

**WINDSOR ESSEX COMMUNITY HEALTH CENTRE (weCHC)**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Wednesday March 27, 2024 from 5:30 – 8:00 pm**  
**By Teams**

**Present:** Justine Taylor (Chair), Camille Armour (Vice Chair), Katelyn Dryden (Treasurer), Clara Howitt (Secretary), Ken Stewart, Kris Taylor, Nicole Dziamarski, Alix Khanafer

**Regrets:**

**Staff:** Rita Taillefer (ED), Sarah Sasso (Clinical Director-Sandwich & Quality)

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

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

- J. Taylor called the meeting to order at 5:33 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, 2024 Agenda as presented.**
- \* **Approval of the January 30, 2024 Board Meeting Minutes as circulated.**  
**There was a date correction made to the minutes.**

**1. Land Acknowledgement Statement**

The Land Acknowledgement Statement was read.

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

- **ED Recruitment:** An offer has been made; waiting to hear back from the selected person. Ontario Health (West) and the full Board have been kept updated on the recruitment process.

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

- There was a collective advocacy letter sent to the Minister of Health and MPPs with respect to salary/base increases. There have been no responses received.

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

- **CMHA:** A meeting took place recently with the new ED at CMHA with respect to partnering. Very positive plans are in place to strengthen partnerships between the organizations.
- **Panel on Symposium on Chatham:** An award was received for the work done by the Greenhouse Team.
- **Year End Funding**
  - 2% increase X 2 years – 23/24 and 24/25 for staff salaries.
  - Staff increase 5% in total over the past fiscal year.
  - Alliance is advocating for another 5% increase over the next year.
- **EDI**
  - Engagement with CCDI (Canadian Centre for Diversity and Inclusion) this summer – surveys will go to all staff.
  - "Active offer of French language" training refresher is available to staff.
  - OHT Funding – FSWE/WFHT/CHC: No funds have been directed to weCHC base funding however partnerships will continue between organizations.

- 2 black therapists for adults at FSWE has been funded.
  - Partnering with Centretown CHC to provide education regarding "support and treatment for the transgender clients" has been funded.
  - Anti-Black racism training through UoW (dates to be determined Spring and Fall).
  - Waiting on results of environmental scan done by OHT.
- **Alliance Yearly Conference in Toronto (June 5-6)**
    - Rita & possibly the new ED will attend to represent weCHC.
    - Justine & Nicole will attend as Board Chair and Board Liaison.
    - 2 Directors/Managers from weCHC will attend to represent weCHC.
  - **Yearly Expenses 2024-25 surpassing the \$25k threshold of ED** (annual regular expenses)

Vendor	Type of Payment	Range of Invoice	Frequency	Comments
Alliance for Healthier Communities	IMS Fees	73,000-76,000 CAD	Semi-annually	Information management including EMR, OHRS, data collection
HIROC	Insurance Fees	35,000-40,000 CAD	Semi-Annually	This includes Liability, Automobile, and Property and Equipment
Procurify	Annual Renewal	23,000-26,000 USD	Annually	Procurement Software
Catian	Crowd Strike	54,000	Annually	Security Software through ISecurity
Essex Golf & Country Club	Yearly Tournament Fees	30,000	Annually	Golf Tournament Fees
City of Windsor	Property Tax	\$29,000	Annually	Property Tax for 5 sites

**Motion: A Motion was made to approve the above yearly expenses.**

**Moved:** K. Taylor      **Seconded:** C. Howitt      No Discussion      Carried

- **Q3 Operational Strategic Plan:** The Operational Strategic plan was reviewed and discussed. The organization is on track continuing to support the organization's Mission, Vision and Values.
- **Accreditation:** A mock survey will be conducted in July 2024 with the Board prior to the August accreditation.
- **Golf Tournament:** This year the tournament will take place at Essex Golf and Country Club on May 27, 2024. Last year's tournament received \$92k less expenses; there was a net gain of \$62k. The monies will go forward to support outreach endeavors.

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

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

## 5. Committee Reports

### Finance Committee (Reported K. Dryden)

- The Committee last met February 20, 2024 and will meet next on June 19, 2024 to review the year end financial statements.
- Monthly Factual Certificates for January and February 2024 were attached to the Agenda Package for information purposes. The organization continues to remain in compliance.

**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 January 31, 2024.

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.

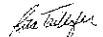
3. weCHC is in compliance with the requirements of the Corporations Information Act and has updated and verified its corporate public record, by submission of Form 1 within 15 days of any change to Board membership; last submission July 4, 2023.

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 September 29, 2023.

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 ourfunding 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 OHRIS TB) submitted: January 30, 2024
- Quarterly report to LHIN (SR) report submitted: January 30, 2024
- Quarterly reports to Board
- Annual Reconciliation Report to Various MOHLTC Departments – June 2023
- CAPS received approved: May 16, 2023

Dated on the 2<sup>nd</sup> day of February, 2024 in Windsor, Ontario



Rita Taillefer  
Executive Director

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Dated on the 19<sup>th</sup> day of March, 2024 in Windsor, Ontario



Rita Taillefer  
Executive Director

### Q3 Variance Report

#### Income Statement Windsor Essex Community Health Centre Q3 2023-24

ONTARIO HEALTH BASE BUDGET	Total Budget	Budget YTD Pro-rated	YTD Actual	YTD Variance
<b>REVENUE</b>				
Ontario Health Base Allocation	\$16,335,408	\$12,251,556	\$12,251,334	● -\$222
Ontario Health One Time	\$50,166	\$37,625	\$50,166	● \$12,542
Other Revenue	\$79,712	\$59,784	\$168,457	● \$108,673
<b>TOTAL REVENUE</b>	<b>\$16,465,286</b>	<b>\$12,348,964</b>	<b>\$12,469,957</b>	<b>● \$120,993</b>
<b>EXPENSES</b>				
<b>Compensation</b>				
Salaries (Worked hours + Benefit hours cost)	\$7,261,709	\$5,446,282	\$4,906,457	● \$539,825
Benefit Contributions	\$1,742,250	\$1,306,688	\$1,540,934	● -\$234,246
Physician Compensation	\$2,698,202	\$2,023,652	\$1,922,684	● \$100,968
Nurse Practitioner Compensation	\$2,140,936	\$1,605,702	\$1,536,219	● \$69,483
<b>Service Costs</b>				
Med/Surgical Supplies & Drugs	\$97,963	\$73,472	\$56,759	● \$16,713
Supplies & Sundry Expenses	\$1,219,415	\$914,561	\$773,896	● \$140,665
Equipment Expenses	\$195,252	\$146,439	\$311,509	● -\$165,070
Contracted Out Expense	\$83,617	\$62,713	\$177,037	● -\$114,324
Buildings & Grounds Expenses	\$1,025,940	\$769,455	\$719,840	● \$49,615
<b>TOTAL EXPENSES</b>	<b>\$16,465,285</b>	<b>\$12,348,963</b>	<b>\$11,945,335</b>	<b>● \$403,628</b>
<b>NET SURPLUS/(DEFICIT) ONTARIO HEALTH BASE BUDGET</b>	<b>\$1</b>	<b>\$1</b>	<b>\$524,622</b>	<b>● \$524,621</b>
<b>OTHER FUNDERS (SAPACCY, Hep C, ED IOP, Maryvale)</b>				
Total Revenue	\$1,230,401	\$922,801	\$913,700	● -\$9,101
Total Expenses	\$1,230,401	\$922,801	\$787,865	● \$134,936
<b>NET SURPLUS/(DEFICIT) OTHER FUNDERS (SAPACCY, Hep C, ED IOP, Maryvale)</b>	<b>\$1</b>	<b>\$1</b>	<b>\$125,836</b>	<b>● \$125,835</b>

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

**Moved:** C. Howitt      **Seconded:** K. Stewart      No Discussion      Carried

#### 6. Governance Committee (Reported by C. Howitt)

- The Committee met February 21, 2024 and will next meet on April 17, 2024. The December minutes were included in the Board Agenda Package.
- Training options were explored to for further Board development. It was suggested to add FLS to the training plan. The plan would include any outside training that Board Members have participated in. The same internal courses would be taken by all members in order to discuss in fullness.
- Approval of Board Policies:**

#### Monthly Factual Certificate

**Motion: A Motion was made to accept Monthly Factual Certificate Form with updates.**

**Moved:** A. Khanfer      **Seconded:** N. Dziamarski      No Discussion      Carried

#### Board of Directors Meeting Evaluation Form

**Motion: A Motion was made to accept the Board of Directors Meeting Evaluation Form**

**Moved:** K. Taylor      **Seconded:** K. Stewart      No Discussion      Carried

#### 7. Quality Utilization and Risk Committee (Reported by K. Stewart, Chair)

- The Committee last met on February 26, 2024 and will next meet on April 24, 2024.
- Site reports were reviewed and discussed as attached in the agenda package.
- The documents reviewed, discussed and agreed upon:
  - 2023 Client Satisfaction Survey Summary
  - Quality Plan
  - Ontario Health Quality Improvement Plan

- o Quality Framework
- o Health Equity Data Report
- o Q3 Incident Report
- o Risk Audit Report/Assessment Tool

- **Quality Improvement Plan:** This was presented and approved for submission. Signatures were obtained.  
**Motion:** A Motion was made to accept the Quality Improvement Plan as presented and approved for submission.  
**Moved:** C. Howitt      **Seconded:** N. Dziamarski      No Discussion      Carried
- **Election of New Chair:** A recommendation was put forward to nominate N. Dziamarski as incoming QUR Chair as K. Stewart is leaving the Board effective today.  
**Motion:** A Motion was made to appoint N. Dziamarski as Chair of the QUR Committee effective today.  
**Moved:** K. Taylor      **Seconded:** J. Taylor      No Discussion      Carried
- K. Stewart was thanked for his time on the weCHC Board for the past 5 years in addition to serving on the Foundation Board for 2 years previously.

**8. In Camera**

**Motion:** A motion was made to move In Camera at 6:07 pm.  
**Moved:** C. Armour      **Seconded:** K. Taylor      No Discussion      Carried

**Motion:** A motion was made to move back into the regular meeting at 6:26 pm.  
**Moved:** N. Dziamarski      **Seconded:** K. Dryden      No Discussion      Carried

**In Camera Items Discussed:** Information shared regarding Street Health location. Noted that K. Taylor identified a conflict of interest and did not vote on items discussed.

**9. Any Other Business**

There was no other business to discuss.

**10. Adjournment**

The meeting was adjourned at 6:45. The next meeting will take place on May 22, 2024.

Respectfully Submitted by Lynn Thomson

Approved May 22, 2024

  
 Justine Taylor, Chair

  
 Clara Howitt, Secretary

  
 Lynn Thomson, Recorder