

Present: Liz Snider (Vice Chair), Ian Donald, Bob Long, Janet Cosier, Terry Lee, Terry Gilhen, Deb McGuire, , Peter McKenna (Executive Director), Anne Caron (Director Corporate and Admin Services), Onalee Randell (Director, Community Services), Kelly Robinson (Director, Primary Care), Jane Page-Brown (recorder)		
1.	Welcome, regrets & absences	<p>Regrets:</p> <ul style="list-style-type: none"> - Jacques Pelletier (Board Chair) - Michèle Le Blanc - Michele Bellows <p>Liz Snider chaired the meeting and called the meeting to order at 5:20</p>
2.	Approval of Agenda	<p>New item (s)</p> <ul style="list-style-type: none"> - In-camera session – item #3. - No generative discussion for this meeting - Vice-Chair remarks moved to the end of the meeting <p>MOTION: that the amended agenda be approved. Moved by T. Gilhen, Seconded by I. Donald Carried.</p>
3.	In - Camera Session	<p>Start Time 5:25</p> <p>MOTION: Be it hereby resolved that the Board move “in camera” to receive a progress report from the CEO Search Committee and to discuss the appointment of an Acting Executive Director. Moved by: J. Cosier Seconded by: I. Donald Carried.</p> <p>MOTION: Be it hereby resolved that the Board “in camera” meeting be concluded. Moved by: D. McGuire Seconded by: T. Lee Carried.</p> <p>End Time: 5.47</p>
	Declaration of Conflict of Interest	None declared
5.	Interim Chief Executive Officer	<p>MOTION: Be it hereby resolved that Anne Caron be appointed as Interim CEO effective November 1, 2018 with her current salary being increased as agreed for the incremental responsibilities being assumed. This appointment will be effective until the appointment and start date of a new CEO. Moved by J. Cosier Seconded by T. Lee Carried.</p>
6.	Approval of Board minutes	<p>MOTION: That the October 2, 2018 Board meeting minutes be approved, Moved by T. Gilhen (by email), Seconded by: M. Bellows (by email) Carried</p>

7.	Consent Agenda	The Chair first asked if there were any questions or issues; none were identified. MOTION: that the consent agenda be approved as presented Moved by T. Lee , Seconded by B. Long Carried
	a. Executive Committee	
	b. Finance Committee	
	c. Executive Director report	Update will be covered under Item #9.a. Capital Development Steering Committee update.
	d. Board Chair report	L. Snider referred to the Board Chair report and today's Board decision and confirmed that Anne Caron, Director Corporate and Admin Services, has been appointed Interim CEO until a new CEO has been confirmed and commences work. Members of the Board congratulated Anne on this appointment and emphasized their confidence in her ability to provide this interim support for RCHS and also their appreciation for her willingness to accept the role.
8.	Collaborative Governance	J. Cosier confirmed the LLG Collaborative Governance Forum will take place on Friday December 7 th from 8:30 am – 12:00 noon and encouraged Board members to attend if they are able. A final agenda will be released in the next two weeks with the registration information. She also announced that the SE LHIN is planning a SE LHIN –wide collaborative governance forum to be held on March 30 th 2019. (More details to follow.)
9.	Business Arising	
	a. Capital Development Steering Committee	A. Caron reported that the Committee, at its October 15 th meeting, agreed to move forward with Phase 1 Environmental Assessment & Designated Substance Survey. The Committee will next meet to review these results to determine whether to proceed with Phase 2 testing. At that time the Committee will also review its terms of reference. P. McKenna reported that the Alliance invited 3 rural area CHCs to meet on Thursday October 25 th with the Minister of Health (Christine Elliot), and other Ministry representatives, including NDP health critic France G��linas, to advocate for Ministry support of their respective projects. The meeting went well and the officials asked several questions about the Smiths Falls Capital Project, especially in relation to the residential hospice. A briefing memo (included in the Board package) was circulated ahead of the meeting and outlined RCHS's request for Minister Elliot's support in securing the MOHLTC Capital Project – Stage 2 Planning Grant. Prior to this meeting, representatives from RCHS (J. Pelletier, T. Lee, P. McKenna and Anne Caron) met with Michael Jiggins, Executive Assistant for MPP Steve Clark on Friday October 5 th and with MPP Randy Hillier on Friday October 19 th . Both MPPs have expressed their support and willingness to advocate for the project with the Ministry. P. McKenna reported that, in a subsequent discussion, MPP Hillier suggested that a \$10M project may be more likely to be approved. It was agreed that the Steering Committee would review the current proposal and consider a different funding model. A question was raised re: the status of land severance of the MDCHC property (354 Read Street).

	<p>b. Rideau Tay Residential Hospice (RTRH) – Stage 1 Application</p>	<p>Anne Caron will follow up with staff of the Merrickville-Wolford municipal office.</p> <p>T. Gilhen reported on a focus group held on October 23rd, which included Michelle Bellows, Peter McKenna, Onalee Randell, and three community members with formal and informal connections to community hospice development. All three community members had attended the public meeting in February 2018 and were interested in hearing the latest developments on the proposed Rideau Tay Residential Hospice. The general tone of the meeting and feedback from the participants was that there is broad community support and momentum for residential hospice development and the 'community is ready to support a project of that magnitude.</p> <p>Discussion shifted to the RTRH Concept Approval Briefing for the SE LHIN and the Stage 1 Application documents. Both need Board approval prior to sending to the SE LHIN.</p> <p>Motion: To approve the Rideau Tay Residential Hospice application to be forwarded to the SE LHIN.</p> <p>Moved by: T. Lee, seconded by B. Long</p> <p>Discussion points:</p> <ol style="list-style-type: none"> 1. The issue of fundraising as a key component of both the capital project and the residential hospice requires further exploration and direction from the Board <ul style="list-style-type: none"> - Decision to discuss as part of the next agenda item as it relates to governance restructuring 2. Clarification was requested in relation to two aspects of the Concept Approval Briefing document <ol style="list-style-type: none"> i. Rationale re: budget requested for one time financial resources to support planning, development and community engagement <ul style="list-style-type: none"> - Budget figures were based on a June 2018 meeting that J. Pelletier and P. McKenna attended with SE LHIN representatives (Paul Huras, CEO, Hersh Sehdev, Chair of the SE LHIN Board, and Carol Ravnaas, Director, Sub-Region Planning & Integration LLG, where RCHS expressed interest and willingness to lead this initiative but not if it means incurring a deficit. ii. Clarification of RCHS' commitment around fundraising as described in the document and confirmation that the Board has considered the complexities associated with fundraising (e.g. economic well-being of the community, competing interests of other charities, hospital and community foundations, etc.) <ul style="list-style-type: none"> - Agreed that fundraising must be addressed as part of the governance restructuring process <p style="text-align: right;">Carried.</p>
	<p>c. Fundraising</p>	<ul style="list-style-type: none"> - Discussion re: the need for the RCHS governance structure to address fundraising as well as the staffing structure to ensure professional expertise - I. Donald proposed, and all agreed, that the issue be brought forward to the next Executive Committee meeting on November 13th and returned to the Board on November 27th with a recommendation.

10.	New Business	
	a. Policies	<p>GOV 61 – Political Non-Partisanship GOV 200 – Relationship with RCHS Clients</p> <p>MOTION: That the above policies be approved as reviewed. Moved by B. Long, seconded by I. Donald, Carried.</p>
	b. Approval of 2 nd Quarter Financials	<p>T. Lee reported that the financials are balanced. After accounting for a few surplus areas, which are anomalies due to staffing vacancies and start-up funds for the Expanding Team Based Care funding, the overall financials are in a similar position to this time last year.</p> <p>MOTION: That the 2nd Q financials be accepted as presented. Moved by Terry Lee, seconded by B. Long, Carried.</p>
	c. RCHS Board Self-Assessment Report	<p>L. Snider thanked I. Donald on behalf of the entire Board for his work on Board governance self-assessment for this year, and asked him to comment on the report highlights.</p> <p>Overall:</p> <ul style="list-style-type: none"> - Board Governance structure and processes are working well. - RCHS rated very well in comparison to other Boards within the sector and across other sectors - Recommendation that the Board continue its current review of the RCHS governance structure and establish a Governance and Nominations Committee on an interim basis to continue necessary work related to governance restructuring, including addressing the results of the 2018 Annual Governance Evaluation
11.	Remarks from Board Vice- Chair	<p>The meeting shifted focus to recognize Peter McKenna’s last official RCHS Board meeting. A celebratory retirement/Halloween themed cake was served and a short video (‘Tribute to Peter’) was played from a recent staff meeting.</p> <p>L. Snider and the entire Board expressed congratulations and best wishes to Peter in honour of his retirement and thanked him for his enduring commitment and contributions to RCHS.</p> <p>Peter thanked the Board and RCHS management and staff for their support over the past 18+ years.</p>
12.	Future Agenda/Generative Discussion Items	<p>Tuesday November 27th Board meeting</p> <ul style="list-style-type: none"> - Will feature a presentation and discussion with representatives from Economic Development – Valley Heartland - Guests: Stacey Lloyd and Richard Schooley
13.	Meeting Evaluation – Ian Donald/Terry Gilhen	<p>T. Gilhen reported a response rate of 40% for the October 2nd meeting.</p> <p>Overall Comments:</p> <ul style="list-style-type: none"> - Excellent meeting

		<ul style="list-style-type: none"> - Documentation – good, timely; glad that more time was allowed for core documents - Most interesting item: Generative discussion - CHC International Trends - Key updates were provided re: “hub/village” and CEO recruitment update - Future meetings; would like to have the residential hospice as a standing item <p>I. Donald circulated the meeting evaluation forms to be completed for tonight’s meeting</p>
14.	Meeting Adjournment	<p>MOTION: That the meeting be adjourned at 7:20pm Moved by J. Cosier (and Peter McKenna) Carried.</p>
15.	Next Board Meeting	<p>Tuesday November 27th, 2018 Location: Smiths Falls CHC – Community Room 5:00 Dinner 5:30 Meeting</p>

Approved by: _____

Chair

Secretary

Date

Date