



Present: Jacques Pelletier (Board Chair), Don Dutton, Jan Hopkins, Bob Long, Graeme Bonham-Carter, Terry Lee, Wynn Turner, Kelly Robinson (Director, Primary Care), Onalee Randell (Director, Community Services), Anne Caron (Director, Corporate Services), Jane Page-Brown (Coordinator, Quality & Strategic Projects), Peter McKenna (Executive Director), Judy Harting (recorder)		
1.	Welcome, regrets & absences	Board Chair Jacques Pelletier welcomed everyone. The meeting was called to order at 5:07 p.m. . Regrets: Ian Donald, Phil Fortier, Pauline Muysson, Liz Snider
2.	Approval of Agenda	The Chair asked the Board to amend the agenda so that Remarks from the Board Chair be addressed prior to the Primary Care presentation. MOTION: That the agenda be approved as amended. Moved by Terry Lee, seconded by Don Dutton, Carried
3.	Declaration of Conflict of Interest	None declared
4.	Remarks from Board Chair	This has been a month of consultations and meetings. The Board Chair attended a meeting with the Deputy Minister of Health; changes will occur within the coming year. This evening's meeting highlights are: the Primary Care presentation; discussion of the Executive Director's report and the Operational Plan for the coming year.
5.	Primary Care Presentation	Kelly Robinson spoke about increased access for clients/prospective clients and attaining the required roster size of all providers. Some strategies used to attain these goals included: using the data as well as possible, implementing group intake, offering same day visits to a nurse practitioner. Over the last 4 years, RCHS has registered over 500 new clients. There is a small balance (110) still waiting to be registered; approximately half of these haven't responded to being contacted, and the balance prefer to wait until they can be seen in Smiths Falls. A question was raised regarding the number of clients who don't come in for three years and become inactive. RCHS is following a version of advanced access model for the same day nurse practitioner visits. Competing needs (i.e. documentation, complexity of care, etc.) make advanced access a daily challenge. Along with the challenges, Kelly listed some achievements worth celebrating, and the Chair noted that these accomplishments could be highlighted at the Annual General Meeting. Questions were answered around client needs, extended hours, test result dissemination and staff safety.
6.	Consent Agenda	MOTION: That the consent reports be accepted as presented Moved by Bob Long, seconded by Graeme Bonham-Carter, Carried
	a. Executive Committee	
	b. Community Engagement	- No report
	c. Finance Committee	
	d. Executive Director Report	The SF Capital Project: The Stage 1 application process is being followed, and the report will come to the Board in April or May. There is lots of excitement and interest from possible partners. The submission is then sent to the LHIN, followed by the Ministry of Health. If approved, RCHS will receive funding for planning. At Stage 2, the space needs for RCHS and partners will be finalized. Eight partner organizations have expressed interest; other organizations have been informed of what is being planned.
	e. Board Chair report	
7.	Collaborative Governance	A sub-LHIN meeting was held in Kingston. The co-chairs of RTHL plan to continue with the Board to Board



		meetings. Directors were asked to note date of next meeting: May 27. Composition of sub-LHINs is still unknown. Peter McKenna and Graeme Bonham-Carter will speak with David Sampson, at the LHIN about their expectations.
8.	New Business	
a.	Nomination Committee	Wynn Turner noted that she will be leaving the Board in June at the AGM. The Chair and Graeme Bonham-Carter thanked her for contributions and noted her experience will be missed. MOTION: That Wynn Turner be thanked and congratulated on her involvement and participation on the Board of Rideau Community Health Services. Moved by Graeme Bonham-Carter, seconded by Terry Lee Carried Graeme noted the Nominating Committee has met once and reviewed the GOV 73, 130 & 40 and found no changes needed; the policies will go to Executive Committee for review. The Committee suggests that all Board members attend the new member site tour with the Executive Director. Advertisements have gone out to the local papers and letters have been sent to Community Partners and HSPs. Interviews will be done May 4/5.
b.	AGM Working Group**	The Working group met March 8 and suggested that the AGM be in Smiths Falls to tie into the 10 th anniversary of SFCHC. The suggested recipient for Honorary Membership is Dr. Brian Penney, who has spent 42 years practicing in Smiths Falls and was the first physician at SFCHC. Starting the AGM at 5:30 will allow staff to attend after work. Guest speaker possibilities: Donna Segal has been invited, the Chair will follow-up to see if she is available. Alternatively, Kelly and/or Onalee could celebrate some program details or achievements. Membership renewals: directors were asked to select specific names to follow-up with members personally, after first membership renewal letter is sent and before second reminder letter is sent. MOTION: to name Dr. Brian Penney as the Honorary Member for 2016, Moved by Jan Hopkins, seconded by Terry Lee Carried
c.	AOHC nominees/Bios Info & Ballots**	AOHC will send out Member at Large information in April
d.	AOHC Resolutions/Award Nomination**	Package not received yet
e.	AOHC – Conference June 8/9	The Executive Director has selected the sessions he will attend at the conference. The Board Chair is not available to attend. Graeme Bonham-Carter would like to attend, Liz Snider had expressed interest, Terry Lee will see if he can free up time to attend. Early bird deadline for registration is 16 April. Directors will select sessions they wish to attend and let Judy know.
f.	Policy review	FIN 303 – Purchasing Card – reviewed with no changes MOTION: That FIN 303 be accepted as reviewed Moved by on Don Dutton, seconded by Wynn Turner Carried
		FIN 304 – Use of Corporate Funds – reviewed with no changes MOTION: That FIN 304 be accepted as reviewed Moved by on Don Dutton, seconded by Wynn Turner Carried



	g.	
9.	2016-2017 Operational Plan Draft / Quality Improvement Plan / Budget	<p>The 2015-2016 results will come to the board in May. The Strategic Plan Operational Objectives for 2016-2017 were included in the board package. The indicators marked with asterisks are new; others have carried over. A 0% budget increase is anticipated. There is a 6.9% increase in cost of benefits (\$20,000.) along with the Administrative review implementation cost, and these will need to be absorbed in the 0% increase budget. Explanations of how to redesign and redeploy resources in order to increase service to clients were given. Increased health promotion and strengthening community action are two of the new indicators. Comments from the board of directors were positive, regarding clarity and how roadblocks are solved in a positive manner without directing blame.</p> <p>Strategic planning 2017 and beyond will be the focus of the Board of Directors. Management will give a briefing note to the board directors the process should be a joint effort of the management and board. Administrative review implementation will also happen over the coming year. Onalee Randall will present at the next Community Engagement committee meeting in April; there are some internal priorities.</p> <p>The client survey showed that not all clients are aware of all services the organization offers; there is a need to ensure all existing clients are aware of what is being offered, in addition to new clients.</p> <p>Comparing RCHS's results with other CHCs can be done through various reporting formats: through functional centre, through results and other variances.</p> <p>Embedded in this operational plan are the Quality Improvement indicators.</p> <p>The Finance Committee met via teleconference and reviewed the budget; the amount is the same with a 0% increase.</p> <p>MOTION: That the 2016-17 Budget be approved as presented. Moved by Don Dutton, seconded by Bob Long Carried</p> <p>MOTION: That the Operational Plan be approved as submitted. Moved by Wynn Turner, seconded by Don Dutton Carried</p> <p>MOTION: That the Quality Improvement Plan be approved as submitted. Moved by Jan Hopkins, seconded by Terry Lee Carried</p> <p>The Board thanked staff for their excellent work on the Operational Plan.</p>
10.	<ul style="list-style-type: none"> • Approval of Board Minutes 	
	February 23, 2016 Board Minutes	<p>MOTION: That the February 23, 2016 board meeting minutes be approved, done via e-mail Moved by Jan Hopkins, seconded by Don Dutton Carried</p>
11.	Future Agenda Items	Discussion of the CE committee role
13.	Meeting Evaluation - Wynn Turner	<ol style="list-style-type: none"> 1. Comment on our ability to balance efficiency and effectiveness, such as allowing time for discussion. <ul style="list-style-type: none"> - Effectiveness is found through excellent information from management & mature and thoughtful presentation allowed the Board to make decisions. All were comfortable in having the opportunity to participate and through this provided good comments and discussion. 2. Do we feel we followed our appropriate governance role (versus getting into operations) and attended to our board strategic priorities and work plan? Followed governance role aided by Board Chair. Reviewed 2017 Strategic Plan presented by



		Management. Thoughtful discussion and we benefitted from Management presenting a first class plan. Work planning was quickly and professionally managed. Done by Wynn Turner, filed with staff Peter McKenna thanked Wynn on behalf of the staff for her kind words.
13.	Next Board Meeting	The meeting is scheduled for Tuesday April 26, 2016 5:00 dinner 5:30 meeting MDCHC, Community Room The Chair is not available; member availability will be identified via a doodle poll; Wynn is available to chair the meeting on April 26.
14.	Meeting Adjournment	MOTION: That the meeting be adjourned at 7:25 p.m. Moved by Terry Lee Carried

** Calendar items for March

Approved by: _____
Chair

Secretary