

<b>Present:</b> Jacques Pelletier (Board Chair), Liz Snider, Ian Donald (via teleconference), Bob Long, Janet Cosier, Terry Lee, Terry Gilhen, Deb McGuire, Peter McKenna (Executive Director), Kelly Robinson, Director of Primary Care, Onalee Randell, Director, Community Services, Jane Page-Brown (recorder)		
1.	<b>Welcome, regrets &amp; absences</b>	Board Chair, Jacques Pelletier called the Board to order at 5:27pm Regrets: Kenna McCall, Michèle Le Blanc, Phil Fortier
2.	<b>Approval of Agenda</b>	Two additional agenda items: #8c. Self -Assessment process from the OHA #9. b. Ballot for Eastern Constituency  <b>MOTION: that the amended agenda be approved</b> <b>Moved by D. McGuire , Seconded by J. Cosier, Carried.</b>
3.	<b>Declaration of Conflict of Interest</b>	None declared
4.	<b>Approval of Board minutes</b>	<b>MOTION: That the January 30, 2018 Board meeting minutes be approved,</b>  <b>Moved by I. Donald , Seconded by J. Cosier Carried.</b>
5.	<b>Remarks from Board Chair</b>	J. Pelletier reported that since the January 27 <sup>th</sup> Board Retreat and the subsequent Board meeting on January 30 <sup>th</sup> , momentum continues to build on the capital project.  Other key discussion items for tonight's meeting include: <ul style="list-style-type: none"> <li>- Approval of the 2018-19 MSAA</li> <li>- A number of motions in relation to the AOHC</li> <li>- A strategic discussion on the proposed residential hospice</li> </ul>
6.	<b>Consent Agenda</b>	<b>MOTION: that the consent agenda be approved as presented Moved by B. Long , Seconded by T Gilhen, Carried.</b>
	a. Executive Committee	Minutes included in agenda package
	b. Finance Committee	Minutes included in agenda package
	c. Community Engagement Committee	L. Snider reported that at the recent meeting the Committee established a three prong work plan for the coming year. They also addressed communications, with plans to continue this discussion at their next meeting.
	d. Nominating Committee	Minutes included in agenda package
	e. Executive Director report	Included in agenda package
	f. Board Chair report	Included in agenda package
7.	<b>Collaborative Governance</b>	J. Cosier reported that the next Sub- Region LLG Collaborative Governance Meeting is scheduled for Friday June 1, 2018

		At a recent planning session three topics were selected for the agenda:  1. Update on the SRIT - Sub- Region Integration Table and the related sub- region priorities - Lead by Carol Ravnass of the SE LHIN) 2. Opioid Crisis – a workshop and discussion - to include a focus on reducing stigma and opportunities to educate and inform 3. Housing and Health – the relationship between lack of adequate housing and health - To focus on the use of data and exploration of ways to address the problem
	<b>Business Arising</b>	
a.	Smiths Falls Community Hub Update (Capital Project Work Group Update)	<b>Motion to go in-camera for discussion:</b> <b>Moved by: J. Cosier, Seconded by: T. Lee</b> <span style="float: right;"><b>Carried</b></span>  <b>Motion to move out of camera.</b> <b>Moved by: T. Gilhen, Seconded by: L. Snider</b> <span style="float: right;"><b>Carried</b></span>  Decision: It was agreed that Jacques, Terry L. and Peter would attend Queens Park Day on March 21 <sup>st</sup> to promote improved access for oral health as part of the AOHC campaign. As well, we will meet with our two MPP's Hillier and Clark to seek their support in obtaining the Stage 2 planning grant from Capital Branch. Peter to write MPP's in advance. As well, the Board supported moving forward with developing a process to short list potential sites for the Community Hub. RCHS will be guided by Colliers Project Management. It is hoped that a short list of potential sites would be determined by end of April 2018.
b.	Review of RCHS Governance Structure	J. Cosier reported that she continues to interview individual Board members for their input. She also attended the Nominating Committee meeting where members provided additional feedback.  In the coming week more follow-up is planned with the remaining Board members. In addition, P. McKenna offered to forward some potential meeting dates for a discussion with the senior management team.
	Annual Board Self-Assessment (Ontario Hospital Association – OHA – Governance Centre of Excellence)	The OHA- Board Self-Assessment Tool has been utilized annually by the RCHS Board. It consists of a brief on-line survey. It was noted that an increasing number of CHCs are using the tool so there is more opportunity to compare results across the sector.  I. Donald offered to take the lead for administering this year's survey. J. Pelletier will forward him the details.
<b>9.</b>	<b>New Business</b>	
a.	Policies	GOV 303 Purchasing Card – reviewed with minor changes GOV 304 Use of Corporate Funds – reviewed with no changes  <b>MOTION: That the above policies be accepted as reviewed.</b> <b>Moved by B. Long, Seconded by L. Snider,</b> <span style="float: right;"><b>Carried.</b></span>

b.	AOHC Model of Health and Wellbeing (MOHWB) and Health Equity Charter	<p>As requested by the Association of Ontario Health Centres (AOHC) the RCHS Board reaffirmed its declaration of support for the Model of Health and Wellbeing and the Health Equity Charter.</p> <p><b>MOTION: Be it resolved that the RCHS Board of Directors affirms and supports the Model of Health and Wellbeing.</b> <b>Moved by J. Cosier , Seconded by T. Gilhen, Carried</b></p> <p><b>MOTION: Be it resolved that the RCHS Board of Directors affirms and supports the Health Equity Charter</b> <b>Moved by J. Cosier , Seconded by T. Gilhen, Carried</b></p> <p>In response to correspondence received from the AOHC on February 23<sup>rd</sup> in relation to the Eastern Constituency Election, the RCHS Board put forward the following motion:</p> <p><b>MOTION:</b> <b>We support Cameron MacLeod for this 6 month extension position until December 31 2018</b> <b>Moved by B. Long , Seconded by D. Mc Guire , Carried.</b></p>
c.	Accreditation Preparation	<p>It is customary for the Board to have a mock/practice interview in preparation for the accreditation interview. A practice session is scheduled for <b>Monday April 9<sup>th</sup>, 2018 at 5:00pm at the Smiths Falls CHC (Community Room)</b>. A light meal will be available beginning at 5:00pm and the practice interview will commence at 5:30pm for approximately one hour.</p> <p>P. McKenna and J. Page-Brown will lead the interview. There is no preparation required. However, the interview guide/questions will be circulated in advance for those who wish to review the content.</p>
d.	Board meeting dates	<p>The following key upcoming dates were reviewed:</p> <p><b>Tuesday April 24<sup>th</sup> – Accreditation Interview</b> (Location: MDCHC 5:00pm dinner; 5:30 Board with the CCA review team) - RCHS is required to have 2/3 of the Board participate (to include the Chair and the Treasurer)</p> <p><b>Tuesday May 1<sup>st</sup> – April Board meeting</b> (Location: MDCHC Community Room 5:00pm dinner; 5:30 meeting) - Regular meeting date moved back 1 week to accommodate the accreditation interview on April 24th</p> <p><b>Tuesday May 29<sup>th</sup> - May Board meeting</b> (Location: SFCHC Community Room 5:00pm dinner; 5:30 meeting) - Regular meeting date moved back 1 week to allow completion of the RCHS Audit</p>
e.	Audit Committee	<p>Terry Lee reported that the Finance Committee will function as the Audit Committee. The auditors will be invited to attend the April Finance Committee meeting to begin the audit process.</p>
f.	AGM ad hoc Committee	<p>Liz Snider will lead the AGM preparations. Rather than creating another committee, she proposed to bring the work to the Community Engagement Committee to help organize the event. There is a checklist of key activities which will help guide the planning.</p> <p>A few key start up details were discussed:</p>

		<p>Location: Smiths Falls (P. McKenna will ask staff to book the Smiths Falls Memorial Community Centre) Date: Tuesday June 26<sup>th</sup> – 5:30pm (start time to be confirmed) Community Award Presentation:</p> <ul style="list-style-type: none"> <li>- The Board agrees that this is an important component to maintain</li> <li>- Suggestions for recipients for this year are to be forwarded to Liz</li> </ul> <p>Guest Speaker:</p> <ul style="list-style-type: none"> <li>- It was suggested that a guest speaker could be planned addition to having a few pop up presentations by RCHS staff</li> <li>- Suggestions for guest speakers can be forwarded to the Liz</li> </ul>
	g.	<p>AOHC Nomination for Constituency Directors</p> <p>Covered above under item #9. b.</p>
	h.	<p>Approval of 2018-19 MSAA</p> <p>P. McKenna informed the Board that other than a few minor changes in language, there were no material differences in the agreement from last year. The Board Chair asked Board members if they had questions after reading the MSAA in their Board package. The Board did not.</p> <p><b>MOTION: That the Board authorize Peter McKenna and Jacques Pelletier to sign the 2018-19 M-SAA Agreement</b> <b>Moved by I. Donald, Seconded by L. Snider Carried.</b></p>
<b>10.</b>	<b>Strategic Discussion</b>	<b>Rideau Tay Residential Hospice</b>
		<p>The document, Rideau Tay Residential Hospice Business Plan (draft) and draft budget served as background reading for the discussion.</p> <p>Introductory Comments:</p> <ul style="list-style-type: none"> <li>- Goal for tonight's discussion is to consider if planning should continue</li> <li>- The first public consultation was held on February 14; approximately 100 attendees</li> <li>- RCHS Board in attendance: Bob Long, Terry Lee, and Terry Gilhen</li> <li>- All had positive impressions from the meeting and subsequent interaction with the attendees</li> <li>- Very encouraging, lots of interest and positive feedback</li> <li>- Clear indication that stakeholders are happy to see RCHS taking the lead</li> <li>-</li> </ul> <p>Overall discussion points and summary of comments:</p> <ul style="list-style-type: none"> <li>- Community need, community support and RCHS capability are enablers; along with the planned community hub offering a location</li> <li>- General agreement that the biggest risk for the project is funding and fundraising feasibility</li> <li>- The Board wants to be sure it does not incur a deficit that it cannot cover</li> <li>- Even if, as expected, there are some economies of scale with the hospice embedded in the hub, the Board does not feel the proposed SE LHIN funding contribution will be adequate</li> </ul>

		<ul style="list-style-type: none"> <li>- Specific concern that the resources (e.g. 0.5 manager) are not adequate for 24/7 operations; and staffing is key</li> <li>- The Board would like commitment for more SE LHIN funding up front and/or in the event of any deficit</li> <li>- Important for the SE LHIN to understand the risk exposure for RCHS and to gain their financial commitment</li> <li>- Consensus was that RCHS should seek more resources from the SE LHIN</li> <li>- It was recommended that the ED and the Board Chair meet with the SE LHIN to discuss the budget concerns</li> <li>- Further suggestion that the Board invite the new LHIN Board Chair for a tour of RCHS as an opportunity to discuss the hospice initiative</li>   <li>- Overall consensus that more information is needed; to support effective decision-making</li> <li>- Agreement that more detailed research is needed from other hospice operations to get a clear idea of overall costs, budget details, fundraising challenges, and other operational challenges</li> <li>- RCHS board must ensure it protects the current operations; for current and future Boards</li> <li>- Noted that Hospice could be structured as a legal arms-length entity.</li> <li>- One suggestion is to consider social entrepreneurship and related opportunities as planning progresses</li> <li>- Also to promote in discussions with the funders, the cost effectiveness of residential hospice care</li>   <li>- By June the Board expects to have more information; a more refined business plan; and to be in a position to confirm next steps which include a formal application to the Capital Branch of the MOHLTC</li>   <li>- Hospice Palliative Care Ontario conference is scheduled for April 22-24<sup>th</sup>. This provides a good opportunity to learn and network. (Board members Terry G. and Terry L. expressed interest in attending.)</li> </ul> <p>Next Steps: The Board Chair, Executive Director, and senior management are to continue to gather information and refine the business plan</p>
11.	<b>Meeting Evaluation – Ian Donald</b>	<p>January 30<sup>th</sup> Board meeting feedback:</p> <ul style="list-style-type: none"> <li>- 40% response rate</li> <li>- General satisfaction with meeting materials (timely and comprehensive); liked agenda package attached to an email</li> <li>- Effective discussions – in particular related to the capital project and the review and approval of the resolutions</li> <li>- Suggestion to consider ways to improve teleconference technology &amp; participation. Should recognize that this approach may see increased use over time as committee structure changes and more members/committees are involved</li> <li>- Agenda is very full; though this may be addressed with governance restructuring</li> <li>- Overall: well run – a good meeting</li> </ul>
12.	<b>Meeting Adjournment</b>	<p><b>MOTION: That the meeting be adjourned at 7:20</b> <b>Moved by : T. Lee</b> <span style="float: right;"><b>Carried</b></span></p>
13.	<b>Next Board Meeting</b>	<p><b>Tuesday March 27, 2018</b> <b>Location: SFCHC Community Room 5:00 Dinner 5:30 Meeting</b></p>

Approved by: \_\_\_\_\_  
Chair

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Secretary