

STONEGATE

Community Health Centre

Minutes of the Board of Directors Meeting

Held on May 17, 2021

Virtual Meeting


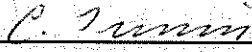
PRESENT	Bev Leaver (Executive Director) Mary Wood (Chair) Deborah Creatura Erin Fordyce Rami Garg Alessandro Manduca-Barone Anita Marziliano Louis Pike Kateryna Shpir Karen Trzaska Alicia Tyson	
REGRETS	Colin Mang	
ABSENT	Lystra Singh Reham Teama	
GUESTS	Charis Romilly Turner (arriving Executive Director) Carol Barbosa (Manager, Health Promotion)	
RECORDER	Michelle Benitez	
ITEM	DESCRIPTION	FOLLOW UP
1. Welcome	Board members were welcomed and Charis Romilly Turner was introduced as the new Executive Director. Charis will be starting in her new role on May 31 st . Board offered their support to help in Bev and Charis' transition. Meeting is taking place virtually amid the COVID-19 pandemic.	
Establishment of Quorum	Quorum Met.	
2. Consent Agenda	Board approved the Consent Agenda consisting of the following items: <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 April 19, 2021• In-Camera board meeting of April 29, 2021	

	<ul style="list-style-type: none"> - Accept the following items: <ul style="list-style-type: none"> • Compliance confirmed with the Board Calendar of Compliance. <p>Motion to Approve Consent Agenda. Moved By Kateryna Shpir Seconded By Louis Pike Carried</p>	
<p>3. Executive Director's Report</p>	<p>Board meeting package includes the Executive Director's Report.</p> <p>Bev highlighted a few updates:</p> <ul style="list-style-type: none"> • Board received material on the Alliance's refreshed Health Equity Charter for review and endorsement. With the Alliance's membership expansion to other organizations, there was a need to identify criteria on who could become a member. It was agreed that all organizations joining the Alliance must endorse and commit to the Alliance's Health Equity Charter as a membership criteria, and review on an annual basis. <p>Motion that Stonegate CHC endorses the Health Equity Charter as a criteria for membership and submit such Board resolution to the Alliance; BE IT FURTHER RESOLVED that Stonegate's Board will renew its commitment to the Health Equity Charter and review its progress on putting the Charter into action annually. Moved By Deborah Creatura Seconded By Alicia Tyson Carried</p> <ul style="list-style-type: none"> • Stonegate CHC has been actively engaged with South Etobicoke partners in the vaccine rollout, staffing and supporting vaccine clinics in the community. A two day vaccine clinic took place at the Daily Bread Food Bank reaching key populations with barriers, approx. 100 vaccines were administered. In the coming week, another vaccine clinic will be launched at the Fashion Institute of Humber College on Lakeshore, opening on Thursday and Saturday, and continuing to operate every Thursday with potential for expansion, if needed. <p>The most disadvantaged are having great barriers to booking a vaccine appointment, and the pop-up drop-in clinics have proven to be beneficial to reach these populations and provide flexibility. The City's Community Ambassadors will be key to reach out and disseminate vaccine information in communities, and also assist individuals directly with booking vaccine appointments. It was noted that the Community Ambassadors</p>	

	<p>program has not yet started; they are being trained and oriented. It is expected the City will be rolling out a mobilization strategy for Community Ambassadors throughout the city. Work is also underway to map out and recruit community leaders to assist with community engagement.</p> <ul style="list-style-type: none"> • Bev received a response from the Ministry of Health regarding Stonegate CHC's final reconciliation documents on the Centre's capital project to construct the new facility. Minor changes were requested for the Auditor to redo the financial statements and resubmit. Bev reminded the Board that the final project was under budget; however, there were several change orders that took place during the construction that still require the Ministry's approval. The Board at the time had approved to move forward with the change orders noting the potential risk of the Ministry not accepting these costs. This has also been noted on Stonegate CHC's risk register. • Bev highlighted two Anti-Black Racism initiatives that Stonegate CHC will be engaged in this coming year. The South Etobicoke Cluster will be hiring a Facilitator to lead the development of a Community of Practice, and creating actions plans for these organizations to commit to. Performance measurement for these initiatives includes the deliverables identified in the action plans, and a pre and post survey to be used as a baseline. Bev noted there was a survey already released last November. <p>The CHC sector is also organizing Governor to Governor sessions facilitated by the Taibu Community Health Centre on Anti-Black Racism. Board was asked to hold tentative dates for these sessions.</p> <ul style="list-style-type: none"> • The West Toronto OHT's Steering Committee has engaged a Facilitator to assist in developing a decision making structure, and help identify membership's expectations and commitments. Currently, this OHT is composed of member agencies leading the work as well as collaborative members. • Due to an unexpected staff absence, there has been a gap in the Centre's data management and reporting of accountability indicators. Compass Community Health has been contracted to cover the Centre's information management needs for the next three months. This organization has significant expertise in information technology, supporting almost 20 CHCs in the past 10 years with their IT and information management needs. Bev 	
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	<p>noted some delays with immediate reports that need to be submitted due to timing with the transition, but assured that all reporting obligations will be met.</p> <ul style="list-style-type: none"> Board received the updated Risk Register document with tonight's board meeting package. The Risk Register is presented to the Board twice a year, and any serious items are flagged immediately for review and discussion. <p>Bev informed that the highest risk item continues to be the Ministry's policy around permission to reallocate physician funding. For the past years, the Centre has adjusted staffing using physician funding to staff a physician who needs to work less than full-time (0.6) and hire additional clinical support. In past years, the Ministry has granted permission on this arrangement, but it is not guaranteed this will always occur. Bev indicated that this physician will now be retiring in July, and plans are in place to recruit a physician for a higher portion (0.9); which would reduce the physician reallocation funding request with the Ministry.</p> <ul style="list-style-type: none"> Bev noted the Joint Occupational Health and Safety Committee continue to meet regularly. There are no issues of concern. Report is being finalized and Bev will ensure it is shared with the Board. As part of MSAA's annual requirement, the Board made a motion agreeing to MSAA's Declaration of Compliance. Declaration needs to be signed by the Board Chair. <p>Motion that the Board approve the Declaration of Compliance for 2020-2021 for submission to the TC LHIN. Moved By Louis Pike Seconded By Deborah Creatura Carried</p>	<p>Bev to circulate report with the Board.</p>
<p>4. Committee Reports</p>	<p>Committee Chairs from Governance and Strategic Directions agreed to hold individual meetings with Charis to bring her up to speed on the Committee's work to date and work plans. Charis to reach out to both Chairs once set up in her new role.</p> <ul style="list-style-type: none"> Governance Board discussed timing of the upcoming AGM and board recruitment for the new board year 2021-2022. The last AGM was 	<p>Committee Chairs to meet with Charis.</p>

	<p>held in September 2020, and the following AGM must be scheduled within 15 months.</p> <p>Board agreed to hold the AGM in November, and board recruitment would need to occur in September/October to be presented to membership at the AGM for approval. It was acknowledged that changing the timing of board recruitment and the AGM date would signify extending the current board terms until November. The new board year would start after the AGM takes place.</p> <p>Bev will resend Kateryna the SurveyMonkey links. It was also confirmed that Julia Graham can assist the Board with the postings for recruitment. Suggestion was made to consider additional sources to post for board recruitment, ensuring anti-black racism and health equity values are reflected.</p> <p>There was agreement to hold regular monthly board meetings throughout the Summer to support Charis' transition in her new role. Meetings will occur on the third Monday of every month at 7pm.</p> <ul style="list-style-type: none"> • Strategic Directions <p>Starting in July, Lou has agreed to take on the Chair role for the Strategic Directions committee.</p> <p>Committee continues to work and plan out imminent items to address as part of the Centre's strategic directions planning. Further discussions have taken place on the environmental scan following last month's board meeting. Some of the items identified that should be addressed include specific healthcare needs post-Covid, staff burnout, change in the Centre's leadership, board members completing their terms on the Board in the Fall, among other factors. The opportunity exists for the Centre to continue to innovate, partner, and become an advocate in the healthcare sector.</p> <p>Lou will be taking the environmental scan document and creating a chart document with action items on ideas discussed. This tool will be helpful to assess and potentially tweak the current Strategic Plan, instead of creating an entirely new plan next year.</p>	<p>Governance to plan for board recruitment by September/October.</p> <p>Michelle to schedule monthly board meetings in the Summer.</p> <p>Lou to prepare chart document for Strategic Planning discussions.</p>
<p>5. Board Liaison Update</p>	<p>Tonight's meeting package included the agenda and meeting materials to be discussed at the upcoming Alliance's AGM on June 15th. At the AGM, members will be requested to approve a number</p>	

	<p>of resolutions. Board had no concerns with the resolutions being proposed; however, Erin can raise any questions the Board may have at an upcoming board liaison meeting prior to the AGM taking place. A motion was made for the Board to endorse the Alliance's resolutions.</p> <p>Motion to endorse the Alliance's resolutions. Moved By Louis Pike Seconded By Alessandro Manduca-Barone Carried</p> <p>Erin confirmed she will be attending the Alliance's AGM and can be named Stonegate CHC's Proxy. Karen agreed to be an alternate if required.</p> <p>Motion that Erin Fordyce be named as Stonegate CHC's Proxy and Karen Trzaska as the alternate and can vote at the Alliance AGM. Moved By Louis Pike Seconded By Anita Marziliano Carried</p>	
<p>6. Adjournment of regular meeting</p>	<p>Bev's last day will be on May 28th. The Board thanked Bev for her great leadership during these many years at Stonegate CHC, and wished her well in her retirement.</p> <p>Motion to adjourn regular board meeting. Moved By Anita Marziliano Seconded By Alicia Tyson Carried</p> <p> _____ President</p> <p>June 21, 2021 _____ Date</p> <p> _____ Secretary or Designate</p> <p>JUNE 21/2021 _____ Date</p> <p>Upcoming Meetings:</p> <ul style="list-style-type: none"> • Regular Board Meeting – June 21, 2021 at 7:00pm 	