

**WINDSOR ESSEX COMMUNITY HEALTH CENTRE (weCHC)
BOARD OF DIRECTORS MEETING MINUTES
Wednesday January 27, 2021 5:30 – 8:30 pm
By Zoom**

Present: Kathryn Hengl (Chair), William McClounie (Vice Chair), Clara Howitt (Secretary), Robert Fetherston, Helen Bolton, Ken Stewart, Camille Armour

Regrets: Jackie Dent (Treasurer)

Staff: Rita Taillefer (ED), Sheraz Thomas (Director Data Management & Corporate Services)
Sarah Sasso (Director Clinical Practice & Quality)

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 5:35 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, 2010 Agenda as presented.**
- * **Approval of the November 25, 2020 Board Meeting Minutes as circulated.**

1. Presentations

- **Accreditation (on site March 9-11, 2021):** Review of accreditation standards and survey questions were reviewed and discussed. The Accreditation Board review document was updated to reflect the discussions.

2. President’s Report (Reported by K. Hengl)

- Approval for items over Executive Director threshold (\$25k) is required to be approved by the Board. These items are necessary and are accounted for in the operational budget.

Motion: A Motion was made to approve the purchase order for new lease of vans due for renewal March 31, 2021 – 3 year lease.

Moved: H. Bolton **Seconded:** K. Stewart No Discussion Carried

Motion: A Motion was made to approve the purchase order HIROC Insurance for the 2021-22 year.

Moved: W. McClounie **Seconded:** C. Armour No Discussion Carried

3. Board Liaison Report (Reported by H. Bolton)

- No update

4. Executive Director's Report

- **Q3 Dashboard:** With going live with Telus (PS Suites) there is not available data at this time. Optimization has increased during COVID with having virtual visits. Video visits will start effective next week within the new EMR system. Once the data is available it will be presented to the Board.
- **COVID / Community Partnerships:** Staff have been reassigned to assist the hospitals (WRH, Erie Shores) during the pandemic. Other staff have been reassigned to assist in Retirement/LTC homes. Work is ongoing to partner with the Health Unit to assist in delivering vaccines. An ongoing partnership with the City of Windsor is assisting with the Isolation Centre in Windsor.
- **COVID Vaccine Preparation:** New fridges and generators have been purchased to house the vaccine and to provide back up for the fridges and IT server rooms. Diabetes Wellness and Sandwich are anticipated to be designated vaccine sites. Flu vaccinations cannot be given in conjunction with COVID vaccine (need to be at least 14 days apart).
- **Street Health:** Measures continue to update the site to ensure client and staff safety.
- **Mobile Unit:** This may be back on the road
- **Strategic Plan – Work Plan:** The Leadership Team recently reviewed the Work Plan to ensure in keeping with the Strategic Plan. This will be shared at the March Board Meeting.
- **N9C Mail Out/COVID:** WRH reached out to request assistance in reaching out to the N9C area for information about COVID symptoms and how to test. Phone calls were made from the Health Promotion Team to ensure cards were received and have the opportunity to ask questions.

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

Moved: B. Fetherston

Seconded: C. Howitt

No Discussion

Carried

5. Committee Reports

Finance Committee (Reported by S. Thomas in J. Dent's absence)

- The Committee last met on December 16, 2020 and will next meet on February 17, 2021. The Committee meets quarterly (Q2-4) to review financial statements.
- The Q2 Financials were presented and reviewed. There were no issues or concerns identified.
- Monthly Factual Certificate for December was submitted for information purposes.
- The summary of investment with 18 Asset was presented and accepted.
- The Compliance Certificate from 18 Asset for 2020 was presented and accepted.
- The Investment Policy Statement was approved at the December 16, 2020 meeting and will be reviewed yearly. This was presented and accepted.

Motion: A Motion was made to receive the Finance Committee Report as presented.

Moved: W. McClounie

Seconded: B. Fetherston

No Discussion

Carried

Motion: A Motion was made to approve the Investment Policy Statement as presented.

Moved: C. Armour

Seconded: K. Stewart

No Discussion

Carried

6. Governance Committee – B. Fetherston, Chair

- The Committee met December 16, 2020 and will next meet on February 17, 2021. The minutes from the December 16, 2020 meeting were included in the Agenda package.
- **Discussion Topics:**
 - **Board Members Touring Facilities:** Site tours will take place post.
 - **Board Education – Financials:** The current Auditor (Grant Thornton) will be asked to present to the Board to provide a financial overview/education session as requested in the recent yearly Board Evaluation Tool.

- **Unconscious Bias / Cultural Diversity Training:** Training in this area is currently being investigated by the Leadership Team.
- **Skills Matrix:** Will be Updated to reflect the 2 new board members.
- **Succession Planning for Board:** Work in progress. There will be vacancies in June for two new Board members. Further discussion / advertisement finalization will take place at the next Governance meeting.
- **Board Recruitment Committee:** The Board Recruitment Committee will comprise of the Governance Committee and others ad hoc. There is a vacancy on the QUR Committee for a community member. There will also be two Board positions to fill from June. This will be brought forward at the next Governance Committee meeting.

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

Moved: H. Bolton

Seconded: K. Stewart

No Discussion

Carried

7. Quality Utilization and Risk Committee – H. Bolton, Chair

- The Committee last met on October 28, 2020 and will next meet on February 21, 2021.
- The minutes from the October 28, 2020 meeting were included in the Agenda package.

8. In-camera – HR/Personnel/Finance Issues

There were no in camera requests.

9. Adjournment

Motion: A Motion was made to adjourn the meeting at 7:45 pm.

Moved: C. Armour

Seconded: B. Fetherston

No discussion

Carried

The next Board Meeting will take place on Wednesday March 24, 2021 (by Zoom).

Respectfully Submitted by Lynn Thomson

Approved March 24, 2021

Signed electronically due to meeting via Zoom (due to COVID)

Kathryn Hengl

Kathryn Hengl, Chair

Clara Howitt

Clara Howitt, Secretary

Lynn Thomson

Lynn Thomson, Recorder