

Minutes of the Board of Directors Meeting Held on June 19 <sup>th</sup> , 2023 At Stonegate Community Health Centre, Meeting Room		
<b>PRESENT</b>	Deborah Creatura (Chair) Charis Romilly Turner (Executive Director) Erin Fordyce Emily Griffith Eric Josipovic Allison Trenholm Lillian Manea	Colin Mang Louis Pike Judy Geary (Attended Virtually) Melaine Chiu Elena Mikhaylova Evan Delaney Karen Trzaska
<b>REGRETS</b>		
<b>RECORDER</b>	Kayleigh McDonald	
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FOLLOW UP</b>
1. Welcome	Board members welcomed.	
Establishment of Quorum	Quorum Met.	
2. Consent Agenda	Board approved the Consent Agenda consisting of the following items: <ul style="list-style-type: none"> <li>- Approval of Agenda</li> <li>- Declaration of Conflict of Interest</li> <li>- Approve the following Minutes of Meetings (exclusive of Business Arising):                             <ul style="list-style-type: none"> <li>- Regular board meeting of May 15<sup>th</sup>, 2023</li> </ul> </li> </ul> <p><b>Motion to Approve Consent Agenda.</b>  <b>Moved By Eric Josipovic</b>  <b>Seconded By Colin Mang</b>  <b>Carried</b></p> <p><b>Motion to Approve May 15<sup>th</sup> Minutes</b>  <b>Moved By Elena Mikhaylova</b>  <b>Seconded By Melaine Chiu</b>  <b>Carried</b></p>	
3. Executive Director Report	May and June Charis attended the Alliance of Healthier Communities “Connected Communities Building Equitable Integrated Health Care – Primary Care Conference,”. Spoke about her experience and some interactions she had with Ontario Health.	Charis to send email to board members who need to

	<p>Charis applied for additional funding through Expression of Interest for Expansion. Completed application was sent to the board for review and approval. <u>Board approved by email on Friday June 16<sup>th</sup> before submission.</u></p> <p>Application included support letters from Dr.DeVilla, Amber Morley (City Councillor), Sunnylea Residents Association, local physicians, community agencies, and Toronto Public Health.</p> <p>Expansion application includes The application for funds is approximately\$650,000 with objectives aligned with the new Strategic plan and includes asking for an additional nurse practitioner, clinical support, a care coordinator/system navigator, a part-time dietician, three community ambassadors, a general receptionist and proportional infrastructure support.</p> <p>The battle for this funding is very competitive. Many applications will be submitted. If Stonegate is not successful this round there will be a second round for Expression of Interest for Expansion.</p> <p>Stonegate hired four summer staff through a federal summer grant, funded through Service Canada. Will be working on site from June –Aug 2023.</p> <p>The 1% salary increase has been rolled out for all staff with the exception of physicians. All HOOPP contributions and LTD benefits were increased for all staff receiving the wage increase.</p> <p>85 people registered as members to be a part of the AGM.</p> <p>Reviewed the OHRS report, overall statistics were good. Summary of Report:</p> <ul style="list-style-type: none"> <li>• Some targets are not realistic. Some seniors/people accessing Chiropody still aren't comfortable coming in to the centre for treatment due to the pandemic and some services were inflated due to the additional mental health funding.</li> <li>• The target number of individuals served as an agency isn't realistic. Those CHCs that do have these numbers also have double the funding.</li> <li>• Clinic Interactions were above target and exceeded the service expectations.</li> <li>• Panel size went up</li> <li>• Cancer screenings higher than Ontario Health target.</li> <li>• Flu vaccine indicator is being dropped as it proved to be too much administration work.</li> </ul>	<p>update their membership.</p>
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	<ul style="list-style-type: none"> <li>• Clients getting an appointment on they day they want, jumped 10% from (64% last year to 74% this year).</li> </ul> <p>Stonegate is in compliance with its MSAA agreement for the year.</p> <p><b>A motion to approve the Year End Ontario Health Schedule F Compliance Report</b>  <b>Moved By Lilian manea</b>  <b>Seconded By Evan Delaney</b>  <b>Carried</b></p>	
4. Committee Reports	<p><b><u>Executive committee</u></b>  Explained role of executive Committee. Talk about risk registry, deem if it needs to come straight to the board for discussion. Discuss Accountability. Executive committee meets after the strategic direction committee and goes over all subjects included in the ED report.</p> <p><b><u>Strategic Directions Committee</u></b>  Strategic plan was emailed to all board members for review. Once reviewed asked for comments or amendments. No additional comments were made. Approval of plan to be completed. Strategic plan will be brought to the AGM for approval. The strategic plan will be tied into the operational plan for the centre by measuring the S.M.A.R.T. goals.</p> <p><b>Motion to approve the 2023-2026 Strategic Plan.</b>  <b>Moved By Colin Mang</b>  <b>Seconded By Karen Trzaska</b>  <b>Carried</b></p> <p>Melaine Chiu will be taking over as the Strategic Directions committee chair, as Lou Pike will be finished his stretch on the Board of Directors.</p> <p><b><u>Finance Committee</u></b>  Meets on an annual basis to review audit findings</p> <p>Audit findings review:</p> <ul style="list-style-type: none"> <li>• Clean audit</li> <li>• Post a small surplus, compared to the loss last year. Change of the accounting policy was the reason</li> </ul>	<p>Charis to email the board including the terms of reference for all committees.</p> <p>Terms of reference for committees to be added to the google drive.</p>

	<ul style="list-style-type: none"> <li>• Have a liability to government for unused funds. The government paid a supplier directly. They requested the money back from the centre.</li> <li>• Audit findings from Hilborn showed Stonegate is in full compliance, and there was no fraud or criminal activity found.</li> </ul> <p><b>Motion to accept the Auditor’s Report and financial statements and recommend approval at the AGM</b>  <b>Moved By Deborah Creatura</b>  <b>Seconded By Emily Griffith</b>  <b>Carried</b></p> <p><b><u>Governance Committee</u></b>  Reviewed board visitor policy</p> <ol style="list-style-type: none"> <li>1. Individual wishing to address the board must submit written notice of request 15 days before board meeting.</li> <li>2. Chair must review the request and will let the individual know the appropriate time to address the board during their meeting. Individual will be given 15 minutes to speak during the open portion of the meeting. The speaker will be given time to give a presentation and ask questions.</li> <li>3. The board meetings have an open and closed portion to visitors attending the meeting.</li> </ol> <p>Board members requesting the open and closed portion of the meeting be defined. What types of things will be included in the open portion of the meeting that visitors can attend as opposed to what should be privately discussed within the board committee.</p> <p><b><u>Education Committee Updates</u></b>  Survey was completed by all board members addressing 8 topics.</p> <ol style="list-style-type: none"> <li>1. Board wants to ensure that the key goals of the Strategic Plan are carried out through the implementation of the annual operating plan</li> <li>2. Board members felt their skills were well-utilized and that they were meaningfully engaged in the work of their respective committees. Board members would like a summary sent of committees and what they entail.</li> <li>3. Board members are mostly very well prepared for meetings. The addition of action items to the agenda has really helped to streamline the board meetings and ensure timely and meaningful discussions</li> </ol>	<p>Eric to create a framework to what is open and what is closed in terms of the flow of the meeting. Visitor policy to be sent to the members through email for approval with amendment.</p>
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4. The Board feels they understand the role of the Chair and support the Chair. Board works well together.
5. Board feels prepared for meetings and receive the material before hand in a timely manor.
6. The Board was overwhelmingly supportive of the Executive Director (ED) and of the working relationship between the ED and the Board
7. Provided feedback on the chair. All positive comments.
8. Where the board would like to receive more education on:
  - Emerging Topics in Health Care,
  - Diversity, Equity, Inclusion
  - Population Health

Recruitment and training of new board members has been successful and smooth.

Accreditation and Education will be the focus over the next year. October meeting will include searchable terms of reference for Board Committee meetings.

Stonegate Board Education Road map for 2023/24

The Education Committee is wrapping activities as of Jun 2023. Going forward Governance Committee will resume responsibility for this work.

Following up with the chosen 3 topics to focus on through the survey, some suggestions were given for how to proceed.

1.Population Health


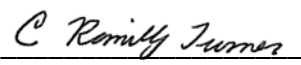
- Can be covered using Stonegate staff/in house expertise
- Opportunity for leadership staff to get to know board and speak specifically to Stonegate community needs,

2.Diversity Equity Inclusion

- Possible future Board Education Retreat topic for Jan 2024
- Charis could potentially provide board with basic info from staff training webinar to establish baseline knowledge for board

3.Emerging topics in the Health Care Sector

- Recommend length of time for Education Sessions is 30-45 mins, more time if needed when inviting outside experts (max 60 mins) Allowing sufficient time for engagement eg Q&A, generative discussion
- Consider Introducing bi-weekly Board Bulletin (email) Touchpoint in the interim between in person meeting for Board interaction. Bulletin with a short reading - could be

	<p>provided by a board member. Every 2 weeks (12 board members = 2x year/member)</p> <p><b><u>Board Liaison</u></b> Alliance of Healthy Communities Resolutions was approved by email from all board members before the Alliance AGM.</p> <p>Alliance AGM Update</p> <ul style="list-style-type: none"> <li>• New resolution added related to advocacy for HHR crisis in the sector. At the AGM added “and supporting infrastructure” to this resolution. All resolutions passed at the AGM.</li> </ul> <p>Indigenous Culture Safety Training is offered by IPCC is recommended to be taken by the board. There is a prepackaged deal that is recommended to take which is virtual and about 8hrs of training. *If anyone has already taken ICS training offered by an Indigenous organization they do not need to retake this training.</p> <p>Sara Hobbs spoke about some updates happening in the Alliance. Erin will send around her recordings and slides to board members.</p>	<p>Erin to send Charis the link for Indigenous Culture Safety Training.</p> <p>Erin to send out recordings and slides from Sarah Hobbs</p>
<p>5. Other business</p>	<p>No meeting will be held in July. Meeting in Aug will be focused on planning and speaking about the AGM</p>	
<p>6. Motion to Adjourn</p>	<p><b>Motion to adjourn regular board meeting. Moved By Allison Trenholm Seconded By Erin Fordyce Carried</b></p> <p> August 21, 2023</p> <p>_____ Chair Date</p> <p> August 21, 2023</p> <p>_____ Secretary or Designate Date</p> <p>Upcoming Meetings: Regular Meeting Aug 21<sup>st</sup>, 2023</p>	