

Board of Directors Meeting Minutes Virtual – Friday, January 24, 2025

Present: Jackie Gardner-Nix, Angela Grogan, Sharyl Ann Milligan (via Zoom), Selena Forsyth, Jessica Clarke, Elaine Azzopardi, Stephen Beauchamp, Judy McLean, Tim Miller, Trish Baird, Tina Stephens, Jordyn Boivin (Financial Analyst, CMH), Adam Kolisnyk (CFO, CMH).

Regrets: Sharron MacDonald

Topic	Discussion	Decision/Action
Board Education	Topic – CCN Finance 101 – Presented by Jordyn Boivin, Financial Analyst, CMH.	For Information Purposes
1.1 & 1.2 Quorum & Declaration of Conflict of Interest	The meeting was called to order by Elaine Azzopardi who welcomed everyone. There was a quorum present, and no conflicts of interest were declared.	No conflicts were declared.
1.3. Approval of Consent Agenda	Approval of Consent Agenda	Motion by: Jessica Clarke to approve the consent agenda. 2 nd by: Stephen Beauchamp Carried.
1.4 Approval of Agenda	Approval of Agenda Add 4.4.1 – Fundraising Committee discussion	Motion by: Jessica Clarke to approve the amended agenda. 2 nd by: Tim Miller. Carried
3. Business Arising from Minutes	3.1 No business arising	
4. Board Business/Committee Matters	4.1 Proposed Fee Schedule Judy presented the Board with the proposed fee schedule for the 2025/2026 fiscal year. Small increases have been proposed for the Hot Meals program and the Home Help program. 4.2 – COVID Vaccine Policy – Consultations have taken place regarding this policy. The recommendation is to archive this policy and removing the requirement of the COVID vaccine for employment and volunteers. Wording in the Immunization policy will be strengthened to “strongly recommend” as there are no current mandated requirements for the vaccine from the provincial government.	Motion by: Judy McLean to accept the proposed fee schedule for April 1, 2025. 2 nd by: Tim Miller Carried. Motion by: Judy McLean to approve archiving the COVID Vaccine policy. 2 nd by: Selena Forsyth 7 voted for. 1 opposed. Carried.

	<p>4.3 Foundation Update Fundraising for the Foundation has been strong, and Handbags for Hospice is being planned for April 10, 2025. Also, CCN has created a new Facebook page, so please share this page with your contacts.</p> <p>4.4 OHT-N Update/Governance Advisory Council Many new initiatives being planned through Committees. A new website is being designed and hoping to be ready for launch on April 1, 2025.</p> <p>4.4.1 – Fundraising Committee The question was raised as to why there hasn't been a Fundraising Committee. There has been a focus on certain event meetings. Trish will reach out to Joel and Selena to further discuss.</p> <p>4.5 In Camera Session</p>	<p>For Information Purposes</p> <p>For Information Purposes</p> <p>For Information Purposes</p> <p>Motion by: Jackie Gardner-Nix to move into camera. 2nd by: Stephen Beauchamp Carried. Motion by: Jackie Gardner-Nix to move out of camera. 2nd by: Tim Miller. Carried</p>
5. Termination		Motion by: Selena Forsyth

Next Meeting – Friday, February 28, 2025 - Zoom

Finance Committee Meeting Minutes
Zoom Meeting – Friday, Feb. 7, 2025 – 9:00 am

Present: Judy McLean, Jackie Gardner-Nix, Stephen Beauchamp, Tim Miller, Donna Moulton, Trish Baird, Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO, CMH), Tina Stephens

Regrets: Angela Grogan, Elaine Azzopardi

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	The meeting was called to order by Judy McLean and a quorum was present. *Add Risk Management Policy for discussion under 5.1.1.	Motion by: Tim Miller to approve the amended agenda. 2nd: Donna Moulton Carried.
2. Approval of Minutes	2.1 Approval of previous minutes – Jan. 10, 2025	Motion by: Jackie Gardner-Nix to approve the previous minutes. 2nd: Carried.
3. Auditor Engagement	3.1 Audit Planning Report 2024/2025 KPMG submitted an Audit Planning Report for the fiscal year ending March 31, 2025. KPMG will return to the Committee in early June with the Audit Findings report once the final audit is complete.	For Information Purposes
4. Business Arising	4.1 Revised F-30 Budget Preparation The revised F-30 Budget Preparation policy was presented. Suggestion to change wording of “approve” to “accept”.	For Information Purposes
5. Financial Statements	5.1 CCN Q3 Financial Results Q3 CCN Financial results were presented. Noted question around petty cash line item. Will further discuss this item at the next meeting and review the policy. Fundraising and donations are down. A report will be prepared on a quarterly basis looking at donation/fundraising trends. Once a reconciliation of Hospice expenses has been completed, a funding request will be going to the Foundation. A Risk Management Plan will be implemented by the CMH Finance team and Management in the near future. 5.1.1 Risk Management Policy – As the Risk Management plan begins to take shape, the policy will be reviewed/updated according to the new Plan at a future meeting.	Motion by: Jackie Gardner-Nix to accept the Q3 Financial Statements as presented. 2nd: Stephen Beauchamp. Carried. For Information Purposes

	<p>5.2 Final Draft 2025/2026 Operating Budget The Final Draft 2025/2026 budget was presented. Question around presenting a deficit budget vs one that is balanced. This will be further discussed at the Q1 finance meeting for 2025/2026. The motion to recommend the \$25,000 of capital purchases was presented at the Jan. 10th finance meeting.</p> <p>5.3 Internal Controls Q3 Internal controls for Q3 were presented.</p>	<p>Motion by: Tim Miller to accept the 2025/2026 Consolidated Operating budget and put forth to the Board for approval. 2nd: Stephen Beauchamp Carried.</p> <p>For Information Purposes</p>
6. Foundation Funding Request for 2025/2026	<p>6.1 A request for \$119,000 to cover Q3 operating expenses for Hospice will be presented to the Foundation at their next meeting.</p>	<p>Motion by: Tim Miller to accept the recommendation of a funding request of \$119,000 to cover the Q3 operating expenses for Hospice. 2nd: Stephen Beauchamp Carried.</p>
8. Termination		<p>Motion to terminate made by Stephen Beauchamp.</p>

Next Meeting: TBD – 9:00 am - Zoom

Governance Committee Meeting Minutes Zoom Meeting – Friday, Feb. 14, 2025 – 9:00 am

Present: Jessica Clarke, Jackie Gardner-Nix, Stephen Beauchamp, Trish Baird, Tina Stephens,

Regrets: Angela Grogan

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	There was a quorum present.	Motion by: Jackie Gardner-Nix to approve the agenda. 2 nd by: Stephen Beauchamp. Carried.
2. Approval of Minutes	2.1 Approval of Previous Minutes – Dec. 6, 2024	Motion by: Jackie Gardner-Nix to approve the minutes of Dec. 6, 2024. 2 nd by: Jessica Clarke. Carried.
3. Business Arising	<p>3.1 Hospice Accreditation Update CCN Hospice Director, Sherry Gibson, presented the Committee with an update of the current HPCO Accreditation process. Project is on track, have made great strides to incorporate previous recommendations from 2022 accreditation. A new Research Policy will be brought to the next Governance Committee for approval.</p> <p>3.1.1 – Review BD-140 HPCO Accreditation No changes suggested.</p> <p>3.2 Board Member Agreement Update Tina informed the Committee that she will be sending out the new Board Member Agreement along with the Code of Conduct and Statement of Confidentiality to be electronically signed.</p> <p>3.3 Revised BD-90 Conflict of Interest This policy was sent to the Ethicist for review and his suggestions were highlighted. Suggested to bring to the next Board meeting for discussion and awareness.</p> <p>3.4 Indigenous Training Update Trish provided some information on the Indigenous training modules. This will be brought up at the next board meeting to see if any other members have begun the training.</p>	<p>For Information Purposes</p> <p>For Discussion Purposes</p> <p>For Discussion Purposes</p> <p>Motion by: Jackie Gardner-Nix to accept the changes to the policy as suggested. 2nd by: Stephen Beauchamp. Carried.</p> <p>For Discussion Purposes</p>

<p>4. Work Plan Items</p>	<p>4.1 Succession Planning Strategy Succession planning is moving along. A Committee has been formed to look at next steps for recruitment and a work plan is being developed.</p> <p>.</p> <p>4.1.1 Review BD-65 Succession Planning Policy is good, no changes suggested.</p> <p>4.2 Review Board Skillset Document Suggested that this document be sent to the Board for completion. This will help in completing an up-to-date skills matrix. This will be added to the agenda of the next Board meeting.</p> <p>4.3 Review Risk Management Plan CMH Finance team is currently working with CEO and Senior staff to complete a Risk Management Plan. More information will be brought to Governance at the next meeting.</p>	<p>For Discussion Purposes</p> <p>For Discussion Purposes</p> <p>For Discussion Purposes</p> <p>For Discussion Purposes</p>
<p>5. Policy Review</p>	<p>Policy Review for review:</p> <ul style="list-style-type: none"> ➤ BD-20 – Board Accountability – No changes ➤ BD-165 – Policy Framework Management – No changes. 	<p>For Information Purposes.</p>
<p>Terminate</p>		<p>Motion by: Jackie to Terminate</p>

Next Regular Meeting: April 4, 2025

Ontario Health Team
Northumberland



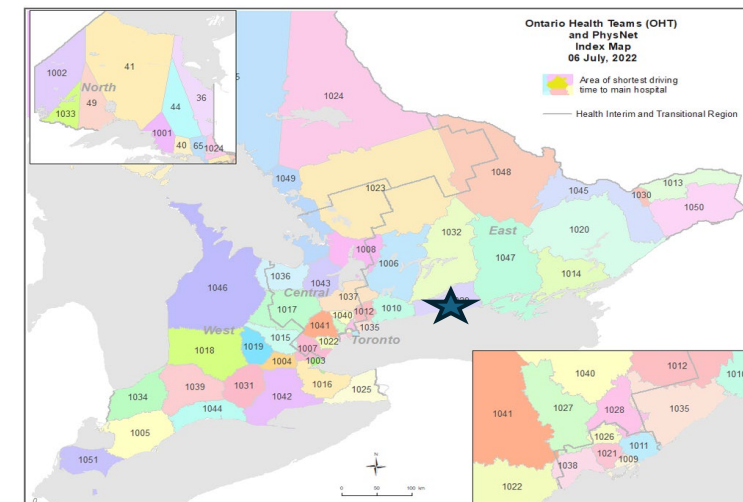
Executive Lead Update

Collaboration Council

Jan 2025

The goal of the Ontario Health Teams is to build a **connected** and **sustainable** health care system, centred around the **needs of patients**

The Ontario Health Team of Northumberland (OHT-N) is a county-wide collaboration of patients, caregivers, health, and community care providers, working together to improve patient, caregiver, and provider experience



OHT-N Q3 Highlights & Plans for Q4



Core Area of Focus: Primary & Specialty Care

Maturing OHT-N's Primary Care Network (PCN)

- The PCN has grown in numbers and now includes representation from all the Family Health Organizations (FHO) from across Northumberland County.

County-Wide Physician Recruitment Plan *

- The Physician Recruitment Steering Committee is meeting monthly to develop recommendations for a county-wide recruitment plan.
- Completed a physician recruitment environmental scan of recruitment practices across Ontario.

Serving Unattached Patients - Rural Outreach Clinic (ROC)

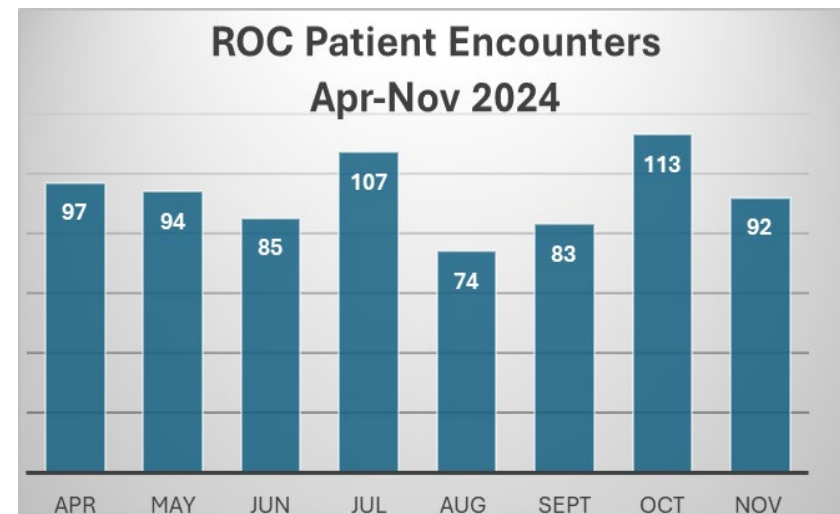
- The ROC continues to manage a waitlist for primary care services and serves an average of 93 patients a month.

Coming Q4:

New communication platform for PCN communications

Completed county-wide physician recruitment recommendations

New physician at ROC- expanding to serve 5x more primary care patients with episodic primary care



Core Area of Focus: Older Adults

Alderville First Nation Senior Accessibility Residence

- Collaborating with Alderville First Nation's project team on design and implementation plan.
- Joined site visit of Aging at Home facility in Pikwakanagan (formerly Golden Lake First Nation).

Volunteer Peer Support Program

- Currently 17 active participants, increase from 12 last quarter
- Result of request for more funding still pending

Essential Care Partner Program*

- In the early stage of project planning to launch the Ontario Caregiver Organization's Essential Care Partner Program.

Coming Q4:

Bridging the Gap: Pathways to Care for Unattached Patients- planning event Mar 20.

Implementing frailty index screening and advanced care planning at pilot site.

Core Area of Focus: Mental Health & Addictions

Homelessness and Addiction Treatment (HART) Hubs Proposal

- Supported OHT-N partners' HART Hub proposal, Ministry response to the proposal is still pending.

Endorsed Opening of 310 Division Emergency Shelter

- OHT-N Mental Health & Addiction Working Group endorsed the opening of 310 Division, which offers emergency shelter and transitional housing.

Coming Q4:

Developing MHA advocacy plan for 25/26.

Clinical Priorities: Integrated Care Through Equity Approaches

Equity, Inclusion, Diversity, Anti-Racism (EIDA-R) Plan

- Collaborating with partners on EIDA-R plan to build on strengths, close gaps, and standardize EIDA-R application.

Indigenous Cultural Awareness & Safety (ICAS) Plan

- Completed research to inform county-wide ICAS planning, ensuring alignment with culturally appropriate resources and practices.

Coming Q4:

Complete 2-year EIDA-R and ICAS plan.

Clinical Priorities: System Navigation

OHT-N Navigation Platform*

- Completed draft and in process of receiving feedback on website health services navigation platform.
- New website and navigation site will have direct referral application to improve access to local resources for patients, family members, caregivers, and providers.

Coming Q4:

Launch new website and navigation platform.

Develop broader system navigation plan.

Structural Priorities: Data & Digital

Expanding Online Appointment Booking (OAB) Access*

- Confirmed new \$54,200 one-time funding from Ontario Health for OAB users, including 17 new users.

Coming Q4:

Digital Health Roadmap.*

Population health management digital enabler.

Structural Priorities: Communications & Community Engagement

Patient/Client, Family, Caregiver, Engagement Capable OHTs Self-Assessment

- Competed 20% of Self-Assessment Tool in collaboration with the OHT-N Experience Partner Council to assess and develop plan improvements regarding PFC engagement.

Expanding Patient Family and Caregivers in Council and Projects

- Recruitment planned for new Experience Partners for Experience Partner Council and Experience Partners in projects.

Updating Communications Strategy & Plan

- Developing communication and community engagement plan in progress.

Coming Q4:

Recruiting new Experience Partners for Experience Partner Council and projects.

Updated Communication Strategy and Plan.





Thank you