Sandy Hill Community Health Centre
Centre de santé communautaire Côte-de-Sable

Board of Directors Meeting
Réunion du conseil d'administration

September 18 septembre 2024
5:30 – 8:00 p.m. / 17 h 30 – 20 h
Hybrid Meeting / Réunion hybride

Approved Minutes / Procès-verbal approuvé

PRESENT:	Glen Barber – Board Chair; David Clements – Vice Chair; Elizabeth Sanderson – Vice-Chair; Karen Capen – Board Secretary; Sonia Granzer, Noor Hameed, Nives Ilic, Gaya Jayaraman, Hélène Laperriere, Stéphanie Pelletier, Chantal Rioux, Rodney Stehr – Board Directors
ABSENT WITH REGRETS:	Hubert Paulmer – Treasurer; Aynsely Morris, Kyle Robinson, Swapna Stephen – Board Directors Marie-Elise Blais – Staff Representative
STAFF GUESTS:	Robin McAndrew – Executive Director Jessica Menard and Banks Zero – Staff Representatives
MINUTES:	Cristina Coiciu – Executive Assistant

The meeting was held in hybrid mode, i.e. in person in the Board Room and virtually via TELUS Business Connect platform.

	ITEM	ACTION
1.	**Declaration of Conflict / Déclaration du conflit d'intérêt** No declaration of conflict was made. / Aucune déclaration de conflit n'a été faite.	**- Glen Barber**
2.	**Approval of Agenda / Adoption de l'ordre du jour** *It was moved by Gaya J. and seconded by Chantal R. to approve the agenda as presented. / Il a été proposé par Gaya J. et appuyée par Chantal R. d'approuver l'ordre du jour tel que présentée.* **ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**	**- Glen Barber**
3.	**Consent Agenda / Résolutions en bloc** The Consent Agenda included the following items: - Item 3.1 Approval of Minutes of the Meeting on June 19, 2024 / Approbation du procès-verbal de la réunion du 19 juin : *To approve the draft minutes of the meeting on June 19, 2024, as presented. / Approuver le procès-verbal provisoire de la réunion du 19 juin 2024, tel que présenté.* - Item 3.2 Approval of Minutes of the Special Meeting on June 26, 2024 (after the AGM) / Approbation du procès-verbal de la réunion spéciale du 26 juin (après l'AGA) : *To approve the draft minutes of the special meeting on June 26, 2024, as presented. /*	**- Glen Barber**

	Approuver le procès-verbal provisoire de la réunion spéciale du 26 juin 2024, tel que présenté. - Item 3.3 Annual Review of the Executive Committee Terms of Reference / Examen annuel du mandat du Comité exécutif : *To approve the reviewed and revised Terms of Reference, as recommended. / Approuver le mandat révisé, tel que recommandé.* - Item 3.4 Broader Public Sector Accountability Agreement – Attestation for 2023-2024 – Ratification / Accord de responsabilisation du secteur public élargi – Attestation pour 2023-2024 – Ratification : *To ratify the Executive Committee decision to submit the attestation for 2023-2024, as requested by funder. / Ratifier la décision du Comité exécutif de soumettre l'attestation pour 2023-2024, comme demandé par le bailleur de fonds.* - Item 3.5 Liability Insurance Policy for 2024-2025 – Overview / Assurance responsabilité civile du Centre pour 2024-2025 – BRF24-050-B: *To receive as information the overview for the renewed Liability Insurance Policy for 2024-2025. / Pour recevoir à titre d'information l'aperçu de la politique d'assurance responsabilité civile renouvelée pour 2024-2025.* *It was moved by Karen C. and seconded by Elizabeth S. to approve the Consent Agenda, as presented. / Karen C., appuyée par Elizabeth S., propose d'approuver les résolutions en bloc tel que présentées.* **ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**
4.	**Board Orientation / Orientation du conseil d'administration** **4.1. Agency Overview and Executive Director's Report / Aperçu de l'organisation et rapport de la directrice générale** **- Robin McAndrew** The Executive Director offered a broad overview of the organizational structure, covering the following elements: - Organizational chart - Catchment area and funding for catchment and population health-based services - An overall picture of the Centre's finances, covering the sources of funding, distribution of funds across departments, and the broad expense categories - SHCHC teams, programs and services - Complexity of care - SHCHC networks and coalitions The Board of Directors received the information and congratulated the Executive Director on such a comprehensive presentation about the organization. **4.2 Review of Corporate Requirements / Exigences de la société** **- Glen Barber** **(i.e. Board Code of Conduct, Privacy and Confidentiality, Conflict of Interest)** The Board Chair reminded of the annual corporate requirements that each Director has to acknowledge by signing the appropriate statements for compliance. **4.3 Other Board Orientation Elements and Activities / Autres éléments et activités d'orientation du conseil** **- Glen Barber** <u>Board 101</u> The Board Secretary offered a few outlines about the Board's principles for good governance, the Board's role and responsibilities and common governance challenges, and invited all members to review at their own pace the full version of the presentation and come back with any questions or

new ideas. The Board 101 slide deck is available on the Board Portal, under "Training/ Resources". The Board Secretary pointed to the section "Evolving Board Expectations", where the Board can spend more discussion with regards to what kind of Board we want to be in the future.

Community Bus Tour and Tour of the Centre

The Board Chair indicated that part of the Board Orientation plan there is also the annual Community Bus Tour, as well as a tour of the Centre. These two activities can be combined in one encounter or done separately. The Executive Assistant will canvass a few dates at the beginning of October to set the date. All Directors, new and long-standing, are encouraged to participate.

Program Presentations

The Board Chair mentioned that, during the year, there would be various presentations by staff on different programs and services offered at the Centre.

Board Retreat

The Board Chair explained that every year, the Board of Directors holds a Board Retreat to deep-dive into topics of interest for the Board, and to use that time and space for team-building and Board development. The Nominations and Governance Committee will have the first planning discussion on September 30, and the meeting is open to any other Directors interested to bring their ideas to the table. The idea is to hold a half-day retreat on a Saturday or Sunday and cancel the regular Board meeting on November 20. At the Retreat, the first part can deal with any pressing business items that need to be approved by the Board, and then continue with the planned activities. The Executive Assistant will canvass a few dates in November to set a date.

Mentorship Program for New Board Directors

The Board Chair explained the importance of mentoring new Board members, suggesting that each existing long-standing member volunteer to mentor at least one new member, with the formality of the process to be determined. Emphasis was placed on making new members feel welcome and comfortable, encouraging them to ask questions and fostering a friendly attitude.

The Executive Assistant drafted a list and paired long-standing members as mentors for the new Directors. The Board Chair encouraged all new members to feel free to reach out not only to their assigned mentors, but to any other member if they had questions or needed more information on certain topics.

4. Board Committees – Launching the New Season 2024-2025 /
Comités du conseil d'administration – Lancement de la nouvelle saison 2024-2025

4.1 Round-Table Discussion and Introduction of Committees /
Table ronde et présentation des comités

The Board Chair encouraged all Directors to join at least one committee, based on their interests. He explained that each committee was meeting 3-4 times per year, or as needed. The Board Chair invited each committee Chair to offer an introduction on the work of their committee.

After some discussion, the following Board Directors put their names forward for the respective committees:

- Sonia Granzer – for QPC
- Gaya Jayaraman – for QPC

- Nives Ilic – for EIC
- Chantal Rioux – for EIC
- Rodney Stehr – for QPC and EIC
- Stephanie Pelletier – for NGC, in addition to AFC; remove her name from QPC
- Karen Capen – for AFC, in addition to NGC

Following this meeting, the Executive Assistant will send an email to all Board for expressions of interest.

4.2 Ottawa CHCs Joint Advocacy Group – Update / Groupe conjoint de défense des intérêts des CSC d'Ottawa – Mise à jour **- Karen Capen/Elizabeth Sanderson**

The Board Secretary and the Vice-Chair Elizabeth S. offered the following updates:
- The meeting discussed the frustration regarding enhancing compensation for healthcare workers and making it competitive.
- The focus was on working with policy analysts and the treasury board to apply for funding.
- The meeting also touched on the need for concrete actions to increase salaries and the importance of understanding how the system works. Additionally, there was mention of the need for a clear strategy and key messages for advocacy efforts.
- Updates were provided on Alliance-related items.
- The meeting emphasized the importance of working together and aligning efforts to achieve the goal of improving compensation for healthcare workers.
- There was uncertainty about the local and provincial advocacy efforts and access to bureaucrats, indicating a need for further clarification and planning in this area.
- The discussion touched on the need for a more focused approach towards advocacy initiatives and the potential for misunderstandings or assumptions among different CHC Boards regarding the purpose and scope of joint advocacy efforts.
- The meeting highlighted the importance of defining clear terms of reference and objectives to avoid confusion and ensure alignment among participants in future discussions and actions.
- The need for a more structured and effective approach to advocacy, including defining key messages and utilizing existing toolkits, was mentioned as an area requiring further attention and development.

4.3 Reflections on the Alliance Conference 2024 / Réflexions sur la Conférence de l'Alliance 2024 **Karen Capen/Noor Hameed**

The Board Secretary and Noor H. offered their reflections from the Alliance Conference to which they participated last June.

4.4 Committees Membership / Membres des comités

This item was covered under "Introduction to Board Committees". After the meeting, the Executive Assistant will send an email to all Board for expressions of interest.

4.5 Schedule of Meetings for 2024-2025 / Programme des réunions pour 2024-2025 **- Glen Barber**

The Board Chair indicated that the meetings would be booked in everyone's calendar as place holders. If needed, the dates can be modified to accommodate the majority's availability.

	4.6 Alliance Board Liaisons for 2024-2025 / - Glen Barber **Liaisons du Conseil d'administration avec l'Alliance pour 2024-2025** The Board Chair indicated that Karen Capen expressed her interest to continue as Board Liaison with the Alliance for another year, and Noor Hameed declined the role due to her work commitments. The position is vacant, and Glen B. asked that expressions of interest be sent to the Executive Assistant. If there are more than one, the Board will decide at their next meeting.
5.	**Information Items / Points d'information** **5.1 Mentoring for New Board Members / Mentorat pour les nouveaux membres du conseil d'administration** This was discussed under "Other Board Orientation Elements and Activities". **5.2 Board Retreat Planning / Planification de la retraite du conseil d'administration** This was covered under "Other Board Orientation Elements and Activities". **5.3 Board Workplan for 2024-2025 / - Glen Barber** **Plan de travail du conseil d'administration pour 2024-2025** The Board reviewed the activities for 2024-2025. It was noted that some of them may shift based on emergent issues. **5.4 AGM 2025 – Planning for the 50 Years Celebration / - Glen Barber** **Assemblée générale annuelle 2025 – Planification de la célébration des 50 ans** The Board Chair indicated that, next year, the Centre celebrates its 50th anniversary. He encouraged that a planning working group be formed to look at some options for celebration. More information to come.
6.	**In camera / À huis clos** The Board Chair called for a discussion in camera and invited staff members to leave the room. *It was moved by Karen C. and seconded by Elizabeth S. to move the discussion in camera. / Karen C., appuyée par Elizabeth S., propose de déplacer la discussion à huis clos.* **ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE** There was some discussion on a recent staff complaint and the process involved. *It was moved by Elizabeth S. and seconded by Chantal R. to close the discussion in camera. / Elizabeth S., appuyée par Chantal R., propose de clore la discussion à huis clos.* **ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**

Adjournment: 8:30 p.m.

NEXT MEETING – October 16, 2024