

**WINDSOR ESSEX COMMUNITY HEALTH CENTRE (WECHC)
BOARD OF DIRECTORS MEETING MINUTES
Wednesday June 3, 2020 5:30 to 8:00 pm
Via Teleconference (due to COVID)**

- Present:** Kathryn Hengl (Chair), William McClounie (Vice Chair), Jackie Dent (Treasurer), Gina Graston (Secretary), Robert Fetherston, Ken Stewart, Clara Howitt
- Staff:** Rita Taillefer (ED), Sheraz Thomas (Director Data Management & Corporate Services)
- Regrets:** Helen Bolton
- Recorder:** Lynn Thomson, Executive Assistant, Recorder

Quorum was achieved. Seven (7) of eight (8) Board Members were present.

- K. Hengl called the meeting to order at 5:38 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 June 3, 2020 Agenda as presented.**
- * **Approval of the April 1, 2020 Board Meeting Minutes as circulated.**

1. Accreditation – Interviewers On Site week of March 2021 (pushed back from November 2020)

- Sample questions were presented and discussed. These are included in the minutes.
- The determinants of health is a broad range of personal, social, economic and environmental factors that determine individual and population health. e.g. income, social status, education, employment, childhood experience, social supports, healthy behaviors, access to healthcare, physical environment, gender, culture and race.
- Health Disparities: preventable differences in the burden of disease, injury, violence, or opportunities to achieve optimal health that are experienced by socially disadvantaged populations.
- Community Health Centres in Ontario are members of the Alliance for Healthier Communities. This network supports primary health care organizations to advance health equity. A key guiding principle of the Model of Health and Wellbeing is Health Equity and Social Justice. One of the attributes of the model is a strong focus on the determinants of health.
- Health Equity Charter is a commitment to action by the Alliance and its member agencies to recognize and confront barriers to equitable health.

2. President’s Report (K. Hengl)

- Thank you was extended from the Board to the entire Leadership Team and staff for their dedication during the pandemic.

3. Board Liaison Report

- May 2020 Board to Board Report was included in the agenda package. Reviewed and with no discussion/questions.

4. Executive Director’s Report (R. Taillefer)

- **MSAA Agreement / SAA**
 - The extension to June 2020 has been extended to 31 March 2021.

- **Weekend Opening (Saturdays)**
 - Trialing started on May 26 to open on Saturday mornings from the Teen Health Site with very little uptake. This was in response to the need that was identified in the community of clients not being able to access their health care providers. This is available for all weCHC clients. If no further increase of clients requiring weekend access, this will pause and be revisited at a later date depending on client need and what stage we are at with the pandemic.
- **Updated Window Coverings**
 - Window coverings are in process this week to be updated at Pickwick, Teen and Street Health.
 - The outside pylons will be updated at all sites for consistency and branding with the new logo.
- **Teen Health – Lower Level**
 - Back office is relocating to the Sandwich site. The lease was up for renewal in September. A recent flood has escalated this move. Staff will either work from home or partially on site and partially at home. Back office staff were easily able to be deployed with no interruption to daily operations.
- **Strategic Plan Work Plan**
 - The Strategic Plan Work Plan was attached to the meeting agenda package. This has been reviewed by the Leadership Team and assigned to short, medium and long term goals. This will be reviewed quarterly and brought to the Board for review. This aligns with the strategic priorities. This is also being taken back to the staff for feedback and input.
- **EMR – Telus**
 - The transition to Telus has been pushed out to November 2020 due to COVID.
- **18 Asset**
 - Confirmation from the Board to request 18 Asset present at the September meeting regarding investments.
- **Community Requests to Address Health Disparities**
 - **Homeless Shelters:** Work with the shelters supporting with COVID testing and NP support continues.
 - **City of Windsor (COVID Testing & Isolation Hotel):** Work with the City of Windsor to support the homeless population continues.
 - **Refugees (Government of Canada):** The Government of Canada reached out with a request to provide support for the new immigrants/refugees. weCHC has confirmed NP support will be provided upon request. The Government has advised they will provide PPE for the providers who need to provide in person visits.
 - **Work with Greenhouses:** Work continues with the Health Unit, OGVG and Leamington Mayor on a plan to support the seasonal/migrant workers. Concerns were raised because of living conditions and the need to social distance during COVID. An educational video has been developed by our staff (in Spanish) and provided to the OGVG to share with the workers.
- **Re-Opening – PPE needs, three stages of re-opening- we are in Stage 1**
 - Re-opening remains in stage 1 to see urgent clients.
 - A risk assessment with respect to IPAC has been undertaken with the assistance of the IPAC Team from Windsor Regional Hospital to ensure our locations are safe for clients and staff. The feedback was positive with precautions and procedures that are currently in place.

- Some initial steps need to be undertaken before reopening to ensure safety of staff and clients (installation of plexiglass, one way hallways, and social distancing markers on the floor).
 - PPE has been not consistently been available. Continually sourcing out masks (that have been in short supply). All clients are requested to wear a mask when attending on site. There has been a generous donation of cloth masks to distribute to clients and staff but are not of a PPE grade.
- **Pandemic Pay for COVID / Wage Subsidy**
 - weCHC does qualify for pandemic pay or wage subsidies. This applies to those staff who have been redeployed to other agencies. The Alliance advocated to this pay to no avail.
 - No staff have been laid off during the pandemic nor is it predicted that we will do so unless there is a change to funding.
- **Personal Protective Equipment (PPE – gowns, masks, gloves, face shields):** There is a significant shortage across the province. The Ministry has mandated that we submit daily reports on our stock, which we submit. The PPE supply has been centralized to one location in Windsor Essex to ensure accurate counting, tracking and distribution for those experiencing shortages.

Street Health Lease

- The original lease was signed in 2015 for 5 years with an additional 5 year clause (units 1-3).
- Unit 4 was leased for one year in the interim.
- Renegotiation of the Street Health lease is ongoing as the landlord is requesting an entire new lease.
- A new lease was presented which has a different rental rate from the original agreed amount.
- Concerns raised about the HVAC system which would be a capital expense. Negotiation is required if requires replacement.
- Legal counsel has been engaged from McTague to negotiate the lease. The Board was in agreement that once legal counsel and R. Taillefer were in agreement with the finalized lease it would be approved and moved forward for the next five (5) years.

Motion: A Motion was made to accept the finalized lease for Street Health once it has been approved by legal counsel and the Executive Director after addressing the two outstanding items (HVAC and maintenance costs). In principle the extension for the lease is acceptable.

Moved: C. Howitt **Seconded:** W. McClounie No discussion Carried

5. Committee Reports:

Finance Committee (J. Dent)

- The Committee last met on February 26, 2020 and will next meet on June 17, 2020. The February 26, 2020 meeting minutes were included in the meeting package.
- Monthly Factual Certificate for March and April 2020 was included in the Agenda package.

March & April 2020 Monthly Factual Certificate

MONTHLY FACTUAL CERTIFICATE

To: Board of Directors
Windsor Essex Community Health Centre (WE CHC)

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief after due inquiry, as at March 31, 2020.

1. The WE CHC is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including, without limiting the generality of the foregoing, the following:
 - All payroll deductions at source, including Employment Insurance, Canada Pension Plan and Income Tax;
 - Ontario Employer Health Tax;
 - Harmonized Sales Tax
 - Workplace Safety and Insurance Board (WSIB)and they believe that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.
2. The WE CHC is in compliance with all applicable Health and Safety legislation and all applicable Pay Equity legislation.
3. The WE CHC is in compliance with the requirements of the Corporations Information Act and has updated and verified its corporate public record, by submission of Form 1 within 15 days of any change to Board membership; last submission September 6, 2019.
4. The WE CHC is in compliance with the requirements of the Income Tax Act, and date of last filing of form T3010, Registered Charity Information Return is June 2019.
5. The WE CHC is providing the prescribed standard of service in the performance of its functions and following the prescribed procedures and practices in accordance with our funding agreements, as reported to the Board of Directors of the WE CHC through the following reports:
 - Monthly Financial Report reviewed with Executive Director
 - Quarterly report to MOHLTC (MIS OHRS TB) submitted: January 22, 2020
 - Quarterly report to LHIN (SRI) report submitted: February 7, 2020
 - Quarterly reports to Board
 - Annual Reconciliation Report to Various MOHLTC Departments – June 30, 2019
 - CAPS Refresh approved: March 15, 2019

Dated on the 2nd day of April, 2020 in Windsor, Ontario



Rita Taillefer
Executive Director

MONTHLY FACTUAL CERTIFICATE

To: Board of Directors
Windsor Essex Community Health Centre (weCHC)

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief after due inquiry, as at April 30, 2020.

1. The weCHC is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including, without limiting the generality of the foregoing, the following:
 - All payroll deductions at source, including Employment Insurance, Canada Pension Plan and Income Tax;
 - Ontario Employer Health Tax;
 - Harmonized Sales Tax
 - Workplace Safety and Insurance Board (WSIB)and they believe that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.
2. The weCHC is in compliance with all applicable Health and Safety legislation and all applicable Pay Equity legislation.
3. The weCHC is in compliance with the requirements of the Corporations Information Act and has updated and verified its corporate public record, by submission of Form 1 within 15 days of any change to Board membership; last submission April 3rd, 2020.
4. The weCHC is in compliance with the requirements of the Income Tax Act, and date of last filing of form T3010, Registered Charity Information Return is June 2019.
5. The weCHC is providing the prescribed standard of service in the performance of its functions and following the prescribed procedures and practices in accordance with our funding agreements, as reported to the Board of Directors of the weCHC through the following reports:
 - Monthly Financial Report reviewed with Executive Director
 - Quarterly report to MOHLTC (MIS OHRs TB) submitted: January 22, 2020
 - Quarterly report to LHIN (SRI) report submitted: February 7, 2020
 - Quarterly reports to Board
 - Annual Reconciliation Report to Various MOHLTC Departments – June 30, 2019
 - CAPS Refresh approved: March 15, 2019

Dated on the 5th day of May, 2020 in Windsor, Ontario


Rita Taillefer
Executive Director

Governance Committee (Reported by B. Fetherston)

The Committee last met on March 10, 2020 and will next meet on June 17, 2020.

Quality Utilization and Risk Committee

The Committee last met on March 3, 2020 and will next meet on October 28, 2020

6. In Camera

Motion: A Motion was made to move In Camera at 7:08 pm

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

Motion: A motion was made to move back to the regular meeting at 7:15 pm.

Moved: C. Howitt **Seconded:** J. Dent No Discussion Carried

In Camera Items Discussed: Information received. There were no further in camera items.

7. Other Business

There was no other business.

8. Adjournment

A motion was made by to adjourn the meeting at 7:15 p.m.

Moved: W. McClounie **Seconded:** B. Fetherston No Discussion Carried

The next Board Meeting will take place on Wednesday June 24, 2020 at 5:00 by teleconference.

Respectfully Submitted by Lynn Thomson

Approved June 24, 2020
Signed electronically due to COVID &
meeting via teleconference

Kathryn Hengl

Kathryn Hengl, Chair

Gina Graston

Gina Graston, Secretary

Lynn Thomson

Lynn Thomson, Recorder