

# STONEGATE


Community Health Centre

Minutes of the Board of Directors Meeting Held on March 18, 2024 At Stonegate Community Health Centre, Meeting Room		
<b>PRESENT</b>	Colin Mang (Chair) Eric Josipovic Deborah Creatura Melanie Chiu (Online)	Evan Delaney (Online) Erin Fordyce Elena Mikhaylova Allison Trenholm
<b>REGRETS</b>	Charis Romilly Turner, Judy Geary, Lillian Manea, Karen Trzaska	
<b>GUESTS</b>	Carol Barbosa, Dexter Blackwood	
<b>RECORDER</b>	Michelle Benitez	
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FOLLOW UP</b>
1. Welcome	Board members and guests welcomed.	
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"> <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 February 26, 2024</li> </ul> </li> </ul> <p><b>Motion to Approve Consent Agenda.</b>  <b>Moved By Deborah Creatura</b>  <b>Seconded By Elena Mikhaylova</b>  <b>Carried</b></p>	
3. Financial Statements	<p>Dexter Blackwood, Director of Finance and Operations, was invited to present the latest financial statements as the Centre prepares for fiscal year-end on March 31, 2024.</p> <p>The anticipated operational increase funding for this year was received but it was a lesser amount than expected. While this funding will help to offset costs, the Centre has incurred additional expenditures primarily for IT related items and increased annual licensing costs. Expenses are still being processed and Dexter is projecting a deficit of \$20-30k. Today's financial statement was updated from previous report, which did not account for a physician compensation amount that was already received. The</p>	

	<p>Centre's year-end financial statement is finalized in June, but an updated report should be available by mid-April.</p> <p>Board discussed budget planning for FY24-25 to avoid a deficit amount on an annual basis. Management is meeting on a regular basis to review expenses, and identify new partnership and fundraising opportunities to fill funding gaps.</p>	
<p>4. Executive Director Report</p>	<p>Board meeting package includes the Executive Director's Report.</p> <p>In Charis' absence, Carol reviewed this month's updates:</p> <ul style="list-style-type: none"> <li>• Msi Spergel Inc was appointed Receiver to the property where Stonegate CHC is located. The City of Toronto's Collections department has contacted the Centre about property tax owed for over a year. The City has been directed to the Receiver as the Centre's property tax is included in rent payments.</li> <li>• The Centre has not seen any measles cases; however, the clinic is taking precautionary measures. It was noted that staff mask fitting is done every two years.</li> <li>• Stonegate CHC's accreditation is scheduled for June 2024 with documentation to be submitted in April. Mock interviews will be organized to prep staff and board for the accreditation interviews.</li> <li>• Stonegate CHC's Roots of Empathy program facilitated by Larissa Samborsky has been recognized and selected to be showcased by its program founder, Mary Gordon. This is a 27-week program delivered in schools.</li> <li>• Carol presented the Clinical Program Report; document was also included in tonight's meeting package. In this past year, there was 621 new clients; an increase of 12% to the panel size to 92%. Carol outlined services offered, key accomplishments, and the program's challenges. Overall, the Clinical Program has been on target with the set indicators. For next year, the focus will be on maintaining the panel size and managing intakes, while balancing needs of clients requiring appointments.</li> <li>• The Quality Improvement Plan (QIP) was included in tonight's meeting package for the Board's review and approval. Document is submitted to the Ministry every year. Upon review, it was noted that the QIP may have incorrect year dates listed. Board also requested clarification on which targets were set by Ontario Health vs Stonegate CHC.</li> </ul>	

	<p>Board requested the QIP approval be deferred and approved via email once details are confirmed.</p> <p><b>Motion to approve QIP (approved by email with quorum)</b></p> <ul style="list-style-type: none"> <li>• Tonight’s meeting package included the following documents for information: <ul style="list-style-type: none"> <li>- Occupational Health and Safety Policy – Executive Director Policy Signoff</li> <li>- Property and Contents Insurance Certificate</li> <li>- Equipment Breakdown Certificate of Insurance</li> </ul> </li> </ul>	<p>QIP to be approved via email.</p>
<p>5. Committee Reports</p>	<ul style="list-style-type: none"> <li>• <b>Governance Committee</b></li> </ul> <p><u>Board Recruitment</u></p> <p>Eric confirmed there will be three vacancies on the Board for the upcoming year, and another three vacancies are expected for the following year. The Committee will undergo the recruitment process to fill the three positions needed for the upcoming year, and they would like to have additional candidates identified to fill the following year’s vacancies. Board discussed having these additional candidates participate in board committees in the interim as part of the board’s succession planning, and until they can be officially approved to be a member of the board.</p> <p>The call for new board members has been posted on Stonegate CHC’s website and social media. Board discussed considering other areas to post, such as Board Match platform and sharing in LinkedIn. Board agreed to also circulate the posting among their contacts.</p> <p>At next month’s meeting, a review of required skill sets and gaps on the Board will be assessed to assist with recruitment efforts.</p> <p><u>ED Evaluation</u></p> <p>Timelines and activities to complete the Executive Director’s evaluation were reviewed with the Board.</p> <ul style="list-style-type: none"> <li>- Charis will be completing a self-assessment.</li> <li>- Colin is reaching out to stakeholders for input.</li> <li>- Eric has sent all board members a survey link via email to complete.</li> </ul>	<p>March meeting to review board skills set for recruitment.</p>

	<p>All feedback and evaluation is to be completed by April 15<sup>th</sup>, and Judy will be compiling all feedback received by April 29<sup>th</sup>. Board will review the final report at May's board meeting.</p> <p><u>Reserve &amp; Investment Policy</u> Revised policy was included in tonight's meeting package for the Board's review and approval.</p> <p><b>Motion to approve Reserve and Investment Policy.</b> <b>Moved By Eric Josipovic</b> <b>Seconded By Allison Trenholm</b> <b>Carried</b></p> <p>• <b>Strategic Directions Committee</b> Terms of reference was included in tonight's meeting package for the Board's review and approval. Additional wording changes were made to the document under the Roles and Responsibilities section:</p> <ul style="list-style-type: none"> <li>- Item #3: Inform and make recommendations to the Board of Directors based on work of the Committee.</li> <li>- Item #11: Support and give input to the collaboration with the West Toronto OHT and their Partners for Better Care Council to inform the Health Centre's continual improvement planning and contribute to the improvement of the health system in West Toronto.</li> </ul> <p><b>Motion to approve Strategic Directions Terms of Reference with amendments.</b> <b>Moved By Allison Trenholm</b> <b>Seconded By Deborah Creatura</b> <b>Carried</b></p> <p>• <b>Board Liaison Update</b> Alliance's Board to Board report includes details on the Alliance's advocacy efforts to address staff retention and compensation, and is requesting member agencies' boards to support. Board agreed to bring this item to the Strategic Directions Committee for discussion. Additionally, Board will ask Charis to speak with staff on these advocacy efforts and confirm Board's support.</p>	<p>Strategic Directions Committee to review Alliance's advocacy efforts on issue of compensation.</p>
6. Other Business	• <b>ED Evaluation</b>	

	Item discussed under 5. <i>Committee Reports - Governance Committee.</i>	
7. Motion to Adjourn	<p><b>Motion to adjourn regular board meeting.</b>  <b>Moved By Deborah Creatura</b>  <b>Seconded By Eric Josipovic</b>  <b>Carried</b></p> <p>  _____  President</p> <p>April 15, 2024  _____  Date</p> <p>_____  Secretary or Designate</p> <p>_____  Date</p> <p>Upcoming Meetings:  • Regular board meeting – April 15, 2024</p>	

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