

Minutes of the Board of Directors Meeting Held on October 17, 2022 At Stonegate Community Health Centre, Meeting Room		
PRESENT	Charis Romilly Turner (Executive Director) Deborah Creatura (Chair) Melaine Chiu Evan Delaney Erin Fordyce Judy Geary Emily Griffith Eric Josipovic Colin Mang Lillian Marea Elena Mikhaylova Louis Pike Allison Trenholm	
REGRETS	Kateryna Shpir Karen Trzaska	
ABSENT		
GUESTS		
RECORDER	Michelle Benitez	
ITEM	DESCRIPTION	FOLLOW UP
1. Welcome	Board members welcomed. Icebreaker activity took place for all members to introduce themselves.	
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 August 15, 2022 - Accept the following Minutes of Meeting: <ul style="list-style-type: none"> - AGM meeting of September 17, 2022 	

	<p>Motion to Approve Consent Agenda. Moved By Melaine Chiu Seconded By Colin Mang Carried</p>	
<p>3. Education Report</p>	<p>Charis presented a two-part education report on the topics of Stonegate CHC’s position within the Ontario Health Teams (OHTs), and Stonegate CHC’s Patient Related Electronic Medical Record (EMR) Systems.</p> <p>OHTs and Current Health Care Context</p> <p>Stonegate CHC is part of the West Toronto Ontario Health Team (WTOHT), which currently has 35 member organizations and includes three CHCs. In Ontario, there are 52 OHTs and they all have a different model of care. Ontario Health is aiming to streamline all OHTs to align to one model, focusing on the health sector’s stabilization, recovery, and responsiveness to current and emerging needs. However, there is still a lot of transition and need for clarity on various topics, such as governance of OHT model, funding, digital strategy, and role in specific healthcare sectors (i.e. Home and Community Care), among other challenges. All OHTs appear to have a heavy reliance on CHCs and hospital administration to function properly.</p> <p>Charis discussed WTOHT’s progress and work to date. A diagram was provided depicting WTOHT’s various governance and leadership committees, and the specific working groups that have been formed to work on specific initiatives.</p> <p>Stonegate CHC’s EMR System</p> <p>Stonegate CHC had joined approximately 50 other CHCs in collectively purchasing an EMR system now called PS Suite (formerly Practice Solutions). The collective purchase provided significant savings from the original list price; however, Telus Health recently bought out the EMR system. Part of the old contract is still being honoured by Telus Health.</p> <p>PS Suite provides greater functionality for staff to view patient data, manage chronic diseases, and easily view trends over time. The system includes built-in appointment and scheduling, electronic prescriptions, and various other office tools. The system also offers additional add-on software tools for an additional cost.</p> <p>Charis noted that EMRs are not standard across the sector and there is no universal system being used in Ontario. Cost is also a</p>	<p>Presentation slides to be circulated to the Board after the meeting.</p>

	<p>major factor and is dependant on the features and size of the organization. For a small CHC, such as Stonegate CHC, the cost is approximately \$30,000.</p>	
<p>4. Executive Director Report</p>	<p>Board meeting package includes the Executive Director’s Report. Charis highlighted a few updates:</p> <ul style="list-style-type: none"> • Ontario Health has agreed to allow all CHCs to update their targets now, instead of waiting until the renewal of agreements. • Stonegate CHC’s operating hours have increased and more staffing is coming onsite. The Centre has also transitioned more groups to in-person programming and reintroducing food and snacks in programs. • The Centre has seen a significant demand for primary health care, mainly due to many physicians retiring and newcomers coming from Ukraine. The waitlist for primary health care has been capped at 300 people and will be closed for the time being, with the exception of non-insured/non-status and refugees who will continue to be accepted. • The results from the AGM community engagement activity identified the following top three issues: <ul style="list-style-type: none"> - Mental Health Support - Food Insecurity - Access to Health Care • In preparation for January’s board retreat and generative discussions, Charis provided context on the competing resources, strategies, and expectations the sector has had to manage in the last decade. Current challenges include decreased human resource and financial resource capacities, with surge waves and increased expectations to target specific initiatives. It is important for the Board to understand and be informed of the operational challenges to plan the Centre’s strategic directions. Part of the generative discussions for future board meetings and upcoming retreat will focus on the following questions: <ul style="list-style-type: none"> - What is Stonegate CHC’s flexibility limit? - What strategies should the Centre consider for stabilization based on its organizational values and its mission? - Under what circumstances should Stonegate CHC redirect its resources? 	<p>November’s board meeting to include generative discussion and framework for January’s board retreat.</p>

	<ul style="list-style-type: none"> - As an agency, should there be advocacy around resource challenges or consider strategies to survive the health care crisis? <ul style="list-style-type: none"> • In tonight’s meeting package, the Board received the following documents for review and acceptance: <ul style="list-style-type: none"> - Board Calendar 2022-2023 - Board & Committee Meeting Dates 2022-2023 • This year’s Executive Officers will remain the same as last year, with the exception of the Treasurer role. The Executive Officers are as follows: <p>Deborah Creatura as President Colin Mang as Vice-President Karen Trzaska as Secretary Eric Josipovic as Treasurer (replacing Kateryna)</p> <p>Board made a motion to approve the TD Banking Signing Authority. It was noted that the form will be amended to include Eric as the Treasurer, and Dexter Blackwood (Director of Finance and Operations) as authorized representative without signing authority for cheques.</p> <p>Motion to approve Schedule A TD Banking Signing Authority. Moved by Louis Pike Seconded by Elena Mikhaylova Carried</p> 	
<p>5. AGM Review</p>	<p>Board provided input on the recent AGM that took place on September 17th. A brief SWOT analysis was discussed and will assist in planning future AGM events.</p> <p>Strengths:</p> <ul style="list-style-type: none"> - Community engagement activity - Very engaged attendees - Good Board attendance and great opportunity to speak to members at the AGM <p>Weaknesses:</p> <ul style="list-style-type: none"> - The need for more attendees and participation from elected officials at the AGM meeting portion - The party in the park was labour intensive for staff - Party in the park should include more garbage cans 	

	<p>Opportunities:</p> <ul style="list-style-type: none"> - Key note speaker for future AGMs - Continue to hold community engagement activities - Include local businesses for sponsorship and participation - Media coverage - Consider children activities/childcare for parents to be able to attend the AGM meeting portion <p>Threats:</p> <ul style="list-style-type: none"> - Change scale of event - Low attendance and not meeting quorum requirement - Staff's threshold to organize event - Limitation with community engagement feedback if participation does not include various demographics that make up the community - Accessibility issues with space <p>Board agreed to hold 2023's AGM in the month of September, either September 16th or 23rd.</p> <p>Motion that the date of the next AGM be confirmed for September 2023. Moved By Erin Fordyce Seconded By Judy Geary Carried</p>	
<p>6. Committee Reports</p>	<ul style="list-style-type: none"> ● Committee Reports Board committees' membership was confirmed. Elena and Lillian will be joining the Strategic Directions Committee, and Evan will join the Governance Committee. Chairs for committees will be setting up meetings and will report back at the regular board meeting. ● Governance Committee Deborah provided an update on behalf of Kateryna. The Governance Committee has finalized reviewing all required policies and an update will be presented at the next board meeting. <p>New board members have been paired up with mentors on the Board. The purpose of the mentorship is for new members to have a main point of contact on the Board, and help guide them with any questions they may have.</p>	<p>Committee to provide update on policy review at November's board meeting.</p>

	<ul style="list-style-type: none"> Strategic Directions Committee is ready to proceed with the development of Stonegate CHC’s three year strategic directions plan. Input from the various resources gathered in past months will be incorporated in the plan, which include the AGM’s community engagement exercise, asset mapping, and client survey. The decision was made to develop a three-year plan instead of a five-year given the volatility and the need for the plan to be flexible and agile. <p> Motion that the Board approves the Strategic Directions Committee to proceed with the development of a three-year Strategic Directions Plan for Stonegate CHC. Moved By Louis Pike Seconded By Deborah Creatura Carried </p> <ul style="list-style-type: none"> Board Liaison Update Deborah will be attending the Alliance’s next Liaison and Chair meeting scheduled this week. A health systems webinar is also scheduled in November and Erin is confirmed to attend. The Board will receive an update on the discussions from these meetings at November’s board meeting. Education Committee Update The Board retreat is scheduled to take place on January 16th from 4-9pm. The regular board meeting portion will be shortened to allow time for a keynote speaker and generative discussion among the Board. Sarah Hobbs, CEO at the Alliance for Healthier Communities, has been confirmed as the keynote speaker. Board agreed to set aside time at the next board meeting to continue the generative discussions, which in turn will help prep the Board for January’s retreat. 	<p>November’s board meeting to include time for a generative discussion.</p>
<p>7. Other Business</p>	<p>No other items discussed.</p>	
<p>8. Motion to Adjourn</p>	<p> Motion to adjourn regular board meeting. Moved By Colin Mang Seconded By Melaine Chiu Carried </p>	

Alborah Creative

November 21, 2022

President

Date

C Romilly Turner

November 21, 2022

Secretary or Designate

Date

Upcoming Meetings:

- Regular Board Meeting – November 21, 2022