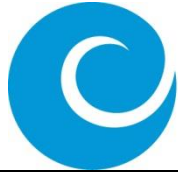


Present: Jacques Pelletier (Board Chair), Jan Hopkins, Liz Snider, Ian Donald, Bob Long, Janet Cosier (by phone), Deb McGuire, Don Dutton, Terry Lee, Graeme Bonham-Carter, Phil Fortier, Peter McKenna (Executive Director), Onalee Randell (Director Community Services), Anne Caron (Director, Corporation and Administration Services), Kelly Robinson (Director, Primary Care Services), Jane Page-Brown (Coordinator, Quality & Strategic Projects), Judy Harting (recorder)		
1.	Welcome, regrets & absences	Board Chair, Jacques Pelletier called the Board to order at 5:27 Regrets: Michèle Le Blanc
2.	Approval of Agenda	Add discussion about AGM after Operational Results MOTION: That the agenda be approved as revised Moved by Graeme Bonham-Carter, seconded by Phil Fortier Carried
3.	Declaration of Conflict of Interest	None declared
4.	Approval of Board minutes	MOTION: That the April 25, 2017 Board meeting minutes be approved, (done via e-mail) Moved by Ian Donald, seconded by Don Dutton Carried
5.	Remarks from Board Chair	This is the last regular Board meeting of this term – some members are leaving and others will be joining the Board. Board members are asked to stay a few minutes after the meeting to honour departing Board members. This meeting has a full agenda, including audited financial reports, results of last year's operational plan, ED performance evaluation results and other items.
6.	Consent Agenda	MOTION: That the consent agenda be approved as presented Moved by Ian Donald, seconded by Bob Long Carried
	a.	Executive Committee
	b.	Community Engagement
	c.	Finance Committee
	d.	Executive Director report
	e.	Board Chair report
	f.	Nominating Committee
7.	Collaborative Governance	The next Board to Board meeting is Friday May 26 at the Smiths Falls Free Methodist Church and will include a presentation by the Executive Director of SE LHIN. 150 invitations were sent; expecting at least 60 people to attend. Graeme Bonham-Carter noted he has enjoyed the collaborative governance portion of his role and, as he leaves the Board, hopes to hand this role off to Janet Cosier. The Board Chair remarked on the effectiveness of Health Links Board Governance and thanked Graeme Bonham-Carter for his role in this initiative.
8.	New Business	
	a.	Policies:
		GOV 20 Board of Directors' Roles and Responsibilities. Changes were reviewed. MOTION: That GOV 20 be approved as revised Moved by Janice Hopkins, seconded by Don Dutton Carried GOV 160 Principles MOTION: That GOV 160 be approved as revised Moved by Janice Hopkins, seconded by Deb McGuire Carried The Board Chair thanked Janice Hopkins for all her passion and work with the RCHS policies over the years.
	b.	By-Law Changes As approved at last Board meeting, revisions were reviewed



		<p>2.1.c changed to Community Recognition Award 3.2.c changed to reflect ED as an ex-officio, non-voting member of the Board. MOTION: To accept the changes as indicated in the By-laws and put forward for Membership approval at the Annual General Meeting Moved by Phil Fortier, seconded by Terry Lee Carried</p>
c.	Board Governance Evaluation Results	<p>Liz Snider noted the team effort required as all committees submitted their results. The Executive Director thought it was an exemplary report which covered the strategic plan, committee reports, Board meeting evaluations, Board member attendance/volunteer hours, and OHA Board Self-Assessment Liz Snider would also like to include the legislative compliance review and the ED performance evaluation process to round it out. There are several areas where our Board was lower than the average – these could be addressed at the July Board meeting to see if they are valid areas requiring improvements. GOV 50 may also have to be revised - it currently states that the evaluation is done in September whereas doing it now ensures that all these areas have been covered before the AGM. Subsequent discussion noted the following: it would be better if comparisons were against CHCs only; including the workplan/ calendar in new Board orientation would be beneficial; adding last year's summary as a column for comparison might be helpful.</p>
d.	Approval of Membership List	<p>Current listing of membership was circulated. MOTION: That the current membership list be approved as presented Moved by Phil Fortier, seconded by Liz Snider Carried</p>
e.	Approval of Prospective Board Members	<p>Graeme Bonham-Carter stated that there is a slate of two highly qualified candidates, suitable to the Board's needs, who both bring great experience and skills in related fields. MOTION: That the prospective directors slate of candidates, Terry Gilhen and Kenna McCall, be accepted and put forward for member approval at the Annual General Meeting Moved by Graeme Bonham-Carter, seconded by Deb McGuire Carried The Board Chair thanked Graeme Bonham-Carter for his enthusiasm and work in recruiting Board members over the past years. In future years RCHS may want to expand representation to include additional criteria. As the maximum number of Board Directors is 12, there will be a vacant position which could be filled during the year if someone suitable is found. It is important to keep the director numbers up due to the complex and varied roles of RCHS Board members. The Chair also thanked Graeme for his involvement in the development of inter-agency collaboration, and in particular, Health Links.</p>
f.	Approval of Audited Financial Report	<p>Terry Lee and Don Dutton noted that this report had been distributed. The opinion expressed by the auditor was positive; the audit letter provided observations but not criticisms. It also provided some minor recommendations: one recommendation has already been addressed; another will be implemented; and the others are not required. It was also noted that the references to the `Champlain LHIN` on pages 8 & 13 need to be changed to `SE LHIN`. The Audit Committee was pleased with the scale and quality of the auditors` work. MOTION: that the Audited Financial Report be accepted as presented with two changes to specify SE LHIN Moved by Terry Lee, seconded by Don Dutton Carried The Board Chair thanked Don Dutton for his tenure as Treasurer; his attention to detail and chairmanship of the</p>



			Finance Committee were exceptional. The Executive Director also thanked Don Dutton on behalf of the staff for his understanding and expertise as well as his ability, along with staff, to present reports that were understandable to all Board members. Don Dutton will make his usual remarks at the AGM, will introduce the auditor who will present the audited financial report and will propose it be adopted.
	g.	Compliance Report and Schedule G report to SE LHIN	<p>The Executive Director presented his Annual Compliance report to the Board showing that everything required is being done, and that targets are being met or explanations provided on the exception report as to why they are not. Following the Executive Director's presentation of the Compliance Report to the Board, the Board then completes and returns Schedule G to SE LHIN.</p> <p>MOTION: that the Board direct the Board Chair to sign the Schedule G report to SE LHIN Moved by Jan Hopkins, seconded by Ian Donald Carried</p> <p>Board Chair congratulated staff on presenting and achieving targets.</p>
	h.	AOHC Resolutions	<p>Proposed resolutions were reviewed – most are housekeeping changes.</p> <p>MOTION: that the Board Chair as RCHS representative be directed to vote on the Board's behalf at the AOHC AGM Moved by Graeme Bonham-Carter, seconded by Deb McGuire Carried</p> <p>Board Chair noted that, though RCHS is not designated multilingual, there are 23 staff able to speak some French</p>
	i.	2016-17 Operational results	<p>The Executive Director stated that this is the fifth and final year of the 2013-17 strategic plan. He also noted that the complexity of the working environment and organization contributes to the detail and volume of information in this report. However these operational plan details do not cover the time/work required to run the organization and manage the basic day to day tasks to keep the organization functioning.</p> <p>The three senior staff directors highlighted some key considerations.</p> <p><u>Primary Health Care (Kelly Robinson)</u>: Particularly proud of: the gains of the Safety Concerns Committee which has maintained and increased awareness of safety across all RCHS operations; MSAAC Cancer Screening rates - despite the changes to how our numbers are counted, team members have adapted and exceeded screening targets. Part of what makes it a success is that the Primary Care team is motivated to prevent cancer. We also wish we could have taken on more new clients; however while we did lose a .9FTE MD, all of his clients were absorbed by colleagues and we still took on 165 new clients - so that is still a good news story.</p> <p><u>Community Services (Onalee Randell)</u>: Particularly proud of the growth of health promotion activities within RCHS. A client support worker was hired (by reallocating Dietitian dollars) and has contributed to providing enhanced client support related to forms completion, transportation, client intake, food security, and assisting with accessing RCHS and community resources to name just a few. Health promotion has also raised stop smoking participation by 200% and the inclusion of social and emotional learning in the after school program and other school programs has resulted in very positive feedback from children, teachers and parents. Now looking to improve feedback to staff via formal regularly scheduled performance evaluations.</p> <p><u>Corporate Services (Anne Caron)</u>: Pleased with the operational plan results as a whole. The work of the Electronic Medical Record (EMR) Working Group resulted in improvements in data quality & reporting. Initiatives included staff engagement exercises to track issues, focused training sessions, improvements to workflows and the creation of templates. In the Fall we welcomed the news that Nightingale on Demand had</p>



			<p>been purchased by Telus Health and presentations have been made to staff on the new product – PS Suites. In 2017-18 the Working Group will focus on the transition to this new EMR. The Administration Redesign project was carried over from 2015-16 with the aim of consolidating all administration under Corporate and Administrative Services. As the year progressed it became evident that a management layer was required and the new managers were recruited from within the organization. The work continues in 2017-18 as we continue to build efficiencies within the Health Admin. team. Without additional resources, it is increasingly difficult to meet the growing demand for our services within our communities.</p> <p>In conclusion, the Executive Director thanked all staff for working so hard to improve the processes and structures without hampering innovation and creativity/risk taking.</p> <p>The Board Chair congratulated staff on a great job. He noted that when the Board meets staff at the Xmas breakfast and other events, they are always happy and engaged.</p> <p>MOTION: That the 2016-17 Operational Plan results be approved Moved by Bob Long, seconded by Jan Hopkins Carried</p>
	j.	AGM	<p>The AGM will start at 5:30 pm; business portion of the meeting should be finished by 6:30 pm. Families with children may arrive then for recognition of the school and reception. Ads were in the papers this week. Invitation packages to members will be sent out by June 1.</p>
	k.	ED Performance Evaluation Results	<p>MOTION: That the Board move in-camera at 7:10 Moved by Ian Donald, seconded by Graeme Bonham-Carter Carried</p> <p>MOTION: That the Board move out of the in-camera session at 7:23 Moved by Janice Hopkins, seconded by Don Dutton Carried</p>
9.	Future Agenda Items		Policies
10.	Meeting Evaluation – Janet Cosier		<p>1. <i>Comment on our ability to balance efficiency and effectiveness, such as allowing time for discussion.</i> The Board material was well-presented. There were good discussions on the Compliance Report, the Board Governance Evaluation Results, and on the in-camera ED Performance Evaluation Results. There was also broad participation around the Board table with the agenda being covered in a timely manner.</p> <p>2. <i>Do we feel we followed our appropriate governance role (versus getting into operations) and attended to our Board strategic priorities and work plan?</i> The discussions had a clear strategic focus which made for an excellent meeting.</p> <p>Done by Janet Cosier, filed with staff.</p>
11.	Meeting Adjournment		<p>MOTION: That the meeting be adjourned at 7:30 p.m. Moved by Don Dutton</p>
12.	Next Board Meeting		Tuesday June 27 following the AGM at Merrickville Community Centre

** Calendar items for May

Approved by: _____

Chair

Secretary