



**CommunityCare**  
NORTHUMBERLAND

## **Governance Committee Meeting**

<https://us02web.zoom.us/j/88382775778>

Meeting ID: 883 8277 5778

Passcode: 713603

**Friday, February 14, 2025 – 9:00 am**

### **MEETING AGENDA**

<b>Welcome</b>	<b>Speaker:</b>	<b>Document:</b>
1. Quorum & Approval of Agenda	Jessica	Verbal
2. Approval of Previous Minutes – Dec. 6, 2024	Jessica	Attached
3. Business Arising from Minutes		
3.1 – Hospice Accreditation Update	Sherry	Presentation
3.1.1 – Review BD – 140 HPCO Accreditation	Trish	Attached
3.2 – Board Member Agreement Update	Tina	Information
3.3 – Revised BD-90 Conflict of Interest	Tina	Attached
3.4 – Indigenous Training Update	Trish	Information
4. Work Plan Items		
4.1 Succession Planning Strategy	Jessica	Discussion
4.1.1 Review BD-65 Succession Planning	Jessica	Attached
4.2 Review Board Skillset	Jessica	Attached
4.3 Review Risk Management Plan	Trish	Verbal
5. Policy Review		
5.1 BD-20 Board Accountability	Jessica	Attached
BD-165 Policy Framework Management		
6. Termination		

**Next Regular Meeting – April 4, 2025 – 9:00 am - Virtual**

**Governance Committee Meeting Minutes**  
**Zoom Meeting – Friday, Dec. 6, 2024 – 9:00 am**

**Present:** Angela Grogan, Jessica Clarke, Jackie Gardner-Nix, Trish Baird, Tina Stephens,

**Regrets:** Stephen Beauchamp

<b>Topic</b>	<b>Discussion</b>	<b>Decision/Action</b>
<b>1. Quorum &amp; Approval of Agenda</b>	There was a quorum present.	Motion by: Jackie Gardner-Nix to approve the agenda. 2 <sup>nd</sup> by: Angela Grogan. Carried.
<b>2. Approval of Minutes</b>	2.1 Approval of Previous Minutes – June 7, 2024	Motion by: Angela Grogan to approve the minutes of June 7, 2024. 2 <sup>nd</sup> by: Jessica Clarke. Carried.
<b>3. Business Arising</b>	<p>3.1 Updated CEO Evaluation            Committee was pleased with changes made to the evaluation which included adding a name section, and an “unsure” response. Committee will discuss at a future meeting whether it is a moot point completing this, with the CEO plans for retirement in 2025.</p> <p>3.2 Updated Draft Board Member Agreement            An updated Board Member agreement was circulated. Addition of “attendance a minimum of 75% attendance” was accepted. This will be sent out annually along with being added to a new Board member package. Tina will use Adobe Acrobat to ensure the document is fillable electronically.</p> <p>3.3 Board Questionnaire Results            Results of 2024 Board questionnaire results were circulated and overall, the results were very positive. Discussion around bringing forward the Board matrix at the Board level when thinking about future board member recruitment.</p>	<p>Motion by: Jackie Gardner-Nix to approve the amended CEO evaluation. 2<sup>nd</sup> by: Angela Grogan. Carried.</p> <p>For Discussion Purposes</p> <p>For Discussion Purposes</p>
<b>4. Work Plan Items</b>	<p>4.1 Review Work Plan            The work plan for 2024/2025 looks good. No additions at this time. Strategic priorities &amp; objectives will be an update from the Directors at the February Board meeting. Hospice staff will be asked to provide an update on the HPCO accreditation process at the February Governance meeting.</p>	For Discussion Purposes

	<p>4.2 Review Terms of Reference One minor wording change to the document. Removal of wording" and one Vice Chair".</p> <p>4.3 Plan Board Education Sessions Possible future topics discussion included an Indigenous course currently being offered by Cancer Care Ontario. This could be a discussion point for one of the Board education sessions. Also, topic of the screening process for our Volunteers. Possible presenters could be our agency volunteer coordinators.</p>	<p>For Discussion Purposes</p> <p>Trish will further review the course outline and see how it relates to CCN. She will send an email out to the Board with her findings.</p>
<p><b>5. Policy Review</b></p>	<p>Policy Review Sheet for 2024/2025 was circulated. HPCO accreditation policy will be reviewed by Hospice staff and brought back to the February meeting. Tina will check in to see if Ethic's consultant is still reviewing the Conflict-of-Interest policy. Policies for review in February are:</p> <ul style="list-style-type: none"> <li>➤ BD-20 – Board Accountability</li> <li>➤ BD-165 – Policy Framework Management</li> </ul>	<p>For Information Purposes.</p>
<p><b>Terminate</b></p>		<p>Motion by: Jackie to Terminate</p>

**Next Regular Meeting: Feb. 14, 2025**