



ONE CARE Home & Community Support Services

Board of Directors Meeting

March 29th, 2023 | 9:00am-12:00pm

Present: Elvira Gaylor, Charlene Gordon, Jim McKenzie, Jack West, Dan Parr, Krista Scott, Steve Burns, David Yates, Kathy Scanlon – Executive Director

Guests: Paul Brown, Maria Sanchez-Keane, Jerry Mings, Roxanne Cerson Wright

Minute Taker: Lyss Goegan-Myers – Administrative Assistant

	WELCOME and INTRODUCTION:
1.0	INTRODUCTION: The meeting was called to order at 9:00am by Elvira Gaylor, Chairperson.
1.1	LAND ACKNOWLEDGEMENT Elvira Gaylor provided the Land Acknowledgement.
1.2	Approval of Agenda Motion: THAT the agenda of March 29 th 2023 be approved as amended, which includes the consent agenda. Moved by Steve Burns Seconded by Dan Parr Carried.
1.3	Receiving all reports on today's agenda Motion: THAT all reports on today's agenda, written or verbal, be received. Moved by Charlene Gordon Seconded by Jack West Carried.
1.4	Declaration of Conflict of Interest: The Board Chairperson called for any member of the Board with a Conflict of Interest to so declare. None declared.
2.0	CONSENT ITEMS Motion: THAT all items contained in the Consent Agenda be approved or accepted where applicable. Moved by Dan Parr Seconded by Steve Burns Carried.
3.0	DELEGATION
3.1	A Report entitled "A Citizen's Voice for Long Term Care in Stratford" was distributed prior to the meeting.

Paul Brown provided a presentation and welcomed questions based on the report. A brief conversation followed where Paul advised that he is presenting to Stratford City council on April 11th and asked if he could advise that ONE CARE would be prepared to come to City Council at some point to speak to the needs and opportunities in the community. Kathy advised that she would be happy to speak and help people understand Community Care.

Paul provided the following contact information should any Board members have any additional questions:
 Email: healthnext@sympatico.ca
 Cell: (226)921-6638

4.0 STRATEGIC & GENERATIVE

4.1 Strategic Plan
 A draft version of the Mission Vision Values and the Strategic Directions was distributed prior to the meeting.

Maria Sanchez-Keane walked the Board through the Mission Vision Values and Strategic Directions. Feedback was provided with Maria making revisions in real time. A revised copy with those changes will be distributed for finalization at the next meeting.

Motion: THAT the Board approves the revised vision, mission and values and strategic directions as a 5-year high-level strategic plan.
Moved by Krista Scott
Seconded by Dan Parr
Carried.
David Yates joined at 9:48am

5.0 GOVERNANCE

5.1 Carver Model Discussion
 Jerry lead the Board in a review of key point of the Carver Model. Together they reviewed a policy that is being revised.

Timing for the upcoming Board retreat was confirmed.

5.2 Board Planning Calendar
 An issue paper related to the Board Planning Calendar was distributed prior to the meeting.

The Board had discussion on the following issues that were highlighted in the paper:

- **Board Meeting Frequency:** The Board agreed on monthly meetings going forward, which meant adding an April Board meeting. While the proposed date would not work for the majority it was agreed that Kathy would send out some alternative dates following the meeting.

- **Board Meeting Timing:** The Board was open to late afternoon (4pm-6pm) meetings but confirmed that the Wednesday mornings (9am- 12:00pm) works for the current members. It was noted that the scheduling (day and time) of meetings should be brought to the Board on an annual basis.
 - **In Person vs Virtual Meetings:** The Board agreed that holding some in person meetings would be beneficial in the future, it was suggested that three in person meetings would be a good target for the timing being. The September (Board Orientation) and December (Holiday get together) meetings were highlighted as meeting that could be held in person.
- **ACTION:** Kathy to send out some alternate dates for a Board meeting in the beginning of May.

Motion: THAT the Board agrees to switch to monthly Board meetings going forward with the exception of July meeting.

Moved by Charlene Gordon

Seconded by David Yates

Carried.

5.3

Recruitment

Steve as the Governance Chair led a discussion on recruitment. Steve highlighted that four of the eight Board members are on the final year of a three-year term noting that they are all eligible for two more (three year) terms. It was also noted that currently we have no prospective candidates for nomination. Steve indicated the following next steps in the recruitment process:

- Steve to contact everyone initially by email/phone to determine who is able and willing to stay on for next year and interest in officer position
- Findings to be compiled and communicate by email to whole board for further discussion at the next meeting.

There was a discussion on how this process would look in the future with committees eliminated. It was noted that recruitment is Board work and should not be delegated to one committee, however the interview process, vetting, and orientation could be completed by an ad hoc committee appointed at that time. It was also noted that without a Governance Committee workplan there will need to adequate prompts as to what needs to be done to ensure nothing gets dropped.

Motion: THAT the Board agreed that Steve initiate the work as proposed in terms of contact with existing board members and compilation of a report.

Moved by Steve Burns

Seconded by David Yates

Carried.

5.4

OHT Strategic Plan

The HPA-OHT Strategic Plan and a Summary of the HPA-OHT Strategic Plan was distributed prior to the meeting.

	<p>Kathy advised that as members of the HPA-OHT we are being asked to confirm our endorsement of the Strategic Plan.</p> <p>Motion: THAT the Board endorses the HPA-OHT Strategic Plan and approves Elvira Gaylor, as Board Chair, to sign on behalf of the Board.</p> <p>Moved by Steve Burns</p> <p>Seconded by Charlene Gordon</p> <p><u>Carried.</u></p>
6.0	FIDUCIARY (STEWARDSHIP & OVERSIGHT)
6.1	<p>Q3 Finance Report</p> <p>The Q3 Finance Report was distributed prior to the meeting. Kathy advised that there is an error in the report where it indicates Q2 should actually be Q3. Kathy added that there has been a lot of activity in Q4 and that is referenced in the report as a comment to where we are at currently.</p> <p>Motion: THAT the Board accepts the Q3 finance report.</p> <p>Moved by Jim McKenzie</p> <p>Seconded by Steve Burns</p> <p><u>Carried.</u></p>
6.2	<p>Budget Update</p> <p>A draft budget was distributed prior to the meeting. Kathy reviewed the background on budget discussion and preparation to date. At the last meeting there was a discussion of the assumptions used in preparing the budget. That produced a budget that has a deficit and staff were preparing to meeting with the Ontario Health about next steps. Ontario Health has asked that we submit a balanced budget, even if that includes cuts for services. The discussion for the board at this meeting is about where those cuts will be focused if we are required to do that. Ontario health has not yet received notice of the funding that will be available to them to distribute to agencies. Staff hope to be able to have further discussion with Ontario Health to plead our case around the importance of service but are uncertain of whether or not that would be accepted or if we would have to proceed with cuts and submission of a balanced budget.</p> <p>Kathy walked the Board through a presentation on the budget with proposed cuts to services required to balance. It is Kathy’s recommendation that cuts be made to the ADP transportation as transportation is where the bulk of the deficit resides within transportation, which is mainly due to ADP transportation.</p> <p>There was a brief discussion on the impact of this on clients. It was advised that the client fees for ADP transportation are not set by us and that those ADP clients who use a volunteer ride would pay less by using our regular transportation service. There was a question regarding parallel transit systems and</p>

	<p>whether they would pick up the missing services. Kathy advised that in our area the only parallel service is in Stratford, where we are providing less service.</p> <p>Motion: THAT the Board approves the approach of highlighting the Adult Day Program Transportation as the area for cuts should cut be required in order to balance.</p> <p>Moved by Steve Burns Seconded by Jim McKenzie Carried.</p>
7.0	QUALITY, SAFETY, ACCOUNTABILITY & RISK
	<p>Quality Discussion - Standing Item This is a standing item on each agenda for discussion if any member has any Quality items they wish to have discussed. None were raised.</p>
8.0	IN CAMERA
8.1	Due to time constraints the Board agreed to defer the In-Camera session to the next scheduled meeting.
	CONCLUSION
	<p>Dates to be sent out of April Motion: THAT the Regular Session meeting be adjourned at 12:21pm Moved by Dan Parr Seconded by David Yates Carried.</p>

Elvira Gaylor, Chairperson of the Board of Directors

Charlene Gordon, Secretary