

WATERLOO WELLINGTON BOARD OF DIRECTORS

MINUTES

November 2013 Public Board Meeting

DATE/ TIME	Wednesday, November 13, 2013 4:30 to 7:30 p.m.	LOCATION	Board Room of the Waterloo Wellington CCAC Guelph Office, 450 Speedvale Ave., W., Suite 201, Guelph, ON N1H 7G7
CHAIR	Michael Delisle	RECORDER	Helene Ireton
PRESENT	<u>Board Directors</u> Brenda Flaherty, Supervisor Michael Delisle, Chair Brian Cowan, Vice Chair Ed Arbuckle, Treasurer Janet Huber, Board Director Patricia Kahle, Board Director Larry Kron, Board Director Tammy Quigley, Board Director Glenn Roach, Board Director Lori Trumper, Board Director Gordon Milak, Secretary of the Board and CEO	<u>Staff</u> Guy Arseneau, CFO, Senior Director, Corporate Services Andrea Martin, Senior Director, Patient Services Colin Carmichael, Manager, Communications Helene Ireton, Executive Assistant Guests: One member of the public was in attendance.	
REGRETS			
No.	ITEM	COMMENTS	RESPONSIBILITY & FOLLOW-UP
1.0	Call to Order	The meeting was called to order by the Chair at 4:35 p.m.	
1.1	Declaration of Conflict	Based on the meeting agenda and package received by board directors, no director declared a conflict of interest under Bylaw No. 6.10-16 and Policy V-B-14.	
1.2	Approval of Agenda	IT WAS MOVED by Lori Trumper and seconded by Glenn Roach that the agenda be approved as distributed. <p style="text-align: right;">Carried.</p>	
2.0	CONSENT AGENDA		
	CONSENT AGENDA	Items on the Consent Agenda included: 2.1 Minutes of August 14, 2013 2.2 Report of the CEO	

		<p>2.3 Report from the Executive Committee – Declaration of Compliance (M-SAA)</p> <p>2.4 Briefing Note re: Health Links Funding</p> <p>A late addendum to the Health Links briefing note was received by the board and the item was moved off the consent agenda to be addressed as the first business item.</p> <p>It was moved by Janet Huber and seconded by Lori Trumper that the items on the Consent Agenda, with the exception of Health Links, be approved as presented. Carried.</p>	
3.0	BUSINESS		
2.4	Rural Wellington Health Links Funding Business Plan	<p>Item 2.4 was brought forward from the consent agenda and the newly distributed addendum pertaining to the Rural Wellington Health Links Business Plan was reviewed. Gordon Milak and Brian Cowan, both members of the Rural Wellington Health Advisory Steering Committee gave a synopsis on the development of the MOU to support this Health Links and explained the reason for signing the MOU in principle, noting that a statement about the accountability of the CCAC still needs to be incorporated. History and context around the funding for Health Links, accountability and system facilitation was provided.</p> <p>It was moved by Brian Cowan and seconded by Janet Huber that the Waterloo Wellington CCAC Board of Directors, as a participating MOU organization for the Rural Wellington Health Advisory Steering Committee (RWHASC), approve in principle the abbreviated version of the Health Links business plan, knowing this plan will evolve, and direct the Board Chair and WWCCAC CEO to review and sign the final business plan, November 27, 2013, prior to submission to the MOHLTC. Carried.</p>	It was asked if there could be an education component about the Rural Wellington Health Links in a future board meeting.
	Ensure Program Quality & Effectiveness		
3.1.	Client Story Presentation	The board reviewed a video presentation of one couple's experience with the Adult Day Program in our community and the value to both the client and to the health of his family caregiver. The topic related to the review of Q2 PMF measures– specifically 1.1.6 Wait time from assessment to referral for ADP. Board directors were interested in	

		hearing about how residents' choices are accommodated, eligibility criteria, needs assessment, respite care and how the CCAC intends to meet the targeted performance.	
3.2	Quality Committee Report	<p>Lori Trumper provided an overview of the report as distributed in the board package highlighting, in particular, the Enterprise Risk Report, the Litigation Annual Report, the Q2 Performance Management Framework and M-SAA data. The board was interested in the measure "Supporting Falls Prevention" and it was explained that as acuity increases, so does the risk of falls. It was noted that in the future it will be possible to drill down to capture specific outcomes – i.e., those falls that resulted in injuries.</p> <p>M-SAA indicators were reviewed with explanation of components driving the numbers including plans to achieve performance targets.</p>	Explore better wording to define % of clients that have fallen was suggested – e.g., chronic, complex clients.
	Ensure Financial Viability		
3.3	Report from Resources Committee	Ed Arbuckle noted the pre-circulated report from the Resources Committee, provided an overview of the work of the Committee. Janet Huber, has joined the committee. Ed also pointed out the transition from a transactional approach to a more outcomes focused approach. Ed spoke about the 2014-15 budget assumptions and working principles and commented on the very thorough budget review process,	
3.3.1	Resolution re: Amendment to Signing Authority	<p>It was resolved by Tammy Quigley and seconded by Lori Trumper that the Waterloo Wellington CCAC Board of Directors approve the resolution as required by the TD Canada Trust (attached) and authorize the Senior Director of Corporate Services to process and submit the required documentation required by TD Canada Trust to amend the signing authorities for the Corporation, so as to –</p> <ul style="list-style-type: none"> • Add Guy Arseneau as Senior Director, Corporate Services & CFO; and to • Add Andrea Martin as Senior Director, Client Services; and to • Remove Inta Bregzis as Senior Director, Performance Management and Accountability; and to • Remove Kelly Smith as Senior Director, Human Resources & Organizational Development. <p style="text-align: right;">Carried (unanimous)</p>	

3.3.2	Line of Credit	<p>It was moved by Glenn Roach and seconded by Lori Trumper –</p> <ol style="list-style-type: none"> 1. That the Waterloo Wellington CCAC Board of Directors approve the application for a line of credit facility to be submitted with TD Bank in the amount of \$4,250,000; and 2. That the Board resolution reflects the prescribed format received from TD Canada Trust. <p style="text-align: right;">Carried (unanimous)</p>	
3.4	Report from Audit Committee	Ed Arbuckle reported on the work of the Audit Committee, noting that two new risk categories have been added to the Enterprise Risk Assessment. Guy Arseneau explained the red areas noting there are no known issues but that the red ranking was to flag the need to work on the level of comprehensiveness in compliance monitoring.	
	Ensure Board Effectiveness		
3.5	Governance Committee Report		
3.5.1	Governance Policies	<p>It was moved by Brian Cowan and seconded by Tammy Quigley THAT the Board of Directors adopt <i>Policies</i> –</p> <ul style="list-style-type: none"> • II-9 Occupational Health & Safety Accountability • III-9 Supporting Client Choices (new policy) • V-B-2 Selection of Board Officers, Committee Chairs and Committee Members • V-B-8 Evaluation of Board Committee and Individual Performance; and Board-Committee-Chair Evaluation and Self-Assessment and Peer Evaluation tools • V-B-12 Board Policy Development and Review (formerly “Process for Review of Board Policies”) <p style="text-align: right;">as reviewed and recommended by the Board Governance Committee. Carried.</p>	
	Provide for Excellent Management		
3.6	Cultural Renewal – Person-centred Care	A presentation, “Cultural Renewal” was provided by the CEO and is posted with the meeting package. The presentation was well received and directors pointed out the statistics provided under “Using Resources Wisely,” were surprising and very meaningful. It was	

		suggested these kinds of interesting facts should be shared with the public – e.g., cost of one extra nursing visit per month per client = \$2.6 million; number of kilometres travelled per day to deliver services, number of patients on the overall caseload over any 24 hr. period, etc.	
4.0	OTHER ITEMS		
5.0	Evaluation	Board members were reminded to fill out their meeting evaluations. Helene will send electronic forms to board directors following the meeting.	
6.0	Conclusion	It was moved by Ed Arbuckle and seconded by Brian Cowan that the meeting be adjourned. Carried. The public meeting of the board concluded at 6:25 p.m.	

APPROVAL OF MINUTES

On a motion duly made, seconded and carried unanimously, the above-noted minutes were approved.

Michael Delisle, Chair

Gordon Milak, CEO

Date: _____