submission date to the SE LHIN. The Director, Corporate Services outlined the process to the Board. This is year two of a three year funding agreement. High level changes were flagged. The base budget has increased as funds for the Chiropody program have been rolled into the base budget. Detailed budgets by functional centres were included in the board package. Budget will be revisited once the operational plan is approved in the spring. Comments portion was drafted by the SE LHIN Community Health Centre Executive Directors and is recommended for submission by all CHCs in the SE LHIN. The Board expressed their appreciation to Anne Caron for the work on the CAPS Refresh. MOTION: That the 2014-15 CAPS Refresh be approved for submission to the SE LHIN as presented. Moved by Wynn Turner, seconded by Don Dutton, Carried
	c. Generative Discussion & Consent Agenda Update	The Chair spoke about the samples of a consent agenda that were distributed in the Board package. The Consent agenda would include the reports to the Board for information purposes (Committee reports, Report of the Chair, EDs report). If any Board member wishes to discuss an item in those reports, or if a Committee Chair wishes discussion of an item, that item would be added to the agenda as “Business Arising”. This can happen through prior notification to Chair of the Board or the Executive Assistant, or at the time that the agenda is being reviewed for approval, at the beginning of the Board meeting. This new format would start at the January meeting, along with our first generative discussion. The Board Chair will search for process documents to assist us with the generative discussions, and will suggest how the discussion should take place. An evaluation of these changes will be done at the end of the Board year.
5.	Reports	
	a. Executive Committee**	Minutes were distributed in board package.



	b.	Executive Director Report**	
		i. Client Feedback	<p>The Executive Director noted that the client feedback in the board package included both positive and negative comments received, as well as actions to resolve complaints. If any Board members receive comments, they can suggest that the person contact the Executive Director in writing or by phone. The ED advised that changes to the phone system are being assessed to address some concerns.</p> <p>Our primary care service has returned to planned levels, and appointments are back to normal levels. Board members noted a communications gap regarding the changes to the health system. Community members don't realize the changes that are happening in the system, or what the CHC role and mandate is. Fiscal restraint and the increasing importance and demands on community health services also need to be communicated, along with the implications of these changes (e.g. some prioritization of services). The Community Engagement committee will discuss communications over the next few months; discussion groups concerning the health system topics are also a way to provide information. The work done under contract by a communications consultant in 2014 will also be taken into account. The ED noted that both Health Links and the SE LHIN also have a role.</p>
	c.	Rideau Tay Health Links	<p>Graeme Bonham-Carter noted that the January 27 B2B meeting planning has been completed. Facilitators Jonathan Kerr & Cheryl Chapman would like boards to look at the 9 directions identified at previous meetings, and give feedback. Champlain LHIN members are being invited to that event. The RCHS Executive meeting on Jan 8th will review those items; all board members are encouraged to attend this meeting where those 9 items will be addressed from an RCHS perspective. ACTION: Judy to send out a more easily printed version to Board members.</p>
6.	Approval of Board minutes		
	i.	November 25, 2014	<p>MOTION: That the November 25, 2014 board meeting minutes be approved - done by e-mail Moved by Jan Hopkins, seconded by Graeme Bonham-Carter, Carried</p>
7.	Future Agenda Items		- New Directors & Officers evaluation of orientation
8.	Meeting Evaluation		<p>1. Comment on our ability to balance efficiency and effectiveness, such as allowing time for discussion.</p> <ul style="list-style-type: none"> • Excellent presentation on CAPS & MSAA facilitated by PowerPoint deck and CEO email. Kept discussion at high level and avoided unnecessary detail. • Also good discussion, <u>on an exception basis</u>, dealing with oral health, telemedicine, health links, salaries <p>2. Do we feel we followed our appropriate governance role (versus getting into operations) and attended to our board strategic priorities and work plan?</p> <ul style="list-style-type: none"> • Proposed "Consent Agenda" approach will facilitate Reports, Minutes; Business arising; Six month evaluation. • Communications discussion will inform strategic direction, priorities and work plan <p>Completed by Ian Donald, given to Judy Harting for filing.</p>
9.	Date of Next Board Meeting		Tuesday January 27, 2015 5:00 pm MDCHC Community Room 5:00 dinner, 5:30 meeting
10.	Meeting Adjournment		<p>MOTION: That the meeting be adjourned at 11:30 p.m. Moved by Don Dutton Carried</p>

** Calendar items for December Approved by: _____ Secretary _____ Chair