



Minutes

Board of Directors Meeting

Date/Time: February 24th, 2 to 3:30 – Virtual via Microsoft Teams

Attendees: Scott Semple Chair, Bruce Swan, Betty Jo Dean, Carol Ravnaas, Dr. Kim Morrison, Brian Devlin, Jennifer Foster, Pytor Hodgson, Emily Leslie

Regrets: Dr. David Messenger, Isabel Kerr

Guests: From the French Language Health Services Network of Eastern Ontario (Réseau), Jacinthe Desaulniers, CEO. Jeannine Proulx, South East Planning Officer, Allan Katz, Special Advisor, Community Engagement, Communications and Planning

Item	Topic	MRP/ Action
1.	Welcome Scott Semple welcomed members and guests to the meeting.	Board members to obtain a Criminal Reference Check. Any receipts not already provided to D. Jones for reimbursement, please forward. Members to sign a confidentiality agreement and return to D. Jones
2.	French Language Services Jacinthe Desaulniers presented information regarding French Language Services (FLS) designation including context, current state, and next steps. A PowerPoint presentation was pre-circulated to board members for information. AMHS-KFLA's overall compliance rate within the 5 designation criteria is 70%. Elements are still required to be incorporated in the bylaws as well as Governance and Accountability which are linked to the Board. Designation elements required for human resources policy are still outstanding. It has been a challenge to recruit Francophone staff within the KFLA area. Suggested next steps: Continue to work on the elements of designation and consider becoming a corporate member of the Réseau.	
3.	Approval of Minutes of Jan. 27, 2021 Moved by Dr. Morrison, seconded by B. Devlin MOTION: That the Board Minutes of January 27, 2021 be approved with a correction to Emily Leslie's name.	

<p>4.</p>	<p>Client and Family Report to the Board</p> <p>This item was deferred until the next board meeting.</p>	<p>Bring forward to March 24, 2021 Board meeting</p>
<p>5.</p>	<p>Board Policies</p> <p>The following board policies were provided for review and approval. Minor changes are listed beside the policies. It was noted that board policies are reviewed annually.</p> <p>Board Meetings Board Meeting Minutes Code of Conduct Collaborative Governance Committees of the Board Ministerial Requirements – change Local Health Integration Network (LHIN) to Ontario Health Orientation for Board Members – change he/she to Board member Role of the Board Chair Signing Authorities Vision, Mission and Values</p> <p>Note: Liability Insurance is covered in the By-Laws</p> <p>Moved by Dr. K. Morrison, seconded by E. Leslie MOTION: That the Board Governance Policies listed be approved with stated amendments.</p>	
<p>6.</p>	<p>Budget 2021 – 2022</p> <p>Summaries of the detailed operating budget and budget request for 2021-2022 were presented by B. Dean. The 2021-2022 budget was developed with input from the leadership team following detailed reviews with Program Managers, evaluating current year results as well as pressures for the next fiscal year.</p> <p>Highlighted items from the pre-circulated documents included revenues, expenses, and surplus/(deficit). Details of variances budgeted were also explained.</p> <p>From a LHIN and Ministry perspective, AMHS is in a balanced budget position.</p>	<p>Budget 2021-2022 recommended being approved at the March 24, 2021 Board meeting after reviewed by Board Members.</p>



	<p>It is recommended that the Board approve the budget at the next Board meeting once members have reviewed the documents and any questions are addressed.</p>	
	<p>Operating Plan</p> <p>A detailed presentation was provided by C. Ravnaas and B. Dean on the Joint Executive Directors Organizational Plan. The plan is based on AMHS’s Strategic Plan which includes three strategic directions with operating priorities for each strategic direction. The Organizational Plan key components included: Workplan Initiatives, Objectives and, Quality Improvement Indicators. This is a working document with operating priorities guiding the work of AMHS to achieve and support system change over the next year.</p> <p>A section on Organizational Stabilization was added to ensure AMHS processes and procedures are planned for and operating effectively to meet obligations to the LHIN, Ontario Health, the Ministry, and other contracts.</p> <p>As a result of discussion, it was decided that the FLS obligations be moved from the Stabilization section under MSAA targets met and added to the Workplan Initiatives and Objectives section.</p> <p>Quality Improvement goals, indicators, and target percentages are included in the Organizational Plan with results reported to the Board quarterly.</p>	<p>Operating Plan recommended for approval at the March 24, 2021 Board meeting following review by Board Members.</p>
<p>7.</p>	<p>Joint Executive Directors’ Report to the Board</p> <p>The Joint Executive Directors’ Report was provided for information, highlighting the actions of the Joint Executive Directors for the previous month.</p> <p>Correction to page 2 of the Joint Executive Directors’ Report: “Reduce the forecasted deficit by \$200,000” should read “reduce the forecasted surplus by \$200,000”.</p>	
<p>8.</p>	<p>Joint Executive Leadership Evaluation</p> <p>Collaborative Governance Evaluation</p>	<p>Bring items forward to the meeting on March 24, 2021</p>



	<p>Health Services and Policy Research Institute Queen’s University</p> <p>These items were deferred to the next board meeting.</p>	
9.	<p>Adjournment</p> <p>Roundtable Discussion: B. Dean and C. Ravnaas were commended for their work and the overview of the AMHS Organizational Plan.</p> <p>B. Swan’s last Board meeting will be in March. A summary report of AMHS work undertaken by B. Swan since July 1st is being submitted to Cynthia Martineau at Ontario Health and will be shared with Board members at the March meeting.</p> <p>S. Semple stated that the weekly L & A County EOC meeting would benefit from an AMHS representative on the Committee. C. Ravnaas will discuss with S. Semple off-line.</p> <p>On a motion by Dr. Morrison, seconded by E. Leslie, the meeting was adjourned at 3:30</p>	<p>B. Swan to provide a summary report of his work with AMHS.</p> <p>S. Semple and C. Ravnaas to discuss an AMHS representative to attend L & A EOC weekly meeting.</p>
10.	<p>Date of Next Meeting: March 24, 2021 at 2:00</p> <p>Please provide regrets to D. Jones if you are unable to attend this meeting.</p>	

Board Portal:

<https://board.amhs-kfla.ca/wp-login.php>

Chair: Scott Semple

Vice-Chair: Jennifer Foster

Secretary: Emily Leslie

Treasurer: Dr. David Messenger