



Present: Graeme Bonham-Carter, Pam Blackstock, Bill Lough, John Mundy, Don Dutton, Wendy Quarry, Wynn Turner, Ainsley Charles, Rod Fournier, Christina Dolgowicz, Tom Rankin, Jan Hopkins, Peter McKenna, J. Harting (recorder),		
1.	Welcome, regrets & absences	Graeme Bonham-Carter welcomed everyone and noted that John Mundy would join the meeting by 7 p.m. Quorum was in place.
2.	Approval of Agenda	Add item 9 ii. Special Board Minutes January 15, 2014, and 7a i. Board minutes on website MOTION: Moved by Rod Fournier, seconded by Wendy Quarry, That the agenda be approved as revised. CARRIED
3.	Declaration of Conflict of Interest	None declared
4.	Board Quality Committee**	Graeme Bonham-Carter turned the meeting over to Wynn Turner
	4.2 Agenda	A separate agenda for the Quality Committee was distributed. The agenda was revised to remove items 1-3 and to include an item regarding approval of minutes for future agendas. The agenda was approved as revised.
	4.4 Accreditation **	<u>Board Response to Accreditation Survey:</u> All board members completed the CCA survey, 70% staff, some volunteers, and all but two outside agencies responded. We are on target regarding documentation which is being entered into the database in a timely fashion, once it has been checked for quality.
		<u>Board Interview:</u> The interview will be on April 28, in the afternoon. A portion of the board will be interviewed as a group: the officers of the corporation, a board member to show the diversity, and possibly the past chair. The interview is approximately 90 minutes. Board members were asked to ensure they will be available on this date.
		<u>Sample interview questions</u> were discussed. Typical responses were reviewed. Reviewing the strategic directions and plan was suggested for all directors.
	4.5 Quality Improvement Plan	The quality improvement plan is a requirement of the 2014-2017 M-SAA and will be discussed later in the Board meeting. Board approval of the Quality Improvement plan will be required by the end of March. MOTION: Moved by Pam Blackstock, seconded by Don Dutton That the Quality Committee be adjourned and that we return to Board meeting. CARRIED
5.	Items for Discussion	
	a. AOHC Call for Resolutions**	A proposal for a resolution that would seek continued AOHC action with the government and the Ministry of Health to proceed more rapidly with the devolution of planning, funding and delivery of primary health care was suggested. It was felt this is a message well worth putting forward. It was noted that the Legislative Committee that is reviewing LHIN legislation will be holding hearings in Kingston on February 10. ACTION: Tom Rankin and Jan Hopkins will draft a resolution and bring it to the Executive Committee.
	b. Draft Operational Plan including budget 2014-15 Process & Dates	The Executive Director advised the Board that objectives for 2014-15 will be brought to the Board at the February meeting; the Management team has begun the process. The strategic directions were set in 2012, and much has changed since then. The ED proposed to the Board that a ½ day retreat be held for board and management to review the existing directions and make any adjustments so that the operational plan and budget can be available for approval at the March Board meeting. Management proposes to prepare an overall plan that combines the operational plan and the quality improvement plan. Preliminary budget numbers will be brought to the Finance Committee when they are available. ACTION: Following Board agreement, one Board member and one staff member will work together to prepare



		a draft agenda for a February 21 meeting, 9 am – 12 p.m.
	c. GOV 200	Deferred
	d. M-SAA 2014-2017	The ED distributed the Reference Overview 2014-17 that outlines key dates for the MSAA. As soon as the final MSSA package is received from the LHIN, it will be forwarded to Directors. The November version of requirements for CHC's was distributed. Pam Blackstock noted that this draft still requires assurance to the SE LHIN that RCHS has a performance agreement in place, tying the ED compensation to performance.
6.	Other Business	
	a. AOHC Model of Health & Well-being	Next date for this webinar is February 27 12:-- 1:30 pm. ACTION: Judy will organize registration and book a room at SFCHC.
7.	Reports	
	a. Executive Committee**	
	- Governance Policy Updating	A quarterly schedule for reviewing/updating governance policies was drafted to ensure the policies are reviewed in a timely fashion by the appropriate committees. The schedule will be included in the board calendar. Any comments should be directed to Jan Hopkins.
	- Board minutes published on website	As per the report to RCHS board distributed in the board package. MOTION: moved by Jan Hopkins, seconded by Rod Fournier, That the approved minutes of the RCHS Board be posted publicly on the RCHS website, effective January 1, 2014. CARRIED
	b. Finance Committee**	
	i. 3 rd Q. report	Don Dutton noted that financial plans are on track. MOTION: moved by Don Dutton, seconded by Tom Rankin, That the 3rd Q report be approved as distributed. CARRIED
	c. Community Engagement Committee	Wendy Quarry advised that a letter has been sent to RCHS members January 28 as a follow-up to the December 12 members meeting. Interested members were invited join a CEC focus group with committee members; the meeting will be scheduled for early February 2014. A membership drive aimed at Smiths Falls clients is being organized. Christina Dolgowicz is designing a poster to solicit members. Graeme Bonham-Carter submitted details and a picture about the After School program, which was published in the EMC. The next committee meeting will be February 13.
	d. Executive Director Report**	Graeme Bonham-Carter and Peter McKenna have been invited to attend a Port Hope CHC Board of Directors meeting later this spring. The new oral health program is already almost at maximum capacity. In February Mike Bell will present the MSAA indicator performance, and a comparison between RCHS and Eastern Ontario CHC's to the Board's February meeting. MOTION: moved by Tom Rankin, seconded by Pam Blackstock That the Board move to an "in camera" session to discuss a patient safety issue. CARRIED MOTION: moved by Jan Hopkins, seconded by Don Dutton That the Board to move out of the "in camera" session. CARRIED
	e.. Report from Chair**	
	i. Funding Letter	The Chair noted that several funding sign-back agreements have been signed.



	ii.	Orientation of new board members and officers	ACTION: Wynn Turner and Christina Dolgowicz will complete the orientation feedback, for review at the next Board meeting.
	iii.	Nominating Committee members and meeting date	Pam Blackstock will chair this committee with Ainsley Charles, Graeme Bonham-Carter and Peter McKenna as members. Any interested Director can join the committee. This year will see 3 board members leaving after completing their third term, 4 directors will be heading into their 2 nd term, and 3 into their third term.
	iv.	TriCAS letter	A response to TriCAS query regarding integration was sent. Graeme Bonham-Carter and Peter McKenna will meet with TriCAS February 17. Addictions and Mental Health Boards have been invited to a meeting with the SE LHIN, which may affect TriCAS's plans. It was noted that the Health Links commitments are requiring considerable time for RCHS management and Board.
	v.	Rideau Tay Health Links board to board review	The report from the January 24 meeting will be forthcoming from Christine Peringer and will be addressed at the February board meeting. Board members who attended the meeting were very pleased with the discussions.
	vi.	40 th Anniversary working group	Carole Roberts, Paula Hurtubise, Graeme Bonham-Carter and Peter McKenna are the committee members. The first meeting will be February 18, 6 pm. at MDCHC Community Room,
	vii.	Legislative Compliance	Graeme Bonham-Carter, Ainsley Charles and Judy Harting are meeting Thursday January 30.
8.	Approval of Board minutes		
	i.	December 17, 2013 meeting	MOTION: moved by Jan Hopkins, seconded by Pam Blackstock, That the December 17, 2013 board meeting minutes be approved as distributed. CARRIED
	ii.	January 15, 2014 special meeting	MOTION: moved by Jan Hopkins, seconded by Don Dutton, That the January 15, 2014 special meeting minutes be approved as distributed. CARRIED
9.	Future Agenda Items		
	i.	GOV 200	
	ii.	AOHC resolution – Tom Rankin and Jan Hopkins	
	iii.	Letters Patent	
	iv.	November Board retreat report	
	v.	Health Links – will become a standard information item.	
	vi.	RTHL Board to board meeting report	
10.	Meeting Evaluation		
	1. Comment on our ability to balance efficiency and effectiveness, such as allowing time for discussion. There was a good discussion, very open, timelines flexible to get items addressed 2. Do we feel we followed our appropriate governance role (versus getting into operations) and attended to our board strategic priorities and work plan? Did very well, items were handled properly		
	Completed by Bill Lough, given to Judy Harting for filing.		
11.	Meeting Adjournment		
			MOTION: Moved by Rod Fournier, seconded by Don Dutton, That the meeting be adjourned at 8:15 p.m. CARRIED



Rideau Community
Health Services

Board of Directors Meeting Minutes
Tuesday, January 28, 2014 – 5:00 p.m.
MDCHC Community Room

12.	Date of Next Board Meeting	February 25 2014 5 pm MDCHC Community Room
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** Calendar items for January

Approved by: _____
Chair

Secretary