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| **Langs Board Meeting Minutes** | | | | | | | |
| **Date** | | September 24, 2024 | | | | | |
| **Present in Person**  **Regrets**  **Staff**  **Chair** | | Brad Ratz, Brendan Wylie-Toal, Jeff Small, Nana-Afia Agyeipah, Yvonne Brown, Stephen Paniccia, Jen Davis  Juliette Coughlan, Denise Carter, Mona Elgargani  Debbie Hollahan, CEO, Sarah MacTavish  Jen Davis | | | | | |
| **Topic/Comments/Action/Decision** | | | | | **Info** | **Action** | **Decision** |
| 1. **Welcome and Call to Order** | | | | | | | |
| 1. Jen welcomed everyone to the board meeting | | | | | ✓ |  |  |
| 1. Call to Order  * Jen called the meeting to order, thanked everyone for attending. * Quorum was recognized. * There were no conflicts of interest declared. * Territorial Acknowledgement presented by Gary Desborough, LCDC Board Chair at the AGM directly preceding this meeting.   **MOTION** (Brad/Stephen) to approve the agenda. **CARRIED** | | | | | ✓  ✓  ✓  ✓ |  | ✓ |
| 1. Chair and Board Member Remarks  * Jen welcomed Sandeep Kalirah to the board meeting. * The group did round table introductions. | | | | | ✓  ✓ |  |  |
| 1. **Minutes of Last Meeting** | | | | | | | |
| The board reviewed the minutes of the meeting of June 25th, 2024.   * No errors or omissions noted.   **MOTION** (Yvonne/Brad) to approve the minutes of the meeting of June 25th, 2024. **CARRIED** | | | | | ✓ |  | ✓ |
| 1. **Board Development** | | | | | | | |
| Women’s Health Centre  Danielle Hughes, Women’s Health Centre coordinator presented to the group with the following highlights:   * + Danielle shared the tagline: Care for Every Woman, At Every Age   + Danielle introduced the group to Women’s Health and the current research available.   + The Vision and Key Guiding Principles were identified and shared with the board.   + Danielle reviewed the current Programs and Clinics namely: Prenatal Clinic, Knowing Me program, and Perimenopause Unveiled: Understanding your Changing Body.   + Danielle shared some future planning with the board and described the Metabolic Clinic and the PAP clinic.   + Danielle shared new collaboration opportunities created with this space in mind and highlighted the connections made with YWCA, Cambridge Food Bank and Cambridge library.   + Danielle shared the TogetHer for Health Fundraiser was very successful and the community provided program suggestions through their survey responses. | | | | | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |  |
| 1. **Internal and Committee Reports** | | | | | | | |
| 1. Executive Committee Report  * Jen presented the Executive Committee report noting the Terms of Reference and Board Calendar were reviewed. * The group discussed new legislation requiring police checks for staff and volunteers; more information is expected over the next few weeks. * The executive committee discussed and suggested to the board to trial using consent agenda to allow for discussion time. The group agreed to trial it for the next meeting. * Jen shared Langs current involvement with the HART Hubs proposal. She noted that there are details yet to be determined and more information can be expected. * The property tax exemption funds had not yet been received. The executive committee determined pausing until November for next steps is in Langs best interest as we are still waiting for a decision from the City re: zoning change for the property at 1273 Concession Rd. * The executive committee discussed Strategic planning and Succession planning and risk for the CEO position. | | | | | ✓  ✓  ✓  ✓  ✓ |  | ✓  ✓ |
| 1. Approval of Annual Compliance and Risk Management Report  * Report is enclosed in the package. * The board discussed how risk is managed operationally with staff (Senior leadership, quality improvement committee, and Director of Finance). * The board discussed their governance responsibilities with respect to risk and considered a risk subcommittee.   **MOTION** (Stephen/Jeff) to approve the Annual Compliance and Risk Management Report as presented by the CEO.**CARRIED** | | | | | ✓  ✓  ✓ |  | ✓ |
| 1. Approval of Signing Authorities  * Based on the Board Manual and Bylaws, the board voted the following executive members as signing authorities:   Jen Davis, Chair  Denise Carter, Vice Chair  Brad Ratz, Treasurer  Nana-Afia Agyeipah, Secretary   * Board Manual, policy 8.04 states, the legal signing authorities shall also include the CEO, the Director of Finance and other designated staff as needed.   **MOTION** (Stephen/Brendan) to approve signing authority as listed above for the 2024-2025 year. **CARRIED** | | | | | ✓  ✓ |  | ✓ |
| 1. CEO Report   Debbie presented the month in review with the following highlights:   * + Ontario Health West is pleased with our progress for Primary Care Expansion   + OHW highlighted Langs’ Women’s Health in their newsletter.   + Clinical team patient rostering continued over the summer at both sites; happy to report no waitlist currently in North Dumfries   + Prenatal clinic started at Langs with a plan to use space at Three Doors Down pending zoning change.   + Debbie shared with the board a ½ day twice per week clinic at HOF, 562 Concession Rd, which is primarily staffed by the Langs IPC team. Debbie shared some push back from CND OHT due to its similarities to CMAC clinic. It is noted that sharing the clinic’s purpose with OHT partners should clear misunderstandings. Langs board supports continued collaboration with community partners to improve access to and coordination of care for our neighbours.   + Langs agrees to be listed as a ‘Relief Centre” in case of natural disasters. There will be not overnight, the City’s insurance will cover damages/staff time, Region and Red Cross would coordinate evacuation.   + Langs hosted a successful community Garage sale over the summer.   + Langs was nominated for Cambridge Chamber award, *Organization of the Year, over 11 employee*s. The event will be on November 14th.   + Clothing Giveaway will be on October 7th, please bring donations to main reception by October 4th.   + Central Intake Hub proposal for cataracts CI has been submitted.   + Langs continues successful onboarding of new employees with 12 new hires this past summer.   + New benefits plan was chosen and will be shared with staff in the next weeks.   + Langs hosted successful staff social wellness activities over the summer.   + IDEA Action Team have finalized the IDEA Framework which is available on the Langs website.   + Langs board members can expect to be able to use the Langs website board portal to sign in an access material. * Ontario Health requested to profile our QIP with respect to our organization-wide technology training indicator. * Langs was asked to present at the Alliance meeting on our work in setting up reminders in EMR for Links2Wellbeing project (social prescribing). Kelly Conrad, awarded for her work at Langs re: social prescribing. * Langs maintains a focus on cyber security including creation of Code Cyber in our emergency codes that will be updated based on the mock exercise with Senior Leadership and tabletop exercise with HIROC. * Compensation continues to be a challenge. * United Way funding changed from quarterly to annually. The group discussed Langs ability to carry the funding until quarter 2/3. * Langs Youth Wellness Hub has been approved as an Ontario Youth Wellness Hub, funded by MOH. * Langs meeting with Engage Rural to support call for proposals to end Gender based violence for rural communities. * The group discussed the use of AI Scribe and existing legislation. | | | | | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |  |
| 1. Approval for DEP renovations  * Debbie presented the board with quotes for DEP renovations. * Debbie noted three quotes were provided and the quote presented from VMS Construction was reasonable. * The quote presented was for splitting office S219 with an expected cost of approximately $25, 000.   **MOTION** (Brad/Yvonne) to approve DEP renovations to split the office in S219 from operations budget. **CARRIED**   * It was noted that before determining whether to use reserve funding the board needs a better understanding from Kate of what is available in the operational budget. | | | | | ✓  ✓  ✓  ✓ |  | ✓ |
| 1. CND OHT Report  * Stephen attended the first meeting of this year for the CND OHT JCB and reported differences between his expectations and the meeting content. He noted he looks forward to the next meeting and hopes to see dynamic movement from the Joint Board Committee. * Debbie described the current reporting structure between Langs and CND OHT. * The board discussed a desire for more information, for example, what do the terms of reference say? What authority do directors/chairs at the JBC have? | | | | | ✓  ✓ | ✓ |  |
| 1. Community Services Report  * Brad noted the summer picnics and programs were well attended and successful. * The March break fee will increase to $75 a week. It was noted there are processes in place for fee subsidy and payment plans for those community members who express need. * Brad reviewed one recommendation as presented in the package to approve use of the gymnasium for Beechwood Brainery. * Debbie noted the group will provide liability insurance to Langs.   **MOTION** (Stephen/Brendan) to approve Beechwood Brainery use of the gymnasium for an honorarium fee. **CARRIED** | | | | | ✓  ✓  ✓  ✓ |  | ✓ |
| 1. Treasurer’s Report  * Brad presented the Statement of Fiduciary Compliance and Financial Statement as presented in the package.   **MOTION** (Brad/Yvonne) to approve the Statement of Fiduciary Compliance Report for the period ending on August 31, 2024. **CARRIED**  Brad presents the statement of operations as presented in the package with the highlights as follows:   * + Current month and year to date surplus for purchased services due to the timing of some expenses.   + Deficit for provincial government funding revenue due to funding paid in 3 installments rather than monthly.   + Deficit for grants due to the timing of funding being received.   + YTD Surplus for program/user fees due to summer program enrollment paid in April and May. The surplus will offset the salary.   + Salary and benefits surplus due to some of the one-time funding positions still to be filled.   **MOTION** (Brad/Nana) to approve the Financial Statement for the period ending on August 31, 2024. **CARRIED** | | | | | ✓  ✓ |  | ✓  ✓ |
| 1. Incident Report Quarterly Summary  * Incident Report enclosed and reviewed by the board. | | | | | ✓ |  |  |
| **MOTION** (Stephen/Brendan)to approve reports a) to i). **CARRIED** | | | | |  |  | ✓ |
| 1. **Updates** | | | | | | | |
| a) Alliance for Healthier Communities   * Langs requested a board member be Langs liaison at the Alliance Board; Brendan suggested he would be able to join in January. | | | | | ✓ |  |  |
| b) Ontario Health West   * They are pleased with our progress for primary care expansion. | | | | | ✓ |  |  |
| 1. **Other Business** | | | | | | | |
| 1. Recruitment Committee – Membership discussion and voting  * Sandeep left the meeting and thanked everyone for the opportunity. * Nana led the group discussion regarding current candidates for membership: Sabrina McGregor and Sandeep Kalirah who have both attended meetings as guests.   **MOTION** (Nana/Brendan) to approve Sabrina McGregor and Sandeep Kalirah for board membership to the Langs Board of Directors for the 2024-2025 year. **CARRIED** | | | | | ✓  ✓ |  | ✓ |
| 1. **Meeting Adjournment** | | | | | | | |
| **MOTION** (Brad/Yvonne) to adjourn this meeting of the Langs Board of Directors. **CARRIED** | | | | |  |  | ✓ |
| **Chairperson** | **Jen Davis** | | **Secretary** | **Nana-Afia Agyeipah** | | | |