

**WINDSOR ESSEX COMMUNITY HEALTH CENTRE (WECHC)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Wednesday January 27, 2016 5:30 P.M. to 8:00 P.M.**  
**Teen Site 1361 Ouellette Ave. Windsor**  
**Teleconferencing was available upon request**

**Present:** Elaine Clark (Treasurer), Angie Deneweth (Secretary), Robert Fetherston, Kathryn Hengl (President), John Mowat (Vice President), Tracy Urquhart (arrived 6:05 p.m.)

**Regrets:** Toni Scislowski

**Staff:** Glenn Bartlett, Executive Director, Hardeep Sadra, Senior Director, Director Chronic Disease, Patrick Brown, Director Finance, Judy Ellis, Director Clinical Services Sandwich, Beth Kinnaird-Iler Director, Clinical Services Teen Health/Street Health, Amy Palmer, Director Human Resources, Mary Brannagan, Office Administrator, recorder.

Quorum was achieved. Six (6) of seven (7) members were present.

K. Hengl called the meeting to order at 5:33 p.m. and asked members to identify any Conflict of Interests at this time. None were declared.

There were no requests made to "unstar" any items therefore the 'starred' (\*) items were deemed approved or received.

Approval of the January 27, 2016 Agenda as presented.

**Motion:** A motion was made to approve the agenda as presented.

**Moved:** B. Fetherston                      **Seconded:** E. Clarke              **No Discussion**              **Carried**

\*Approval of the November 24, 2015 Board meeting minutes.

- P. Brown, Director Finance, provided a power point presentation on his portfolio which included Finance/Accounting, Facilities, IT/Data Management and Purchasing. The presentation is attached to the minutes.

**President's Report by K. Hengl**

- Board meeting and Board Committee meeting attendance Report: Deferred for in-camera.

**Board Professional Development Update:**

- H. Sadra reported that there were two opportunities, one from Multi-Cultural Council on Cultural Competency which would be three (3) two (2) hour modules and one from a guest speaker, Gordon Milak, on Quality. The workshops will take place at the Teen site from 5:30 p.m. to 7:30 p.m.
- It was determined that the following schedule be proposed.
  - ✓ Feb.17, 2016: Cultural Competency Workshop: H. Sadra will confirm
  - ✓ March 9, 2016: Cultural Competency Workshop: H. Sadra will confirm
  - ✓ April 27, 2016: Quality Workshop: H. Sadra will confirm
  - ✓ May 17, 2016: Cultural Competency: H. Sadra will confirm
  - ✓ June 28, 2016: AGM: Guest speaker on Low Speaking Germans. H. Sadra will confirm. If not at the AGM then for the September 2016 Board meeting.

**ACTION:** The Finance and Governance Committee meetings will be changed from April 27, 2016 to April 20, 2016 to accommodate the Quality workshop.

**Executive Director's Report by G. Bartlett**

- Client **Letters of Thanks** were included in the Agenda Package from Active Aging, Teen Health and Street Health.
- Syrian Refugees: Multi-Cultural Council (MCC) and WE CHC partnership: B. Kinnaird-Iler reported that WE CHC is partnering with MCC by providing programs and services to support the Refugees.
- **"Network of CHC and Aboriginal Health Access Centres Model of Health and Wellbeing Charter May 2013"**. WE CHC Board Adopted the Charter March 11, 2014. Board President signature is required and will be returned to AOHC.
- Leamington Navigation Centre update: H. Sadra indicated that Ralph Ganter, ESC LHIN, may join the meeting at 8:00 p.m. to report on the Navigation Centre if he is available. H. Sadra provided a power point presentation.
- City of Windsor Poverty Reduction: G. Bartlett confirmed that the Kids Alliance Program was discontinued as of December 31, 2015. Further discussion was deferred for in-camera.
- The Strategic and Implementation Plan was updated January 2016 and was included in the Agenda package.
- Successful Accreditation: H. Sadra reported WE CHC received the final Accreditation Certificates which will be hung at all sites. Accreditation is a four (4) year process which will return in the Fall of 2019.

**ACTION:** The Board will review the Governance Standards in the fall and spring regularly and will be added to the September Board Agenda.

- Capital Project Stage 3 Update. P. Brown reported that Stage 3 was submitted to the Ministry on November 6, 2015.
- Executive Dashboard Q3 & Definitions. H. Sadra reported on the Dashboard and explained trending information.
- G. Bartlett reported that the Memo of Understanding for Back Office Services WE CHC provides to Chatham Kent CHC will be terminated effective April 15, 2016. WE CHC currently provides Finance, Human Resource and Support Functions to CK CHC.

**Motion:** A motion was made to approve the President's and the Executive Director's Reports.

**Moved:** T. Urquhart                      **Seconded:** J. Mowat                      **No Discussion**                      **Carried**

**Committee Reports:**

**Finance Committee** – E. Clark, Chair

- The Committee met December 16, 2015 and will meet next on February 24, 2016.
- The approved October 28, 2015 Meeting Minutes were included in the Agenda package.

**Q2 Financial Reporting:** P. Brown reported.

- Community Annual Planning Submission (CAPS) 2016-2017 Status Update was provided.
- Year End Spending/Projections Update was provided

- Q3 Variance Report will be available at the March 22, 2016 Board Meeting
- Q3 Staff Report will be available at the March 22, 2016 Board Meeting
- The Monthly Factual Certificate for November, December 2015 were presented.

**Recommendation:** The Finance Committee recommended the Board accept the Monthly Factual Certificate for November, December 2015 as submitted.

**Motion:** A motion was made to accept the Monthly Factual Certificate for November, December 2015 as submitted.

**Moved:** E. Clark                      **Seconded:** A. Deneweth                      No Discussion                      Carried

**Motion:** A motion was made to approve the Finance Report as presented.

**Moved:** E. Clark                      **Seconded:** A. Deneweth                      No Discussion                      Carried

**Governance Committee** – B. Fetherston, Chair

- The Committee met December 16, 2015 and will meet next on February 24, 2016.
- The approved October 28, 2015 Meeting Minutes were included in the Agenda package.

• **ED Performance Appraisal:**

Governance Committee met by conference call on January 4, 2016 and unanimously proposed approval of the following recommendations:

It was noted that Dr. Bartlett was a very effective mentor who leads his team very well, guiding staff to “get things done”. His performance exceeded the Committee's expectations and they conveyed their appreciation to the Leadership Team for their expertise, especially H. Sadra, Senior Director.

**Recommendation #1**

Based upon a unanimously agreed upon exceptional appraisal the Governance Committee recommends that the withholding percentage referenced in Dr. Glenn Bartlett's contract as Executive Director of WECHC be paid to him forthwith.

**Motion:** A motion was made to accept the Governance Committee's recommendation that Dr. Glenn Bartlett be compensated by two percent (2%) of his annual compensation, which was being withheld pending the completion of a successful Annual Evaluation which took place January 4, 2016 as stated in the agreement between Windsor Essex Community Health Centre and Dr. Glenn Bartlett dated November 22, 2013 and the first addendum dated May 21, 2014.

**Moved:** B. Fetherston                      **Seconded:** J. Mowat                      No discussion                      Carried

**Recommendation #2**

The Governance Committee recommends that the contract with Dr. Glenn Bartlett as Executive Director of WECHC dated November 22, 2013 and the first addendum dated May 21, 2014 be renewed on a year to year basis beginning February 1, 2016.

**Motion:** A motion was made to accept the Governance Committee's recommendation that the contract with Dr. Glenn Bartlett as Executive Director of WECHC dated November 22, 2013 and the first addendum dated May 21, 2014 be renewed on a year to year basis beginning February 1, 2016.

**Moved:** B. Fetherston                      **Seconded:** J. Mowat                      No discussion                      Carried

- Board Recruitment plan update for one (1) vacant Board position. G. Bartlett reported that there are two potential candidates with strong qualifications.

**ACTION:** M. Brannagan will arrange the meeting between the Governance Committee and the two candidates and the Governance Committee will provide a follow-up report at the March 22, 2016 Board meeting.

- Board Meeting Self-Assessment Survey: Accreditation results recommended the Board do a meeting self-assessment twice per year. H. Sadra sent an example template to the Governance Committee who will review/discuss at their next meeting and provide a follow-up report to the Board at the March 22, 2016 Board meeting.

**Motion:** A motion was made to approve the Governance Committee Report as presented.

**Moved:** T. Urquhart                      **Seconded:** E. Clark                      No discussion                      Carried

**Quality Utilization and Risk Committee** – T. Scislowski, Chair, sent regrets

- The December 15, 2015 Committee meeting was cancelled. The next meeting is scheduled for February 24, 2016
- The October 20, 2015 approved Meeting Minutes were included in the Agenda package.

The Q3 Incidence Report and Q3 Client Compliments and Complaints Reports will be available at the March 22, 2016 Board meeting.

There was no report to approve.

K. Hengl thanked everyone for their participation noting that the presentations were very enjoyable. The presentations identified the complexity of the organization and how far reaching programs and services are in the community. The Leadership team left the meeting at 7:16 p.m.

In camera – HR/Personnel/Finance Issues.

**Motion:** A motion was made to move the meeting in-camera at 7:17 p.m.

**Moved:** J. Mowat                      **Seconded:** A. Deneweth                      No Discussion                      Carried

**Motion:** A motion was made to move the meeting from In-Camera to the regular Board meeting at 7:55 p.m.

**Moved:** E. Clark                      **Seconded:** A. Deneweth                      No Discussion                      Carried

Ralph Ganter, ESC LHIN, Senior Director, Health System Design & Implementation called in at 8:00 p.m. to report on the Navigation Centre in Leamington. He reported that The LHIN Board is very supportive of the Navigation Centre in Leamington. K. Hengl thanked R. Ganter and the LHIN for their support in recognizing the vulnerable populations WE CHC serve.

**Adjournment:** A motion was made by K. Hengl to adjourn the meeting at 8:25 P.M.

Respectfully submitted by Mary Brannagan, Recorder.

Approved March 22, 2016