

## Minutes

### Board of Directors Meeting

**Date/Time:** April 26, 2023, 4:00 pm – 6:00 pm via Microsoft Teams

**Attendees:** Jennifer Foster (Chair), Emily Leslie, Brian Devlin (left at 5:00 pm), Pytor Hodgson (left at 5:38 pm), Marie-Line Jobin, Linda Hall, Betty Jo Dean, Carol Ravnaas, Jill Dupuis (Secretary)

**Regrets:** Dr. David Messenger, Dr. Kim Morrison

**Guests:**

Item	Topic	Action
1.	<b>Welcome</b> <b>Declaration of Conflict of Interest</b> No conflict was declared.	
2.	<b>Consent Agenda Items</b> a) Approval of the Agenda b) Minutes of March 22, 2023, Board Meeting c) Minutes of the March 1, 2023, Governance Working Committee Meeting d) Briefing Note – Additional in-year United Way Funding  <b>Moved by E. Leslie, seconded by B. Devlin</b> <b>MOTION: That the Consent Agenda Items, be approved.</b> <b>Carried</b>	
3.	<b>In-Camera Session</b>  <b>Motion to move In-Camera</b>  <b>Moved by E. Leslie, seconded by Brian Devlin</b> <b>MOTION: The AMHS Board of Directors move to In-Camera.</b> <b>Carried.</b>  <b>Motion to Move Out of In-Camera</b>  <b>Moved by B. Devlin, seconded by E. Jobin</b> <b>MOTION: The AMHS Board of Directors move out of In-Camera.</b> <b>Carried.</b>	
4.	<b>Standing Item:</b> Report of the Governance Working Committee	

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	The work plan was previously approved by the board. The committee is still working on ONCA changes, researching law firms to help prepare our documents, and work plan updates.	
5.	<b>Briefing Note: MSAA Review and Approval</b> B. Dean reviewed the BN-MSAA review and approval. The Board recommended signing the 2023-24 MSAA.  <b>Moved by B. Devlin, seconded by E. Leslie.</b> <b>MOTION: The Board approved the 2023-24 MSAA and authorize it to be signed and returned to Ontario Health.</b> <b>Carried.</b>	
6.	<b>Briefing Note: Board Member Recruitment</b> The Briefing Note: Board Member Recruitment was reviewed. Completion of the Skills Matrix Summary for our current Board will help us focus our recruitment to fill any gaps in skills. There was discussion around keeping members after their term on their other board is completed and interest in increasing the total number of Board Members. The best time to increase board membership is at the AGM as it requires a special resolution.	C. Ravnaas and B. Dean will work on finding a replacement member for the vacancy on the board, focusing on someone with a law enforcement background.  C. Ravnaas and B. Dean will reach out to the Providence Care Board to ask for a member interested in joining our board in September.
7.	<b>CFAC Report</b> L. Hall gave a report highlighting the work of the Client and Family Advisory Committee. Highlighted was the Spring Social on June 15 <sup>th</sup> from 10:00 am – 12:00 pm, at 552 Princess Street. The Board expressed their appreciation for all the work the CFAC is doing.  <b>Motion by E. Leslie, seconded by P. Hodgson</b> <b>MOTION: That the CFAC Report for April 2023 be accepted as presented.</b> <b>Carried.</b>	
8.	<b>2023/24 Joint Executive Work Plan and QIP Approval</b> C. Ravnaas and B. Dean provided a detailed overview of the 2023/24 Joint Executive Work Plan and QIP.  The Strategic Planning Committee will have its kick-off meeting on May 16 <sup>th</sup> . The work on the new Strategic Plan will take place from March – December 2023.	

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	<p>The Quality Improvement Goals and Indicators were reviewed with targets for 2023-24 noted.</p> <p><b>Moved by E. Leslie, seconded by M. Jobin.</b>  <b>MOTION: That the 2023/24 Joint Executive Organizational Work Plan and QIP be approved.</b>  <b>Carried</b></p>	
9.	<p><b>Review of Board Policies: (deferred from the March Board meeting)</b></p> <ul style="list-style-type: none"> <li>• Board Meetings</li> <li>• Committees of the Board</li> <li>• Minutes of the Board</li> <li>• Collaborative Governance</li> </ul> <p><b>Review of Board Policies:</b></p> <ul style="list-style-type: none"> <li>• Vision-Mission-Values</li> <li>• Code of Conduct</li> <li>• Criminal Reference Check</li> <li>• Ministerial Requirements</li> <li>• Signing Authorities</li> </ul> <p>This item was deferred to the next meeting.</p>	J. Dupuis will put the Review of Board Policies on the May Agenda.
10.	<p><b>Joint Executive Leadership Report for April 2023</b>  The pre-circulated Joint Executive Leadership Report was reviewed.</p> <p><b>Moved by L. Hall, seconded by E. Leslie.</b>  <b>MOTION: The JEL report for the month of April is approved as presented.</b>  <b>Carried.</b></p>	
11.	<b>Mission Moment</b>	
12.	<p><b>Other/New Business / Round Table</b></p> <ul style="list-style-type: none"> <li>a)</li> <li>b)</li> </ul>	
13.	<p><b>Adjournment – 6:00 pm.</b></p> <p><b>Moved by E. Leslie, seconded by M. Jobin</b>  <b>MOTION for adjournment.</b>  <b>Carried.</b></p>	
14.	<p><b>Date of Next Meeting May 24, 2023</b></p> <ul style="list-style-type: none"> <li>• Board to Board Session: Providence Care Hospital Board</li> </ul>	

Item	Topic	Action
	<ul style="list-style-type: none"> <li>• 2023/23 Q4 Review of Joint Executive Work Plan and QIP Report &amp; Joint Executive Leadership Performance Targets Evaluation</li> <li>• Waitlist Status Report</li> <li>• FLS Committee Report</li> </ul>	

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

Chair: Jennifer Foster

Vice-Chair: Pytor Hodgson

Treasurer: Emily Leslie

Secretary: Jill Dupuis