

**WINDSOR ESSEX COMMUNITY HEALTH CENTRE (weCHC)
BOARD OF DIRECTORS MEETING MINUTES
Wednesday May 22, 2024 from 5:30 – 8:00 pm
Sandwich Site**

Present: Justine Taylor (Chair), Camille Armour (Vice Chair), Katelyn Dryden (Treasurer), Kris Taylor, Nicole Dziamarski, Alix Khasafer

Regrets: Clara Howitt (Secretary)

Staff: Rita Taillefer (ED), Nancy Brockenshire (ED), Stuart Kennedy (Manager Finance & Data Management)

Recorder: Lynn Thomson, Executive Assistant, Recorder

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

- J. Taylor called the meeting to order at 5:33 pm 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 22, 2024 Agenda as presented.**
- * **Approval of the March 27, 2024 Board Meeting Minutes as circulated.**

1. Land Acknowledgement Statement

The Land Acknowledgement Statement was read.

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

- Nancy Brockenshire was welcomed as the incoming Executive Director. Tours of sites have been completed, orientation and one on one's with Directors and Managers are nearing completion. The orientation check list will be sent to the Board once completed.
- **ED Performance Evaluation:** There will be an exit interview scheduled for R. Taillefer in the summer prior to her departure from the organization.
- **Board Governance Training:** Ronna Warsh has retained to perform Board orientation training in the fall. (1 ½ hour training– Date TBD). This will be set outside Board meeting.
- **ED Performance Evaluation:** Logic has been retained to confirm the template. Dates to meet with Logic will be confirmed. Expected date of completion is the end of June.

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

- Alliance AGM is taking place on June 4th. Proxy has been sent for N. Dziamarski to vote on behalf of the weCHC Board. All resolutions will be voted as in favor (as per resolutions discussed in previous Board meetings).
- Virtual meeting for Board Liaison Representatives takes place on May 23, 2024.

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

- **Alliance Executive Leaders Meeting:** R. Taillefer and N. Brockenshire attended the EL Meeting on May 5-6. This is a networking and information sharing opportunity. Advocacy is ongoing for an increase in operational funding to increase wages to be competitive in the health care market.
- **Ontario Health:** Looking to harmonize wages in the community health sector with hospitals. Advocacy is ongoing.

- **Community Partnerships:** Working towards improving partnerships in the community to best serve the community without duplication of services. Working well with CMHA. H4 is the highest need in the downtown core in Windsor. Working with the MHAN Table to focus on areas for central referrals for targeted populations.
- **Q4 Operational Strategic Plan:** The Q4 Operational Strategic Plan update was presented and discussed. On target and moving into year 2 activities to set new targets to align with the current plan.
- **Q4 Board Data Report:** The Q4 Board Data Report was presented and discussed.
- **MCAA Declaration of Compliance (Schedule F):** The Declaration of Compliance was presented and agreed upon with adherence.

Motion: A Motion was to confirm signing the Declaration of Compliance (Schedule F) as presented.

Moved: K. Taylor **Seconded:** N. Dziamarski No Discussion Carried

- **2024 Annual Golf Tournament:** This will be held on May 27 at the Essex Golf and Country Club. If not interested in attending the golfing, tickets are available for the dinner.

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

Moved: C. Armour **Seconded:** A. Khanafer 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 March and April 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 March 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 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: January 30, 2024
 - Quarterly report to LHIN (SRI) 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 8th day of April, 2024 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, 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 April 2, 2024.
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 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 OHS TB) submitted: January 30, 2024
 - Quarterly report to LHIN (SRI) 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 1st day of May, 2024 in Windsor, Ontario



Rita Taillefer
Executive Director

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

Moved: A. Khanafar

Seconded: K. Taylor

No Discussion

Carried

6. Governance Committee (Reported by J. Taylor)

- The Committee met April 17, 2024 and will next meet on June 19, 2024.
- **Board Recruitment Update:** Applicants have been received and will be interviewed in the upcoming weeks.
- **Annual Performance Evaluation for ED:** No discussion.
- **Board Training Opportunities:** Board Governance training with R. Warsh was agreed upon. In addition, Francophone training will be offered later in the next fiscal year.
- **Approval of Board Policies:** There were no policies to approve; all up to date.

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

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

7. Quality Utilization and Risk Committee (Reported by N. Dziamarski)

- The Committee last met on April 24, 2024 and will next meet on October 23, 2024. The April minutes were included in the Agenda Package.
 - Site reports were reviewed and discussed as attached in the agenda package
 - Leamington IAW were awarded a Teamwork Award
 - 2023-24 Client Compliments and Complaints
 - 2023-24 Q4 Incident Reports and Yearly Summary

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

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

8. In Camera

Motion: A Motion was made to move In Camera at 7:15 pm.

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

Motion: A Motion was made to back into the regular meeting at 7:20 pm.

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

In Camera Items Discussed: Approval of the March 27, 2024 minutes.

9. Any Other Business

There was no other business to discuss.

10. Adjournment

The meeting was adjourned at 7:25. The next meeting will take place on September 25, 2024.

Respectfully Submitted by Lynn Thomson

Approved June 26, 2024



Justine Taylor, Chair



Camille Armour Ross, Vice Chair



Lynn Thomson, Recorder