

**WINDSOR ESSEX COMMUNITY HEALTH CENTRE (WECHC)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Tuesday March 27, 2018 from 5:30 – 8:00 pm**  
**Teen Health Site – 1361 Ouellette Ave., Windsor**  
*Teleconferencing is available upon request*

**Present:** William McClounie (Vice President), Elaine Clark (Treasurer), Toni Scislowski, Robert Fetherston, Gina Graston, Helen Bolton

**Regrets:** Kathryn Hengl (President), Tina Heinrichs, Beth Kinnaird-Iler, Director Clinical Practice

**Staff:** Patrick Brown, Executive Director, Neelu Sehgal, Director Clinical Practice, Kevin Webb, Director Clinical Practice

**Recorder:** Lynn Thomson, Executive Assistant

Quorum was achieved. Six (6) of eight (8) members were present.

- W. McClounie called the meeting to order at 5:37 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 March 27, 2018 Agenda as presented.**

\* **Approval of the January 23, 2017 Board Meeting Minutes as circulated.**

**1. President's Report:**

- No report / updates.

**2. AOHC Liaison:** (Reported by T. Scislowski)

- The February 2018 Board to Board Report was included in the agenda package.
- There is a special vote pending to change AOHC Board structure to make it more inclusive and bring the membership numbers down.
- There will be a name change to Alliance for Healthier Communities.
- There is a general membership meeting in June 2018.

**Motion:** A motion was made to receive the AOHC Liaison's Report as presented.

**Moved:** T. Scislowski                      **Seconded:** H. Bolton                      No Discussion                      Carried

**3. Executive Director's Report** (Reported by P. Brown)

- **SCH Capital Project:** On schedule and on budget. Some additional costs have been incurred but these were unexpected costs that are covered within the contingency plan. The September 2019 move in date is on target.
- **Public Kiosks:** The five additional kiosks have been ordered (3 for Windsor and 2 in Leamington). There is a meeting with the City of Windsor on March 28, 2018 to discuss placement of the kiosks throughout Windsor and the County. An RFP will be undertaken by the City of Windsor for maintaining the kiosks. The kiosks should be installed late early summer.

- **AGM – June 26, 2018:** Agreement was made for the location of the AGM to be the Pickwick site. The AGM was held there in 2016 when the site was first opened. Additional expansion has taken place since then. Suggestions for speakers was discussed. Agreement was made that P. Brown would approach the LHIN as a guest speaker in addition to the Addiction Support Workers providing a brief presentation as this was new funding in this past year.
- **Foundation Update:** A special meeting of the Foundation Board has been set for April 12, 2018 to discuss the possibility of creating a Social Enterprise. Discussions with legal counsel is required prior to the meeting to determine the feasibility of same. A Media Release sent to media contacts regarding the Fundraising Campaign for Sandwich was recently picked up by the Windsor Star. A further release was sent today with respect to the upcoming 4<sup>th</sup> Annual Golf Tournament.
- **Media Coverage:** Q4 media coverage (to date) was reviewed and discussed. There were 6 different events picked up by media outlets with coverage through press, online, radio and television totalling 12.
- **French Language Services (FLS) MCYS Compliance Report:** The 2018-19 FLS Compliance Report for MCYS was reviewed and discussed. This is the FLS Report for Youth and Children. A Motion was requested to confirm the Board has reviewed and approved the report.

**Motion:** A motion was made to confirm the Board has reviewed and approved the 2018-19 French Language Services Compliance MCYS (Youth and Children) Report.

**Moved:** H. Bolton                      **Seconded:** T. Scislowski                      No Discussion                      Carried

- **Multi-Sector Service Accountability Agreement (MSSA):** The MSSA extending from April 1, 2018 – March 30, 2019 was reviewed and discussed. This is an extension on the 2014-17 three year agreement. There was an extension for 2017-18 and again this year for 2018-19. Any increases in funding are reflected in this agreement (retention and recruitment, base funding and harm reduction funding). The agreement and indicators have remained unchanged and any changes relate only to additional funding.

**Motion:** A motion was made to accept the MSSA Agreement for April 1, 2018 – March 30, 2019 as presented.

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

- **Strategic Plan (2017-2020) Updated:** The updated Strategic Plan was reviewed and discussed. There was no Motion required as there were no changes to the Strategic Directions. This was an update as to progress and enhancements to fulfil the strategic priorities. Work is ongoing to extend services to visiting (migrant) workers.
- **Year End Reallocations:** Reallocation of requested year end dollars were approved by the LHIN on March 8, 2018 in the amount of \$395k for the three objectives stated (mobile unit, renovation of Diabetes Wellness site and IT server upgrades). These monies are required to be spent by March 31, 2018. Plans are in place for spending of these dollars for the purposes mentioned. Photographs and drawings were presented of the mobile unit.

**Further funding letters for one time year-end spending were received as follows:**

- \$25k for Minor Supplies for Disadvantaged Populations (prescriptions, eye glass prescriptions, aero chambers, wheelchairs, walkers, diabetes test strips and other disadvantaged clients)
- \$30k for harm reduction supplies (this money will be utilized to prepay lease facilities for an Overdose Prevention Site, AED, oxygen, supplies as required for this site)

**Motion:** A motion was made to receive the Executive Director's Report as presented.

**Moved:** T. Scislowski                      **Seconded:** B. Fetherston                      No Discussion                      Carried

#### 4. Committee Reports:

##### **Finance Committee:** (Reported by E. Clark)

- The Committee last met on March 14, 2018 and will meet again on April 25, 2018. Quorum was not met at the March 14, 2018 meeting therefore no report can be provided until the Committee next meets to accept the Q3 Reports put forward at the March meeting.
- The approved December 20, 2017 meeting minutes were included in the agenda package as were approved by email vote.

#### 5. Governance Committee: (Reported by B. Fetherston)

- The Committee last met on March 14, 2018 and will meet again on April 25, 2018.
- The approved December 20, 2017 meeting minutes were included in the agenda package.
- **Board and Committee Attendance Review:** Reviewed and discussed. No concerns were raised.
- **Policy Update:** The following policies were reviewed for approval by the Board:
  - Committees of the Board Generally: The minor changes suggested were agreed upon.
  - Appendix A – Executive Committee of the Board: The Committee is making a recommendation this Appendix be removed as it serves no effective purpose to the Board as states the Board Executives can unilaterally make decisions without the vote from the other members. Agreement was made the Board Members to archive this Appendix.
  - Board Self Management Policies and Member Roles and Responsibilities: The minor changes suggested were agreed upon.

**Recommendation:** A recommendation was made by the Governance Committee to approve the policies as presented and archive Appendix A pertaining to the Executive Committee of the Board.

**Motion:** A Motion was made to approve the Committees of the Board Generally and Board Self Management Policies and Member Roles and Responsibilities Policies as presented.

**Moved:** B. Fetherston                      **Seconded:** H. Bolton                      No Discussion                      Carried

**Motion:** A Motion was made to archive the Appendix A – Executive Committee of the Board.

**Moved:** B. Fetherston                      **Seconded:** H. Bolton                      No Discussion                      Carried

- **Board Development:** Training opportunities currently planned are:
  - **Indigenous Training:** H. Bolton and W. McClounie are participating.
  - **Fundamentals of Effective Board Involvement:** Registration completed for May 9, 2018 from 6:00 – 9:00 pm.
  - **Accessibility for Ontarians with Disabilities Act 2005 Training:** To comply with the Accessibility for Ontarians with Disabilities Act 2005, all staff and volunteers are required to complete this mandatory training. To date seven of eight members have completed this.
  - **Privacy & Security Awareness Training:** This was attended by G. Graston. The three hour sessions were attended by 136 staff with positive feedback. This is part of the yearly refresher training to comply with organizational privacy training.

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

**Moved:** B. Fetherston                      **Seconded:** G. Graston                      No Discussion                      Carried

#### 6. Quality Utilization and Risk Committee: (Reported by T. Scislowski)

- The Committee last met on February 20, 2018 and will next meet on April 17, 2018.
- The November 2, 2017 meeting minutes were included in the agenda package.

- **Accreditation:** Next Accreditation is September 2019. Standards are expected to be released in April 2018 and reviewed at the April QUR meeting to bring back to the Board in May.
- **Q3 Compliments & Complaints:** Reviewed and discussed. No recommendations.
- **Q3 Incident Reports:** Reviewed and discussed. No recommendations.
- **Health Equity Charter:** The Charter is a commitment to action by the AOHC and its member agencies to recognize and confront barriers to equitable health. Board declaration in support of this Charter is required. The Charter was reviewed and discussed.

**Motion:** A Motion was made that the WECHC Board of Directors affirms and supports the Health Equity Charter.

**Moved:** T. Scislowski                      **Seconded:** H. Bolton                      No Discussion                      Carried

- **Quality Improvement Plan (QIP):** The 2018-19 QIP was reviewed and discussed. Achievements from the past year were highlighted.

**Motion:** A Motion was made to approve the 2018-19 QIP as presented.

**Moved:** T. Scislowski                      **Seconded:** B. Fetherston                      No Discussion                      Carried

**Motion:** A Motion was made to accept the Quality Utilization and Risk Committee Report as presented.

**Moved:** T. Scislowski                      **Seconded:** G. Graston                      No Discussion                      Carried

**7. In Camera**

**Motion:** A Motion was made to move In Camera at 6:15 pm.

**Moved:** H. Bolton                      **Seconded:** E. Clark                      No Discussion                      Carried

**Motion:** A motion was made to move back to the regular meeting at 7:40 pm.

**Moved:** G. Graston                      **Seconded:** E. Clark                      No Discussion                      Carried

**In Camera Items Discussed:** Approval of In Camera Meeting Minutes from January 23, 2018 and information received.

**8. Adjournment:** A motion was made by to adjourn the meeting at 7:50 p.m.

**Moved:** B. Fetherston                      **Seconded:** H. Bolton                      No Discussion                      Carried

	Action	Agent	Date of Completion
1.	<b>Board Development Opportunities</b> ✓ United Way – Fundamentals of Effective Board Involvement ✓ Indigenous Training ✓ AODA Training – Booklet and quiz	Governance Committee	May 9, 2018  Starts in February 2018 February 15, 2018

Respectfully submitted by Lynn Thomson, Recorder

Approved May 23, 2018

  
 Kathryn Hengl, President

  
 T. Scislowski, Secretary

  
 Lynn Thomson, Recorder

