



Minutes

Board of Directors Meeting

Date/Time: April 27, 2022, 1:30-3:30 via Microsoft Teams

Attendees: Scott Semple Chair, Jennifer Foster, Emily Leslie, Dr. David Messenger, Brian Devlin, Pytor Hodgson Marie-Line Jobin, Betty Jo Dean, Carol Ravnaas

Regrets: Dr. Kim Morrison

Guests: Nora Lobb, Quality Improvement Lead, Mary Mulville, Administrative Assistant

Item	Topic	ACTION/MRP
1.	<p>Orientation to AMHS Education: Quality and Risk</p> <p>Nora Lobb presented an orientation on AMHS Quality Improvement including her role and responsibilities as the Quality Improvement Lead. She leads the development of the Quality Improvement Plan, oversees quality improvement initiatives, provides project and risk management support.</p> <p>Information provided included the QIP, the Ontario Perception of Care (OPOC) Survey, Quality projects such as the OPCO campaign, Discharge E-QIP, the new Onboarding Program and Quality Reviews or event analysis.</p> <p>An explanation of Risk reporting at AMHS-KFLA was also provided.</p>	
2.	<p>Welcome Declaration of Conflict of Interest</p> <p>S. Semple welcomed Board members to the meeting. No conflicts of interest were declared.</p> <p>It was noted that some Board members experience issues when using the Microsoft Teams meeting platform. Terra Smith is willing to support anyone with such issues. Members can email communications@amhs-kfla.ca to request help with Teams issues.</p>	
3.	<p>Consent Agenda Items</p> <p>a) Approval of the Agenda b) Minutes of March 23, 2022</p> <p>Moved by P. Hodgson, seconded by B. Devlin MOTION: That the Consent Agenda Items, be approved. Carried</p>	

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4.	<p>Approval of 2022/23 Joint Executive Work Plan and QIP Approval</p> <p>C. Ravnaas and B. Dean provided a detailed overview of the updated 2022/23 Joint Executive Directors’ Organizational Work Plan and QIP. It is felt that the agency has met the goal to achieve organizational stabilization in the first year of the Joint Executive Leadership. The Leadership team provided input to the Organizational Work Plan and QIP.</p> <p>The AMHS-KFLA Strategic Plan includes three strategic directions with operating priorities upon which the organizational plan is based.</p> <p>The Organizational Work Plan has two key components:</p> <ul style="list-style-type: none"> • Work Plan initiatives and Objectives and • Quality Improvement Indicators. <p>The Objectives and Initiatives as well as Activities were presented for the three Strategic Directions. The Quality Improvement Goals and Indicators were reviewed with targets for 2022-23 noted.</p> <p>Moved by E. Leslie, seconded by M. Jobin MOTION: That the 2022/23 Joint Executive Organizational Work Plan and QIP be approved. Carried</p>	
5.	<p>Joint Executive Leadership Report</p> <p>The pre-circulated Joint Executive Leadership Report was reviewed with information provided on Client Services updates and community partnerships and development. Current financial and service status was provided as well as the risk items for this period.</p> <p>It was noted that Auditors are booked for the week of May 16 and will be reaching out to meet with Executive Board members to prepare a presentation for the June Board meeting.</p> <p>A conflict for the June Board meeting has been identified. It was suggested that a survey be sent to Board members with options:</p> <ul style="list-style-type: none"> • Move the Board meeting to June 29 or July 6. • Have C. Ravnaas attend one meeting and B. Dean to attend another. <p>A decision will be made at the May meeting.</p>	<p>Provide a survey to Board members regarding a new date for the June Board meeting or If JEL will each attend one meeting.</p>
6.	<p>Board Performance Development Final Report.</p>	

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	<p>The Board Performance Development Final Report submitted by Coleen Grady was reviewed. It provided an Annual Board Performance and Development Plan template which is intended to be used each year, at a consistent time agreed upon by the Board members.</p> <p>It was suggested that the template be provided electronically as a survey to Board members a month in advance of the AGM and results presented at the regular September Board meeting.</p> <p>Moved by B. Devlin, seconded by E. Leslie: MOTION: That the Annual Board Performance and Development Plan be sent a month in advance of the September AGM each year with results presented at the regular Board meeting in September. Carried</p>	<p>A thank you letter to be sent to the Queens team for the work on the Board Performance and Development Plan</p>
7.	<p>Other/New Business</p> <p>CFAC Candidate Discussion</p> <p>Current Corporate Bylaws state:</p> <p>5.08 Director by Virtue of Office</p> <p>The Board may appoint one (1) Director, in addition to those elected by the Members, who shall hold office by virtue of his or her position as Chair of the Client Advisory Council or such other committee as the Board may by resolution designate. Subject to section 5.09, any Director so appointed shall hold office for the duration of his or her term as Chair of the Client Advisory Council.</p> <p>The Corporate Bylaws also indicate that Board members must work or reside in the KFLA area. The Client and Family Advisory Committee (CFAC) Co-Chair and Board candidate has moved out of Province and no longer qualifies as a Board member.</p> <p>Discussion ensued regarding revising the wording of Article 5.08 in the Corporate Bylaws. The Board Governance Working Committee will review the wording and terms in the Article and advise the Board.</p> <p>Members of CFAC are also welcome to apply to be on the board and be elected at the Annual General Meeting as with other Board Members.</p>	<p>The Board Governance Working Committee will review Article 5.08 of the Corporate Bylaws</p>

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	It was agreed that it is important for a member of the CFAC to be on the AMHS Board of Directors.	
8.	Round Table	
9.	Adjournment MOTION for adjournment On a motion by M. Jobin, seconded by J. Foster, the meeting was adjourned.	
10.	Date of Next Meeting May 25, 2022 - March Policy Discussion follow-up – including Board Composition – How We See Ourselves Represented on the Board - Q4 Organizational Workplan Review - May Policy list review Shifting and included with June 22, 2022: - FLS Committee Report - CFAC Report	

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

Chair: Scott Semple

Vice-Chair: Jennifer Foster

Secretary: Emily Leslie

Treasurer: Dr. David Messenger