



Minutes of the Board of Directors Meeting Held on August 16, 2021 Virtual Meeting		
PRESENT	Charis Romilly Turner (Executive Director) Mary Wood (Chair) Deborah Creatura Erin Fordyce Rami Garg Alessandro Manduca-Barone Colin Mang Louis Pike Kateryna Shpir Karen Trzaska Alicia Tyson	
REGRETS	Anita Marziliano Lystra Singh	
ABSENT	Reham Teama	
GUESTS		
RECORDER	Michelle Benitez	
ITEM	DESCRIPTION	FOLLOW UP
1. Welcome	Board members welcomed. Meeting is taking place virtually amid the COVID-19 pandemic.	
Establishment of Quorum	Quorum Met.	
2. Consent Agenda	<p>Board approved the Consent Agenda consisting of the following items:</p> <ul style="list-style-type: none"> - Approval of Agenda - Declaration of Conflict of Interest - Approve the following Minutes of Meetings (exclusive of Business Arising): <ul style="list-style-type: none"> • Regular board meeting of June 21, 2021 <p>Motion to Approve Consent Agenda. Moved By Deborah Creatura Seconded By Erin Fordyce Carried</p>	

<p>3. Board Attendance Protocol</p>	<p>Mary reminded the Board on the meeting attendance protocols. The Board must attend 2/3 of meetings; members that miss three meetings in a board calendar year will be flagged. It is also important that the Board notify when unable to attend a meeting.</p> <p>Mary and Kateryna will be reaching out to board members that have had poor meeting attendance in case they are not able to commit and wish to resign from the Board. This will assist in prepping for this year's board recruitment planning.</p>	<p>Mary and Kateryna to contact board members re: attendance.</p>
<p>4. Executive Director's Report</p>	<p>Board meeting package includes the Executive Director's Report.</p> <p>Charis highlighted a few updates:</p> <ul style="list-style-type: none"> • Report included an overview on current pandemic status and the response vs recovery of broader and local community needs. Further clarity is needed on the overall strategy among government bodies and expectations of CHCs. Currently, CHCs are working with limited resources yet there are emerging pressures to address system gaps and backlogs of client services, while meeting all targets. • Stonegate CHC was involved in the South Etobicoke Vaccine Clinic which wrapped up at the end of July. There was a total of 14 clinics that were run and 1,387 vaccines were administered. The clinics were a great initiative but were very labour intensive. Initially, 20% of the Centre's staff were supporting the clinics, but was later reduced to 10% in order to meet the Centre's own capacity in delivering programs and services at the Centre. • Stonegate Queensway area's rate of full vaccination is 65.4%, compared to the 18+ in Toronto which is at 73.5%. Community Ambassadors have been engaging with the community around vaccinations and there has been a low interest. Charis will be given more detailed feedback; however, there are present gaps in delivering education to specific cultural groups (i.e. Ukrainian and Russian). <p>The Ontario Food Terminal is holding pop-up vaccine clinics on August 16th and 17th and no appointments are necessary. The pharmacy downstairs also continues to provide vaccines. The Centre has also been asked by several bodies on capacity to deliver vaccinations and COVID testing clinics. Toronto Public Health has reached out to inquire on resources and support the Centre would need to engage in vaccine distribution for clients and the local community. A casual RPN has been hired at the</p>	

	<p>Centre in anticipation of increased demands to support COVID initiatives.</p> <ul style="list-style-type: none"> Charis updated the Board on two critical staff leaves due to personal and professional development reasons. These two roles were also covering parts of the Manager of Finance and Admin who is presently on leave. There are two one-year contract positions being prepared to hire a Clinical Manager and a Director of Finance and Operations. Stonegate CHC has created a COVID-19 Staff Vaccination Policy to be in effect for staff compliance by September 7, 2021. Policy is based on Sunnybrook Hospital’s vaccination policy, where staff must submit proof of vaccination, or if not vaccinated, staff must receive education on vaccinations and sign a waiver on risks and understanding that work will not be modified to accommodate. Results on compliance would be reported to the Occupational Health and Safety Committee without identifying details. In recognition of Stonegate CHC staff’s hard work in meeting significant demands, a Staff Wellness afternoon on September 3rd will be offered for staff to engage in a wellness activity. The Centre will be open until 12pm that day, and staff will be offered the afternoon off. Charis discussed the Centre’s New Normal Framework which was created with input from staff. The plan would consist of hybrid model gradually bringing more staff onsite starting September 7th, and expanding the Centre’s hours of operation. The current COVID numbers are being monitored and plan may be delayed until October if numbers significantly increase. Charis to send the Board the planned New Normal Framework. Charis informed of two clients that have been discharged from Stonegate CHC due to violent and escalating concerns with behavioural issues with staff and community members. Police has been involved in both cases. 	<p>Charis to circulate Framework with the Board.</p>
<p>5. Committee Reports</p>	<ul style="list-style-type: none"> Governance Kateryna provided an update on the board recruitment for the coming year. There are three confirmed vacancies, and the possibility of two additional vacancies should some board members decide they are unable to commit to the board attendance protocol. Board agreed that recruitment should focus on looking for good candidates and not necessarily to fill a number of 	

	<p>vacancies. In case the Committee is not able to fill all vacancies in this year’s board recruitment, there was agreement to leave the spots open to fill at a later time.</p> <p>Board recruitment began on August 6th and one application has been received so far. The deadline to receive applications is the end of August; however, an extension would be made until mid-September depending on the number of applications received. The posting is listed in Charity Village and on Stonegate CHC’s website. Suggestion was made to also post on Indeed, Stonegate CHC’s Facebook page, and the City Councillor and MPP’s e-newsletters. Board agreed that targeted recruitment is helpful. It is also important for candidates to live in the community and come from diverse backgrounds and skill sets. It was acknowledged that recruitment is also limited by the number of applications received but all these factors will be considered as part of the interviews. Charis will share the posting link with the Board to circulate among their networks.</p> <p>Applications will be screened for potential of an interview, and a later date will be selected to hold all interviews. The interview panel will consist of Kateryna, Karen, Erin, and Charis. Al is also available as a back-up.</p> <p>Charis discussed planning for the upcoming AGM in November. Work will be underway to draft the annual report. The Board Chair will write the report from the Board of Directors, and board committees can also insert any specific details they wish to include as part of the report. A decision will need to be made on whether the AGM will be held in person or virtually.</p> <ul style="list-style-type: none"> • Strategic Directions <p>Alicia had previously circulated a document with the Committee’s latest update regarding the Centre’s Strategic Directions plan. A decision was made to delay the creation of a new strategic plan which would have been due in 2022, and instead do a refresh to the current plan. This decision was made given several factors with the pandemic and significant unknowns at this time. Alicia, Lou, and Charis are working on a draft refresh to the current strategic plan and will bring it to the Board for review. Suggestion was made to also present the draft at the Centre’s next staff meeting on August 25th for their feedback and input.</p>	<p>Charis to circulate posting link with the Board.</p>
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<p>6. Board Liaison Update</p>	<p>The Alliance will be starting their strategic directions process, and Alicia and Lou will be participating in the upcoming sessions. Erin will check if details related to the Alliance’s priorities could be used in Stonegate CHC’s strategic direction plan refresh for alignment.</p>	<p>Erin to confirm if the Alliance’s priorities can be linked and used in the Centre’s strategic directions plan.</p>
<p>7. Other Business</p>	<ul style="list-style-type: none"> For upcoming board meetings, Charis will be scheduling 10mins staff presentations to discuss the Centre’s programs and services. Presentations will cover program highlights and will be linked directly to the Centre’s strategic directions. Charis will be updating the annual Board Calendar of Compliance and will bring it to the next board meeting. Board to receive the latest copy of Stonegate CHC’s By-Laws for review and information. Charis provided an update on how she is doing in her first few month’s as the Executive Director. She has been busy especially due to the administrative gaps, but hopes to fill the vacancies soon to meet the workload demands. Board acknowledged the great work Charis is doing and offered their support. 	<p>Future meetings to include staff presentations on programs and services.</p> <p>Charis to update Board Calendar.</p> <p>Michelle to circulate By-Laws document with the Board.</p>
<p>8. Adjournment of regular meeting</p>	<p>Motion to adjourn regular board meeting. Moved By Deborah Creatura Seconded By Alicia Tyson Carried</p> <p> _____ President</p> <p>September 27, 2021 _____ Date</p> <p> _____ Secretary or Designate</p> <p>September 27, 2021 _____ Date</p> <p>Upcoming Meetings:</p> <ul style="list-style-type: none"> Next regular Board Meeting – September 20, 2021 	