

**WINDSOR ESSEX COMMUNITY HEALTH CENTRE (weCHC)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Wednesday February 1, 2023 5:30 – 8:00 pm**  
**By Teams**

**Present:** Justine Taylor (Chair) – by phone, Camille Armour (Vice Chair), Clara Howitt (Secretary), Katelyn Dryden (Treasurer), Helen Bolton, Ken Stewart, Alix Khanafer, Christian Janisse, Nicole Dziamarski

**Staff:** Rita Taillefer (ED), Amy Palmer (Director HR & Clinical Practice), Nadine Manroe-Wakerell (Director, Clinical Practice)

**Recorder:** Lynn Thomson, Executive Assistant, Recorder

Quorum was achieved. Nine (9) of nine (9) Board Members were present.

- C. Armour called the meeting to order at 5:46 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 February 1, 2023 Agenda as presented.**
- \* **Approval of the November 23, 2022 Board Meeting Minutes as circulated.**
- \* **The Land Acknowledgement Statement was acknowledged and read.**

**1. Presentation by SAPACCY (Substance Abuse Program for African & Caribbean Youth)**

- The SAPACCY Team provided a Power Point presentation. This highlighted background of the program and the work the team are doing in Windsor Essex.
- The Team: N. Manroe-Wakerell – Director, Audrey Luguterah – Social Worker, Marcella Taylor – Social Worker, Marlow Downey – Case Worker (Absent).

**2. Chair's Report (Reported by J. Taylor)**

The Strategic Planning Day took place on Saturday, 28<sup>th</sup> January which was well received.

**3. Board Liaison Report (Reported by N. Diamarski)**

There will be a Board Liaison Webinar on October February 2, 2023.

**4. Executive Director's Report (Reported by R. Taillefer)**

**COVID Updates/Vaccination Clinics**

- Numerous staff continue to be off with COVID or COVID symptoms.
- Masks continue to be mandatory for staff and clients.
- Vaccination clinics being held on a regular basis in Leamington and Windsor (Sandwich location) every two weeks. Clinics are being held utilizing High Priority Community Funding dollars and coordinated by Laura Strathdee. Many of our employees have volunteered for these successful clinics. weCHC is the only organization in our region that continues to offer mass clinics for COVID and flu vaccinations. These clinics will discontinue at the end of March 2023 (due to funding).

**Site Updates**

- IT has moved our system to a place stability where all locations no longer have complaints with IT services. We are also moving away from the firm that was hired to provide IT services post

ransomware attack (significant cost savings). A positive that has come out of the ransomware attack is that we now have an absolutely "top notch" IT department.

- **Teen:** SAPAACy program is growing; the team is developing awareness in our communities.
- **Intensive Eating Disorder Out Patient Program (EDIOP):** The collaboration with WRH and BAN is growing. We have hired a new physician at Teen Health who has been onboarded to take the reigns over" from Dr. J. Warwaruk when she retires (she is building capacity in the treatment of Eating Disorders clients)

#### **Street**

- No updates. We continue to explore the possibility of co-locating with the city of Windsor at the future site of H4 (Water World).

#### **Diabetes Wellness**

- The Pickwick Team has moved to the Diabetes site. The Pickwick medical team moved to the DW location in early January. The Pickwick lease will be up in three years and will not be renewed. We are using the space for group activities currently.

**Sandwich:** No updates.

**Leamington:** High priority funding is being utilized to run Sunday walk in clinics which are very busy.

#### **Finance**

- We will end the year with no surplus: We anticipate a small surplus but have a plan in place to address the excess. The finance team has also started foundational work (with Ontario Health) on our 23/24 budget. Patty and her team are also working with new auditors this year which will take a large portion of their time.

#### **CTS**

- Currently interviewing for a Manager, RNs and RPNs.

#### **Ontario Health Team**

- Lots of work being done in the "mental health and addictions" field. We are working with local MH organizations to develop a coordinated access process. weCHC sits on a committee that is "thinking outside of the box"... looking at ways in which we might change what we're doing now. At the present time priorities are: 1) require police intervention when in reality they require a response team 2) report to the ED 3) require EMS intervention.
- The committee, with the blessing of OH are looking at all methods to make change. This includes reallocating dollars and services to areas where they might be better suited, exploring the option of extending hours, looking at current positions and repurposing to meet the need. We are the only health care team organization that has been included in this work.

#### **Application for Funding – Gordie Howe Bridge**

- "Seasons of health" initiative: series of new and existing programs at Sandwich location. Summer wellness bags (reduce risk of dehydration, and sunburns – water bottles and sunscreen and hat) Winter Wellness – distributed to most vulnerable for cold/flu – toilet paper, lip balm, tissues, Gatorade, etc.
- Colors of Health – seasonal art program 4 X/year. Aimed at reducing stress and social isolation.
- Wellness Health Fair – 2X/year – provide resources- bring together community agencies.
- Feeding Sandwich Town: addressing food insecurity in partnering with community agencies to set up a food bank. The Health Promotion Team have developed a cookbook of simple recipes with items that are found in food banks. Grocery gift cards will also be available.
- A year long program starting in July 2, 2023.

- Board Approval is required. All were in agreement to move forward with this application.  
**Motion: A Motion was made to endorse the Application for approval as presented.**  
**Moved: C. Howitt      Seconded: A. Khanafer      No Discussion      Carried**

### Q3 Executive Dashboard

The Q3 Dashboard was presented and discussed. Work is ongoing to get the wait lists and cancer preventative screenings done. The staff have worked incredibly hard to bring panel sizes up to 100%. HR resources – sick time has increased and turnover has gone up due to lack of funding for increases in salaries. The newer report is favored as shows trending over the quarters.

- Motion: A Motion was made to accept the Executive Director's Report as presented.**  
**Moved: N. Dziamarski      Seconded: C. Howitt      No Discussion      Carried**

## 5. Committee Reports

### Finance Committee (K. Dryden)

- The Committee last met December 14, 2022 and will meet next on February 15, 2023. The current financial position was reviewed and no concerns were raised.

### Monthly Factual Certificate – October 2022

#### 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 October 31, 2022.

1. 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. weCHC is in compliance with all applicable Health and Safety legislation and all applicable Pay Equity legislation.
3. 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 July 7, 2022.
4. 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 July 9, 2022.
5. 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 weCHC through the following reports:
  - Monthly Financial Report reviewed with Executive Director
  - Quarterly report to MOHLTC (MIS OHRS TB) submitted: October 15, 2022
  - Quarterly report to LHIN (SRI) report submitted: June 7, 2022
  - Quarterly reports to Board
  - Annual Reconciliation Report to Various MOHLTC Departments – June 2022
  - CAPS Refresh approved: March 15, 2019

Dated on the 1<sup>st</sup> day of November, 2022 in Windsor, Ontario

  
Rina Tailler  
Executive Director

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Rina Taillefer  
Executive Director

## Q1-2 Variance Report

weCHC Program Budget Variance Report For Period: Sept. 2022				
Program	Annual Budget	Year to Date Budget	Actual	Variance
CHC Core (LHIN/MOHLTC)				
Restricted				
Physicians	2,426,773	1,247,897	1,181,931	85,966
Non-Insured/Seasonal	19,000	8,000	2,917	2,033
	2,505,773	1,255,897	1,184,848	89,009
Unrestricted				
Operating	8,478,513	4,222,757	4,158,312	53,445
	8,478,513	4,222,757	4,158,312	53,445
Total	10,984,286	5,478,654	5,343,160	141,453
Dedicated Funding MOHLTC				
Existing Disorders/Substan	305,201	197,831	213,441	(16,811)
Harm Reduction SAP	412,800	206,400	203,732	2,668
Diabetes Wellness	2,318,742	1,169,371	1,137,210	3,161
Chronic Disease Manage	1,285,335	642,668	603,218	39,452
Hepatitis C Virus Team	477,465	233,733	243,803	(5,071)
Ontario Diabetes Strateg	263,400	131,700	129,102	22,698
	5,153,003	2,671,602	2,630,844	40,758
Other Funding				
SAPPACY	370,434	163,217	177,629	7,258
DIP	67,209	33,800	24,609	4,901
EO IOP	234,731	117,328	58,446	18,820
Marty's	86,114	43,057	43,817	(760)
	758,479	378,240	249,531	30,709
	16,106,765			
Unrestricted Surpluses				95,017
Adjustments to Operating Surplus				
Other Sources of Fund Type 2				
Revenue				85,113
YTD Surplus/Deficit				160,130

- **Q1-2 Staff Report**

**Core Funding**

**Physician Salaries:** At the end of Q2, the physician compensation program ran a surplus of \$85,926 due to one physician leaving and a delay in filling the position. We anticipate ending the year in a balanced position.

**Non-insured funding:** This funding is for diagnostic testing for clients who, for various reasons, do not have access to OHIP. No re-allocation requests will be made as we anticipate this will be utilized due to the increasing number of uninsured clients we are seeing.

**Core Operating Expenses:** On September 30, 2022, there was a \$53,445 surplus in our General Operating funding. This position will be monitored and planned for to ensure no recovery by the ministry at the end of the year.

**Designated Funding**

**Nurse Practitioner - Eating Disorders:** This program is slightly overbudget as a result of Temporary Retention Incentive for Nurses. The funding received for this payout is not reflected in the funding

**Harm Reduction Substance Abuse Program:** Q2 is on target.

**Diabetes Wellness:** Has a Q2 surplus of \$2,121.

**Chronic Disease Management:** Has a Q2 surplus of \$39,452 and is functioning within its funding parameters. This is due to a realignment of staffing. If the surplus is not utilized within the program, a reallocation into global operating will be done as permitted.

**Hepatitis C Virus Team:** Has a Q2 deficit of \$5,071. This program is slightly overbudget as a result of Temporary Retention Incentive for Nurses. The funding received for this payout is not reflected in the funding

**Ontario Diabetes Strategy:** has a Q2 surplus of \$22,598 due primarily to savings from not incurring regular venue costs for classes and presentations, as these have transitioned to virtual offerings.

**Summary**

At the end of Q2, we are at an overall surplus of \$180,130, with plans to utilize this surplus by the end of Q4. Surpluses will be directed to direct client care.

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

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

**Governance Committee (Reported by C. Howitt, Chair)**

- The Committee last met December 14, 2022 and will meet next on February 15, 2023.
- **Governing for Health Equity – Training (through Alliance):** All are required register through Alliance or contact L. Thomson if are facing issues.
- **Approval of Board Policies:**

**Board Evaluation and Development:** The revised Policy was reviewed and approved as presented.

**Motion:** A Motion was made to approve the Board Evaluation and Development Policy as presented.

**Moved:** C. Howitt      **Seconded:** N. Dziamarski      No Discussion      Carried

**Insurance Coverage:** The revised Policy was reviewed and approved as presented.

**Motion:** A Motion was made to approve the Insurance Coverage Policy as presented.

**Moved:** C. Howitt      **Seconded:** Dziamarski      No Discussion      Carried

**4. Quality Utilization and Risk Committee (Reported by K. Stewart, Chair)**

- The Committee last met on October 26, 2022 and will next meet on February 22, 2023.
- The contents of the minutes from October 26, 2022 were reviewed and discussed at the previous Board Meeting.

**6. In-camera – HR/Personnel/Finance Issues**

**Motion:** A Motion was made to move to In Camera at 6:30 pm.

**Moved:** H. Bolton      **Seconded:** A. Khanafer      No Discussion      Carried

**Motion:** A Motion was made to move to out of Camera at 7:30 pm.

**Moved:**      **Seconded:**      No Discussion      Carried

**Items Discussed:** Approval of November 23, 2022 Minutes & Information Shared by R. Taillefer

**7. Any Other Business**

There was no other business.

**8. Adjournment**

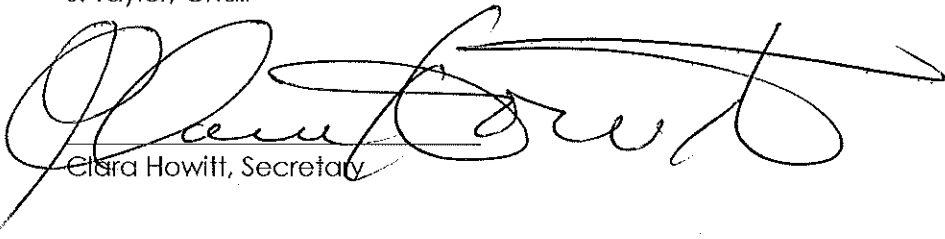
The meeting was adjourned at 7:33 pm. The next meeting will be held on March 22, 2023, in person at the Sandwich site (3325 College Avenue).

Respectfully Submitted by Lynn Thomson

Approved March 22, 2023



J. Taylor, Chair



Clara Howitt, Secretary



Lynn Thomson, Recorder