

Minutes of the Board of Directors Meeting Held on October 18, 2021 Virtual Meeting		
PRESENT	Charis Romilly Turner (Executive Director) Mary Wood (Chair) Deborah Creatura Erin Fordyce Rami Garg Alessandro Manduca-Barone Colin Mang Anita Marziliano Louis Pike Karen Trzaska Alicia Tyson	
REGRETS	Kateryna Shpir	
ABSENT		
GUESTS	Diane Hermenegildo (Clinical Manager) Natalia Udarchik (Asthma Program Coordinator)	
RECORDER	Michelle Benitez	
ITEM	DESCRIPTION	FOLLOW UP
1. Welcome	Board members and guests 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 September 27, 2021 <p>Motion to Approve Consent Agenda. Moved By Deborah Creatura Seconded By Louis Pike Carried</p>	

<p>3. Program Report: Asthma/COPD</p>	<p>Natalia Udarchik, Stonegate CHC’s Asthma Program Coordinator, was invited to provide an overview on the Primary Care Asthma/COPD Program (PCAP). Charis also introduced Diane Hermenegildo, Stonegate CHC’s new Clinical Manager who will also be supporting PCAP.</p> <p>PCAP is an evidence-based program part of the Ministry of Health and Long-term Care’s Asthma program. Stonegate CHC has been offering PCAP since 2002. This program was initially delivered at three different CHCs in the West Toronto area, and over the years has expanded to other CHCs in Toronto. PCAP has been very successful providing proper preventative tools and treatment, and significantly reducing emergency visits and asthma attacks.</p> <p>Specifically at Stonegate CHC, PCAP offers asthma/COPD education to individuals and families, on-site diagnostic testing, smoking cessation, pulmonary rehab, community outreach, among other resources. Support is also available for patients without a drug plan.</p> <p>Natalia discussed limitations due to the current pandemic. Updated data was provided on the number of client encounters served in the current and previous fiscal year, compared to the number of clients served prior to the pandemic (fiscal year 2019-2020). The number of clients served have reduced, and there was also a switch from in-person to virtual care. Onsite pulmonary function testing has been paused due to specific room requirements. This past Spring, an 8 week Pulmonary Rehabilitation Program was offered virtually and another virtual program is being launched in January. There are several factors that will still need to be determined for a safe return of in-person services. However, the Centre continues to provide virtual resources and can offer in-person appointments, when requested.</p>	
<p>4. Committee Reports</p>	<ul style="list-style-type: none"> ● Governance <p>Nominating Sub-Committee</p> <p>Committee finished board recruitment interviews, and made recommendation to fill five vacancies for the upcoming board year. A total of eight candidates were interviewed, and it was noted that this year’s recruitment process had very strong candidates. Committee reviewed the experience and backgrounds of the recommended slate of nominees. All five candidates bring extensive experience aligned with the Board’s skill matrix.</p>	

	<p>Motion that the following candidates be nominated for the Board for approval at the upcoming Annual General Meeting.</p> <ul style="list-style-type: none"> - Judy Geary - Melaine (Mimi) Chiu - Emily Griffith - Allison Trenholm - Eric Josipovic <p>Moved By Louis Pike Seconded By Deborah Creatura Carried</p> <p>Board orientation will need to be scheduled the week of Nov 8-12th (prior to the first board meeting of 2021-2022). It was encouraged for all board members to attend orientation as a refresher and can also contribute in discussion. The presentation will cover expectations and what it means to be on a strategic policy setting board. Charis will work with Kateryna and AI on orientation content, and involve Lou and Alicia to incorporate information on the refreshed strategic plan.</p> <p>The Alliance’s next Governor to Governor session is scheduled on October 21st at 7pm. Deborah will attend session. Charis to forward invite to Lou.</p> <p>Auditor Selection Sub-Committee</p> <p>A sub-committee was formed to review proposals and select the Centre’s Auditor for the upcoming fiscal year. A total of three proposals were received. Auditor being recommended has extensive experience in the non-profit sector. Their proposal includes changing the Centre’s financial statements to the deferral method which is a common accounting practice for non-profit organizations. This method will allow the Centre to better manage its finances and provide a clear understanding when reporting. This auditing firm will be spending more time and has outlined regular touch points for reviews.</p> <p>Motion that Hilborn LLP be selected as Stonegate CHC’s new Auditor to be approved at the upcoming Annual General Meeting. Moved By Erin Fordyce Seconded By Mary Wood Carried</p>	<p>To schedule board orientation. Governance Committee to update and confirm content for orientation session.</p>
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5. Strategic Directions	<ul style="list-style-type: none"> • Strategic Directions <p>Annual report will include details on the Centre’s refreshed strategic plan, and will also be mentioned as part of the AGM presentation.</p>	
6. AGM Planning	<p>Tonight’s meeting package included a set of documents for the upcoming AGM. Board reviewed package and made changes to the AGM agenda.</p> <p>Local politicians have been invited to the AGM. Their attendance will need to be confirmed, and whether they are interested in speaking at the AGM.</p> <p>Board discussed including a reflective message on the land acknowledgement. There was agreement the message should add value, inclusiveness, and the connection to the organization and community. Karen to provide message to Charis for consideration.</p> <p>Charis will finalize the presentation slides and will update the AGM package, as per changes discussed.</p>	<p>To confirm politicians’ attendance.</p> <p>Karen to email Charis land acknowledgement message.</p> <p>AGM agenda to be updated.</p>
7. Board Liaison Update	<p>The Alliance held a webinar for Board Liaisons and governors with one of the main topics focused on Indigenous health. The Indigenous Primary Health Care Council provided a high overview, discussing cultural safety and training offerings. It was suggested that actions should be taken to follow through in being a culturally safe organization. Erin will circulate slides with the Board for interest.</p> <p>The Alliance provided updates on upcoming events and activities:</p> <ul style="list-style-type: none"> - A course is being offered on “Governing for Health Equity” at a fee to governors. Board to consider in the future any appropriate training/education that could benefit the Board. - In January, the Alliance will be seeking feedback from members on their strategic plan and the priorities identified. - A reminder was given to all member organizations on endorsing and committing to the Alliance’s Health Equity Charter. The Alliance will be following up with organizations that have not confirmed endorsement. <p>Erin will be attending the next webinar in November.</p>	<p>Erin to circulate slides from the webinar.</p>

<p>8. Other Business</p>	<p>Charis provided an update on the Centre’s planning and transition into a new normal framework. A working group was formed with management and staff at the Centre to discuss capacity limits to expand in-person services and programming.</p> <p>CHC’s had approached the Ministry of Health (MOH) to seek clarity on whether proof of vaccination is required to access services. MOH was unable to confirm and provide guidance. As a CHC sector, it was decided that all services provided at a CHC are essential for the health and well-being of an individual and proof of vaccination will not be required. Given this direction, all individuals entering the facility will be treated as unvaccinated and protocols must be followed on room capacity and spacing.</p> <p>The working group has begun planning to consider re-opening low risk in-person programs. Risk assessments are being done for all programs, and there is the option of offering a hybrid model where possible.</p> <p>Beginning on November 1st, the Centre will be expanding its operating hours (Monday-Tuesday 9am-6pm, and Wednesday-Friday 9am-5pm).</p> <p>The Centre has also created a COVID-19 Staff Vaccination Policy requiring mandatory vaccinations for all staff, unless staff provide a medical exemption. Charis confirmed the majority of staff are vaccinated and this policy would impact very few individuals. This policy would be in effect on January 1st, 2022. Moving forward, all new hires, including students and contract renewals, will be required to be vaccinated. In the interim, any unvaccinated staff will undergo testing. Individuals that do not provide documentation or a medical exemption after January 1st will be asked to take a 6 week unpaid leave. These guidelines are aligned with protocol set across the sector.</p>	
<p>9. Adjournment of regular meeting</p>	<p>Motion to adjourn regular board meeting. Moved By Anita Marziliano Seconded By Mary Wood Carried</p>	

Nickol Creatura

Dec 20, 2021

President

Date

C Romilly Turner

Dec 22, 2021

Secretary or Designate

Date

Upcoming Meetings:

- AGM – November 6, 2021
- Next regular Board Meeting – November 15, 2021