

WINDSOR ESSEX COMMUNITY HEALTH CENTRE (weCHC)
BOARD OF DIRECTORS MEETING MINUTES
Wednesday June 26, 2024 ~ 5:30 - 6:25 pm
Sandwich Site – Room 151

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

Regrets: Clara Howitt (Secretary)

Staff: 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 5:35 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 June 26, 2024 Agenda as presented.**
- * **Approval of the May 22, 2024 Board Meeting Minutes as circulated.**

1. Land Acknowledgement Statement (J. Taylor)

The Land Acknowledgement Statement was read.

2. weCHC and Board Report (included in AGM Report) (J. Taylor)

- Included in Agenda package

3. Board Liaison Report (N. Dziamarski)

- Alliance Conference was held on June 4-6. All Resolutions were passed at the AGM. The conference was well received. There was discussion about health equity data which was a useful topic in ensuring equitable care of all clients. Discussion also took place about AI scribe in supporting care.

4. Committee Reports:

Finance Committee – K. Dryden

- The Committee last met on June 19, 2024 and will next meet on December 18, 2024. The minutes from the June 19, 2024 meeting were included in the Agenda package.
- Monthly Factual Certificate for May 2024 was included in the attached Finance Agenda Package.

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 May 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 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 OHRB TB) submitted: May 31, 2024
- Quarterly report to Ontario Health (SRI) report submitted: May 31, 2024
- Quarterly reports to Board
- Annual Reconciliation Report to Various MOHLTC Departments – June 2023
- CAPS received approved: May 16, 2023

Dated on the 5th day of June, 2024 in Windsor, Ontario


 Rita Taillefer,
 Executive Director

- The Committee met June 19, 2024 with the Auditor from KPMG to review the Draft Audited Financial Statements at March 31, 2024. There were a few amendments made with capital reallocation.
Recommendation: A recommendation will be made to the Board on June 26, 2024 to approve the Draft Financial Statements at March 31, 2024 as presented by KPMG at the Finance and Facilities Meeting on June 19, 2024.

Motion: A Motion was made to approve the Financial Statements at March 31, 2024.
Moved: C. Armour **Seconded:** A. Khanafar No discussion Carried

Governance Committee – J. Taylor on behalf of C. Howitt

- The Committee met June 19, 2024 and will next meet on October 16, 2024. The minutes from the June 19, 2024 meeting are included in the Agenda package.
- Policy Update: Board Self Management, Roles & Responsibilities

Motion: A Motion was made to approve the Board Self Management, Roles & Responsibilities Policy.
Moved: C. Armour Ross **Seconded:** N. Dziarmarski No discussion Carried

- 2023-2024 Conflict Resolution Register – There was one conflict identified by K. Taylor who abstained from voting upon identification of the conflict in relation to the City of Windsor relationship.
- 2024-2025 Board and Board Committee Meeting Schedule: The schedule is attached to the Agenda package and will be finalized with Board Committee structure following the AGM.
- Board Governance Training will take place on October 9, 2024 with R. Warsh (in person). A further schedule will be developed.

Motion: A Motion was made to approve the Governance Report as presented.
Moved: K. Dryden **Seconded:** C. Armour Ross No discussion Carried

Quality Utilization and Risk Committee – N. Dziarmarski, Chair

- The Committee last met on April 24, 2024 and will next meet on October 23, 2024.
- The April meeting minutes were included in the May 22, 2024 Board Meeting Agenda Package.

5. In Camera

- There were no camera items.

6. Other Business:

- **Confidentiality Agreement:** Yearly attestation is required for signature.
- **Alliance Health Equity Charter**
Completed by the Leadership Team. This can be deferred to the September 2024 meeting for further discussion.

7. ED Updates

- CMHA received EOI funding. Work is ongoing to work with CMHA. The funding oversees H4. weCHC will put an RPN H4. Street Health focuses on primary care of the vulnerable population. Work will continue with CMHA to build the best services for all clients. Some funding is available for an NP at the Leamington site to increase services.
- SAPACCY held an event last week which was well attended by community members.

8. Adjournment

The next Board Meeting will take place on Wednesday September 27, 2024. Sandwich Site, Room 151 – 3325 College Avenue.

Respectfully Submitted by Lynn Thomson

Approved September 25, 2024



Justine Taylor, Chair



Camille Armour Ross, Vice Chair



Lynn Thomson, Recorder