

**Grand Bend Area Community Health Centre  
Board of Directors Meeting  
Sept 12, 2011 5:30 pm Community Room**

**MINUTES**

**Present:** Max Morden, Jamie Kneale Fanning, Patrick Shum, Susan Moore, Doreen McHarg, Larry Walls, Dawn Butler, Richard Faber, Dr. Glenn Bartlett (ex-officio)

**Regrets:** Bryan Beattie

**Recording Secretary:** Susan Cordell

**Staff Observer:** Heather Klopp

**1. Call to order:** 5:40 pm (M.Morden)

**2. Adoption of Agenda.**

**RESOLUTION** Moved by: L. Walls 2<sup>nd</sup>: D. McHarg

THAT THE COMMITTEE adopts the agenda as presented. Carried

**3. Declaration of Conflict of Interest:** None declared.

**4. Review/acceptance of minutes from June 25, 2011:** (M. Morden)

The timing of serving a term as Vice Chair for three years followed by Chair for three years was discussed as being impractical as a director would need to become Vice Chair as a brand new board member. It was also suggested that the past chair be asked to stay on for one more year as well for continuity. The board was asked to consider possible changes to the by-laws.

**RESOLUTION** Moved by: P. Shum 2<sup>nd</sup>: S. Moore

THAT THE COMMITTEE accepts the minutes as presented. Carried

**5. Report from the Chair:** (M. Morden)

**Orientation Meeting** – Discussed an agenda for the orientation meeting that might be useful and interesting for all members. Suggestions included the presentation on the Grand Bend Area Community Health Centre prepared by Cindy Maxfield, Health Promotion and Partnerships Coordinator, and Heather Klopp, Health Services Coordinator, and a discussion of quality issues under the Excellent Care for All Act. A date will be decided on that will work for the entire Board and especially the new members.

**Director's Survey** was reviewed.

Board Members suggestions to be acted on in future include:

- Prepare inventory of director's skills would be useful tool to look for gaps in skills on Board.
- Look for more board learning opportunities.
- Better understanding of role of Board Directors in Community Relations.
- Evaluate board meetings
- Discuss board survey questions together as a board before answering them.
- Add questions to survey about quality initiatives.

**An Annual Work Plan** was developed by Max with action items for monthly meetings events and key themes to be addressed during the year.

**Executive Meeting** – At the July 14/11 meeting, the Executive Committee discussed the posting of meeting minutes and financial statements on our website.

**RESOLUTION** Moved by: R. Faber 2<sup>nd</sup>: L. Walls

THAT THE BOARD post all approved Board Meeting Minutes and approved Financial Statements on the Grand Bend Area Community Health Centre website as they are available.

Carried

At the July 14 Executive meeting, H. Klopp reported on the AOHC asking that all CHC's use the BIRT solution (Business Intelligence and Reporting Tools) to collect data and report numbers with respect to Patient/ Client Records, Accounting Records, Human Resources and Community Initiatives. The Executive Committee passed a motion that Level Two access to information should not be granted without the permission of GBACHC, with the proviso that such permission will not be unreasonably withheld. Dr. Bartlett has e-mailed this exact wording from July 14, 2011 Executive Meeting minutes to AOHC and has had no further response and doesn't anticipate any objections.

**RESOLUTION** Moved by S. Moore 2<sup>nd</sup>: D. McHarg

THAT THE BOARD accepts and adopts the minutes and the motion from the minutes just read from the July 14, 2011 Executive Meeting.

Carried

**Health Services Foundation** met July 18/11 and M. Morden serves as representative from the Board of Directors. The HSF would like to have a joint meeting with our Board to assess needs of both Boards and get to know each other. Their primary focus is fundraising whereas the GBACHC Board is governance.

Max is willing to continue on HSF.

**RESOLUTION** Moved by: s. Moore 2<sup>nd</sup>: D. McHarg

THAT THE BOARD appoints Max Morden to continue as the Health Services Foundation board member.

Carried

Board Members confirmed use of Gill Road Property could become Multi-Use Professional instead of Health Services only.

## **6. Report from the Executive Director**

No financial report.

Aileen Knip, Clinical Nurse Specialist, Diabetes has submitted her resignation dated Sept 12, 2011 and recruitment will start immediately to find her replacement.

With the **new condo development** that is planned to be built directly behind our Health Centre, the residents will be looking to us for their health care. This comes at a

time when we already have a waiting list. We have a proposal before the Erie St Clair LHIN to increase funding in order to accommodate our increased volumes. There has been no response to date.

Advocacy by the Board would involve gaining support from the LHIN, Ministry of Health, Lambton Shores, etc. The board discussed needing more data and information to facilitate advocating for improved access to health services which would be welcomed by the Grand Bend community. Administration will prepare an information package for use in board advocacy.

**Hubs** Currently, we share infrastructure support with SHHA in: CEO, Ambulatory Care, Human Resources, Maintenance and Diabetes with IT about to be added. All are purchased services. It is suggested that we formalize this arrangement with an Affiliation Agreement. This would not in any way affect our Board, budget or current partnerships.

**RESOLUTION** Moved by: D. McHarg 2<sup>nd</sup>:R. Faber  
 THAT THE BOARD accepts the report as given by the Executive Director. Carried

### **7. Quality, Utilization and Risk Committee Report:**

The QUR Committee is largely made up of new members, including Aileen Knip, who was just named as staff liaison. Unfortunately, she has accepted another position outside GBACHC.

QUR is reviewing their Terms of Reference and what primary indicators of risk they can use to fulfill their responsibilities to measure risk. Adding another board member was discussed as it was felt that this committee offered a great orientation tool for new board members. QUR Committee to have no fewer than two board members on the Committee and hopefully at least three. Current committee members will need to be reappointed.

**RESOLUTION** Moved by: M. Morden 2<sup>nd</sup>: P. Shum  
 THAT THE COMMITTEE reappoints Larry Walls as Chair of the Quality, Utilization and Risk Committee and Susan Moore as a member. Carried

### **8. Governance Advisory Council Report: May 30, 2011** L. Walls

Erie St. Clair LHIN Governance Advisory Council is comprised of the Chairpersons of the Boards of CHCs and other health care providers trying to encourage efficiency through system integration and sharing of best practices. Invited representatives included 18 boards from 25 sites. The LHIN was disappointed that only 9 Boards were represented at the meeting.

A report from the Primary Health Care Task Group featured the successes with COPD in Chatham Kent. Databases managed by the University of Windsor can extract data from 88 databases to report needs. The next project will be Mental Health and Addictions for Sarnia-Lambton.

### **9. In-camera session:**

**RESOLUTION** Moved by: s. Moore 2<sup>nd</sup>: L. Walls  
 THAT THE MEETING will move to an in-camera session Carried

Item discussed in-camera:

1. Hensall site air quality
2. Grand Bend Air Quality Issue

**RESOLUTION** Moved by: D. McHarg 2<sup>nd</sup>: L. Walls  
THAT THE MEETING will move out of the in-camera session.

Carried

10. Next Meeting – October 17, 2011, 5:30 pm

11. Adjournment: 7:25 pm