

STONEGATE

Community Health Centre

Minutes of the Board of Directors Meeting Held on February 26, 2024 At Stonegate Community Health Centre, Meeting Room		
PRESENT	Charis Romilly Turner Colin Mang (Chair) Eric Josipovic Deborah Creatura (Online) Lillian Manea	Elena Mikhaylova Melanie Chiu Judy Geary Karen Trzaska Allison Trenholm
REGRETS	Erin Fordyce, Evan Delaney	
RECORDER	Michelle Benitez	
ITEM	DESCRIPTION	FOLLOW UP
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"> - 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 January 15, 2024 <p>Motion to Approve Consent Agenda. Moved By Elena Mikhaylova Seconded By Lillian Manea Carried</p>	
3. Executive Director Report	Board meeting package includes the Executive Director's Report. Charis highlighted a few updates: <ul style="list-style-type: none"> • A "Notice of Attornment of Rent" was received in response to Vandyk being in default of their mortgage. After consultation with legal counsel, Stonegate CHC will direct monthly payments for rent and maintenance to Home Trust until further notice. • Additional administrative staff have been hired until end of March to support the medical reception area and with accreditation prep. 	



- | | | |
|--|--|--|
| | <ul style="list-style-type: none"> • Tonight's board package includes the Q3 OHRS Report, Primary Health Care Supplemental, and Annual Waitlist Report. Charis reviewed details with the Board and noted the following items: <ul style="list-style-type: none"> - Nutrition visits: number of appointment visits were 100 less than anticipated due staff leave. To compensate in numbers the Centre was able to deliver group programming with over 2,000 service interactions. - Personal health: unable to provide an accurate number of individuals served due to individuals also accessing services via the Centre's partnering organizations. - Annual wait list for primary care: to be closed temporarily when list reaches a six-month wait, with exception of non-insured and non-status individuals. Continuing to have the wait list open will create a large service demand beyond capacity. - Overall, the Centre is meeting its targets, which is above performance standard. Panel size has reached 92% (or primary care capacity). Charis is following up with Ontario Health on their review of annual performance corridors that need to be pro-rated for Q3. • Stonegate CHC received funding for "Children Respiratory Clinic for Emergency Department Diversion". A walk-in clinic will be set up at the Centre every Monday night in March for children and youth ages 17 and under. • Stonegate CHC's application submission to Ontario Health for Expression of Interest for Primary Care Expansion was unsuccessful. However, it is welcoming news that a significant part of the funding went to new teams with underserved communities in the province without services from a CHC. • Charis has been informed of a local family physician clinic closing end of March. It is estimated as many as 6,600 individuals will be affected. The Centre is expecting a high volume of phone calls in the coming weeks with individuals reaching out looking to become a patient. • Strategic Priorities Operation Plan is on track. Status and activities under each priority were reviewed. | |
|--|--|--|

	<p>Board made two motions to approve the following revised policies:</p> <p>Motion to approve the Media & Public Relations Policy with amendments. Moved By Judy Geary Seconded By Lillian Manea Carried</p> <p>Motion to approve revised Staff Succession Plan. Moved By Elena Mikhaylova Seconded By Eric Josipovic Carried</p> <p>Approval of revised Reserved and Investment Fund Policy will be deferred. Charis is revising policy as per feedback received from the Governance Committee and will send to the Board via email for approval.</p> <p>Board requested financials include monthly reserves balance. Next month's meeting to include updated financials for review.</p> <p>Board discussed the Centre's panel size and feasibility of reaching 100%. Charis explained the panel size is a revolving number given the high transitional population in the community. There are also staffing challenges to meet capacity. Suggestions were discussed on how to potentially increase resources at the Centre, such as having internationally trained physician residents.</p>	<p>Charis to request Board's approval of Reserved and Investment Fund Policy via email.</p> <p>March's meeting to include updated financials with reserve balance.</p>
<p>4. Committee Reports</p>	<ul style="list-style-type: none"> • Governance Committee <p><u>Q3 Financial Statement</u></p> <p>Board reviewed Stonegate CHC's Q3 financial statements. Charis confirmed the current surplus is planned to be spent by fiscal year end, and budget takes into account the anticipated 2% increase previously communicated by Ontario Health.</p> <p>Board requested the following details when reviewing quarterly financial statements:</p> <ul style="list-style-type: none"> • Financials to show budget variances to reflect any funding changes throughout the year from the initial approved budget. • To breakdown fundraising funds with balance details for unrestricted amounts. 	<p>For March's meeting, Board to discuss risk tolerance and review updated financial statements. To include budget variance and unrestricted fundraising amounts.</p>

	<p>Board will review updated financials at March's meeting and discuss risk tolerance if the anticipated 2% funding from Ontario Health is not received by then.</p> <p><u>Governance Terms of Reference</u> Terms of reference was included in tonight's meeting package for the Board's review and approval.</p> <p>Motion to approve Governance Terms of Reference. Moved By Eric Josipovic Seconded By Judy Geary Carried</p> <p><u>Financial and Administration Policy</u> The Financial and Administration Manual was included in tonight's meeting package for the Board's review. No further changes were made.</p> <p>Motion to approve Finance and Administration Policy. Moved By Eric Josipovic Seconded By Lillian Manea Carried</p> <p>Charis noted the manual contains the Executive Limitations Policy, which is aligned with the government's thresholds for financial approvals. However, changes are being made to the government's policy. Charis will review the changes and update Stonegate CHC's Executive Limitations Policy accordingly. Board agreed to review after the Centre's accreditation.</p> <ul style="list-style-type: none"> • Strategic Directions Letter to Minister Jones and Minister Bethlenfalvy was sent, and Colin received confirmation on receipt of letter. No further response or follow-up has taken place. <p>At next month's meeting, Committee will bring forward the strategic partnership toolkit for discussion.</p> <ul style="list-style-type: none"> • Board Liaison Update Item deferred. 	<p>Charis to update the Executive Limitations Policy. Board to review and approve after accreditation process.</p> <p>March's meeting agenda to include item on strategic partnership toolkit.</p>
--	--	--

<p>6. Other Business</p>	<ul style="list-style-type: none"> ● Board Goals <p>Every year in January, the Board’s goals are refreshed identifying the specific goals the Board would like to accomplish by end of year. Board reviewed last year’s goals and discussed progress.</p> <p>Board Goals for 2023 – confirmed completion:</p> <ul style="list-style-type: none"> • Create strategic plan • Engage in accreditation prep (partially completed) • Develop board of directors succession plan • Access diversity of board in reflecting community we serve • Identify board’s health equity knowledge to further optimize strengths, skills and experience board members bring in supporting Stonegate CHC <p>The Board approved the following set of Board Goals for 2024:</p> <ol style="list-style-type: none"> 1. Stonegate CHC’s Accreditation (under Governance Committee) 2. Enhancing recruitment and onboarding process driven by EDI (under Governance Committee) <ul style="list-style-type: none"> - Mentoring framework 3. Profile and Government Relations Strategy (under Strategic Directions Committee) <ul style="list-style-type: none"> - Key messages and key ask document - Fundraising - Community event(s) <p>Motion to accept the Stonegate CHC’s Board of Directors Goals for 2024. Moved By Elena Mikhaylova Seconded By Melaine Chiu Carried</p> <p>Board noted the following items/topics for consideration at a future time:</p> <ul style="list-style-type: none"> • Board members expressed some interest in development of a board charter and implementation of a recovery process, but decided to prioritize the three goals listed above. The board agreed to reconsider including this item as a board goal at a later date. • OHT- Education sessions • Risk tolerance and risk register 	<p>Charis to update risk register and seek training resources.</p>
--------------------------	---	--

	<p>Charis will be adding data breach and ransomware as an item on the Centre's risk register, and will contact HIROC for training resources.</p> <ul style="list-style-type: none"> • Stonegate Park Lighting Board discussed their role in addressing community improvement needs and safety issues. A recent issue was brought to the board's attention regarding park lighting at Bell Manor Park. It was agreed these type of community matters need to be brought to a local community resident association. Board can support in advocating for any specific initiatives lead by the community. 	
--	---	--

<p>7. Motion to Adjourn</p>	<p>Motion to adjourn regular board meeting. Moved By Allison Trenholm Seconded By Lillian Manea Carried</p> <p> _____ President</p> <p><u>March 28, 2024</u> _____ Date</p> <p> _____ Secretary or Designate</p> <p>March 28, 2024 _____ Date</p> <p>Upcoming Meetings: • Regular board meeting – March 18, 2024</p>	
-----------------------------	--	--