

**WINDSOR ESSEX COMMUNITY HEALTH CENTRE (weCHC)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Wednesday May 17, 2023 6:30 – 9:00 pm**  
**Via Teams**

**Present:** Justine Taylor (Chair), Clara Howitt (Secretary), Katelyn Dryden (Treasurer), Alix Khanafer, Nicole Dziarmarski, Helen Bolton

**Staff:** Rita Taillefer (ED)

**Regrets:** Ken Stewart, Camille Armour

**Guests:** Eating Disorders Team: Sarah Hatoom, Sarah Levergood

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

Quorum was achieved. Six (6) of eight (8) Board Members were present. Quorum was met.

- J. Taylor called the meeting to order at 6:32 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 May 17, 2023 Agenda as presented.**
- \* **Approval of the March 22, 2023 Board Meeting Minutes as circulated.**
- \* **The Land Acknowledgement Statement was read.**

**1. Eating Disorders Program (ED Intensive Outpatient Program)**

- The Power Point presentation was shared to highlight the work the Eating Disorders Intensive Outpatient Program (ED IOP). A client story was also shared.

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

- No update

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

- Nicole and Alix will attend the 2023 Alliance AGM in June.
- **Alliance Resolutions (Five – 5):** These were reviewed. The Leadership Team previously reviewed and have no issues with recommended the Resolutions to move forward. N. Dziarmarski is the Board Liaison who will require Board consent to vote on behalf of the organization/Board.

**Motion: A Motion was made to accept a ‘yes’ vote for all the Resolutions presented.**

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

- **Approval of the Alliance Authorization Voting Form:** N. Dziarmarski, Board Liaison, will vote on behalf of weCHC Board.

**Motion: A Motion was made to provide N. Dziarmarski with voting authorization at the Alliance AGM on June 6, 2023.**

**Moved:** K. Dryden      **Seconded:** A. Khanafer      No Discussion      Carried

- **Alliance Equity Charter – Annual re-approval of the current Equity Charter:** The current charter was included in the Agenda package and reviewed/discussed. All Board Directors were in favor of supporting this Charter moving forward.

**Motion: A Motion was made to support the Alliance Equity Charter for 2023-24.**

**Moved:** H. Bolton

**Seconded:** A. Khanafer

No Discussion

Carried

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

##### **MSAA Schedule F – Requirement to Approve the 2022-23 Schedule F**

**Motion: A Motion was made to approve the 2022-23 Schedule F MSAA Schedule.**

**Moved:** H. Bolton

**Seconded:** K. Dryden

No Discussion

Carried

**Completing an Expression of Interest for Ontario Health:** Most of the criteria are the work that the CHC currently does. Looking for 2 physicians, 2 NPs, and nurses and front desk staff to support. The proposal is due June 16<sup>th</sup> however Ontario Health will determine what proposals move forward.

**Executive Leaders Meeting (Alliance):** It was revealed that Mental Health programs will receive a 5% increase and physicians will receive 2% increase in salaries. Still looking in ways to increase staff salaries.

##### **Site Updates**

- **Teen:** No updates
- **Sandwich:** No updates
- **Street:** No updates
- **Diabetes:** No updates
- **Pickwick:** No updates
- **Leamington:** No updates
- **Finance:** Auditors are on site for the next two weeks to finalize year end. They will present at the June 21, 2023 Finance meeting.

##### **Strategic Plan 2023-2025**

- The Leadership Team met on May 15, 2023 to operationalize the new Strategic Plan. Quarterly reports will be presented to the Board starting in September 2023.
- The framework is in place but will be completed/updated in July 2023.

##### **Q4 Board Dashboard 2022-23**

- The Q4 Dashboard was presented for optimization, median wait times, cancer screenings, panel sizes and HR performance measures.
- weCHC targets continue to improve.

##### **Site Tours**

- Will hold off until September but will include these.
- Programs and services will be provided to the Board to determine what presentations they would like to hear.

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

**Moved:** H. Bolton

**Seconded:** N. Dziamarski

No Discussion

Carried

#### **5. Committee Reports**

##### **Finance Committee (K. Dryden)**

- The Committee last met February 15, 2023 and will meet next on June 21, 2023. The current financial position was reviewed, and no concerns were raised. The Auditor will attend the June 21, 2023 meeting.

### **Governance Committee (C. Howitt)**

- The Committee last met on April 19<sup>th</sup> and will next meet on June 21, 2023.
- Board Recruitment:
  - There was one candidate interviewed on May 3, 2023. This person has accepted an offer for a position with the Board. This will be effective at the June AGM.
  - A recommendation was made to approve K. Taylor for a position on the Board.

**Motion:** A Motion was made to recruit K. Taylor onto the Board effective at the June AGM 2023.

**Moved:** J. Taylor      **Seconded:** C. Howitt      Approved      Moved

- **Board Recruitment Going Forward:** Will discuss at next Governance Meeting.
- **Approval of Board Policies:**

- **Annual Board Committee Survey Form**

**Motion:** A Motion was made to approve the Annual Board Committee Survey Form as presented with amendments.

**Moved:** H. Bolton      **Seconded:** N. Dziarmarski      Approved      Moved

- **Board Orientation Form**

**Motion:** A Motion was made to approve the Board Orientation Form as presented with amendments.

**Moved:** A. Khanafer      **Seconded:** J. Taylor      Approved      Moved

- **New Board Member Board Orientation Process**

**Motion:** A Motion was made to approve the New Board Orientation Process as presented with amendments.

**Moved:** A. Khanafer      **Seconded:** J. Taylor      Approved      Moved

### **Quality Utilization and Risk Committee (Reported )**

- The Committee last met on April 26, 2023 and will next meet October 25, 2023.
- The Board Members were encouraged to read the individual site reports from the minutes included in the package.

**Motion:** A Motion was made to move to approve the QUR Report.

**Moved:** N. Dziarmarski      **Seconded:** K. Dryden      No Discussion      Carried

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

There were no in-camera items.

### **7. Any Other Business**

There was no other business.

### **8. Adjournment**


The meeting was adjourned at 7:18 pm. The next meeting will be held on May 17, 2023 by Teams.

*Respectfully Submitted by Lynn Thomson*

**Approved June 28, 2023**

  
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J. Taylor, Chair

  
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Clara Howitt, Secretary

  
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Lynn Thomson, Recorder