



**Board of Directors Meeting  
Réunion du conseil d'administration**

**November 15 novembre 2017  
5:30 – 8:00 p.m. / 17 h 30 – 20 h**

**Sandy Hill Community Health Centre / Centre de santé communautaire Côte-de-Sable**

**Board Room / Salle du conseil**

**Approved Minutes / Procès-verbal adopté**

<b>PRESENT:</b>	Lynn Marchildon – Board Chair, Aynsley Morris – Vice-Chair, Edward Speicher – Vice-Chair, Kenneth Workun – Treasurer, Ayah Alsaafin, Leila Bocksch, Kim Brown, Miquelon Deller, Brian Legris, Karen McMullen, Marguerite Nadeau, Ross Taylor – Board Directors
<b>ABSENT WITH REGRETS:</b>	Lisa Gorman – Board Secretary Sarah Stirling-Moffet – Board Director
<b>ABSENT:</b>	Ross Taylor – Board Director
<b>STAFF GUESTS:</b>	David Gibson – Executive Director Stefan Amyotte – Staff Representative Matthew Garrison – Director of Administration, HR and IT Michelle Nemeth – Director of Finance
<b>OTHER GUESTS:</b>	Randall Bartlett and Lauren Touchant – Vanier Community Association Rebecca Gibbons – Potential Board candidate
<b>MINUTES:</b>	Cristina Coiciu – Executive Assistant

	<b>ITEM</b>	<b>ACTION</b>
1.	<b>Declaration of Conflict / Déclaration du conflit d'intérêt</b>  No declaration of conflict was made. / Aucune déclaration de conflit n'a été faite.	
2.	<b>Approval of Agenda / Adoption de l'ordre du jour</b>  The Board Chair proposed the following amendments: <ul style="list-style-type: none"> <li>- that in-camera item 5.1 ED Performance Review be moved at the end of the meeting;</li> <li>- add item 4.1 SHCHC Position Paper Opposing Salvation Army Shelter Development in Vanier; and</li> <li>- add new business item 6.3 New Membership Application: Rebecca Gibbons.</li> </ul> <i>It was moved by Marguerite N. and seconded by Edward S. to approve the agenda, as amended. / Marguerite N., appuyé par Edward S., propose d'adopter l'ordre du jour, tel que modifiée.</i>  <b>ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE</b>	

<p><b>3.</b></p>	<p><b>Consent Agenda / Résolutions en bloc</b></p> <p>The Consent Agenda included the following items:</p> <ul style="list-style-type: none"> <li>- 3.1 Approval of Minutes of the Board Meeting on October 18, 2017 / Adoption du procès-verbal de la réunion du conseil du 18 octobre 2017</li> <li>- 3.2 SHCHC Performance Framework – 2<sup>nd</sup> Quarter Update / Mise-à-jour de deuxième trimestre sur le Cadre de performance du CSCCS</li> <li>- 3.4 FY2017-2018 2<sup>nd</sup> Quarter Results – BRF17-086-B: <i>“To accept the unaudited financial report for the second quarter ended September 30, 2017.” / Les états financiers du deuxième trimestre de l’année fiscale 2017-2018 : « D’accepter le rapport financier non vérifié pour le deuxième trimestre terminé le 30 septembre 2017. »</i></li> <li>- Board Policy Review: Performance Evaluation of the Executive Director: <i>“To approve the revised policy, as recommended by the Executive Committee.”</i></li> <li>- Canadian Coalition to Reform HIV Criminalization (CCRHC) Consensus Statement: End Unjust Criminalization – BRF17-087-B: <i>“That the Board endorse the CCRHC Consensus Statement: End Unjust Prosecutions for HIV Non-disclosure.” / Déclaration consensuelle de la Coalition canadienne pour la réforme de la criminalisation du VIH (CCRSS) : Mettre fin à la criminalisation injuste : « Que le conseil d’administration approuve la déclaration consensuelle du CCRHC: Mettre fin aux poursuites injustes pour la non-divulgence du VIH. »</i></li> </ul> <p><i>It was moved by Karen M. and seconded by Brian L. to approve the Consent Agenda, as presented. / Karen M., appuyée par Brian L., propose d’approuver les résolutions en bloc, tel que présentées.</i></p> <p><b>ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE</b></p>
<p><b>4.</b></p>	<p><b>Vanier Community Association Presentation on Salvation Army’s Mega Shelter Project in Vanier / Présentation de l’Association communautaire de Vanier sur le projet d’abri de l’Armée du Salut à Vanier</b></p> <p>On behalf of the Vanier Community Association, Randall B. and Lauren T. presented considerations for the Salvation Army’s proposal at 333 Montreal Road, with a focus on homelessness prevention, permanent housing, fiscal implications and zoning. The presentation was well received by the Board.</p> <p><b>4.1 SHCHC Position Paper Opposing Salvation Army’s Mega Shelter Development in Vanier / Le document de position du CSCCS opposant au développement du refuge de l’Armée du Salut à Vanier</b></p> <p>Following the recent presentation, the Executive Director indicated that the Coalition of Community Health and Resource Centres of Ottawa drafted a letter template to oppose the construction of the Salvation Army mega shelter in Vanier, and asked that every Board write their own letter based on this template. The Executive Committee, at their meeting on November 6<sup>th</sup>, agreed that the draft template was not very clear in presenting the arguments to oppose this construction, and thus proposed to re-write our version of letter, from our perspectives. Thus, the draft position paper was developed, and the Executive Director asked if the Board of Directors was in agreement to endorse the statement.</p> <p>A discussion ensued, and following are some of the comments/concerns/suggestions:</p> <ul style="list-style-type: none"> <li>- Salvation Army didn’t hold community consultations prior to announcing their new project;</li> <li>- the Board disagrees with the “shelter” model, and endorses the “Housing First” model, based on evidence;</li> <li>- the position paper is well written, and we should make our voice heard; we should make this document public and disseminate largely;</li> <li>- unanimous agreement to table it with the Planning Committee.</li> </ul> <p>Given that the document was only provided at the meeting, the Board was asked to read it and provide any feedback by the next day. The final version will be tabled with the Planning Committee on November 17<sup>th</sup>.</p>

**6. New Business / Des points nouveaux**

**6.1 Compensation Plan for 2017-2018 – BRF17-085-B / Le plan d'indemnisation du personnel pour 2017-2018**

The Director of Administration, Human Resource and Information Technology presented the compensation plan for 2017-2018, as recommended by the Management Team:

“that the Board of Directors approve the distribution of increased CHC base funding in the amount of \$210,500 to address the following changes to the Centre's compensation by:

1. continuing to address the inequity that exists under the current compensation framework for Nurse Practitioners, by implementing the revised 2017-18 salary rates established by the Ministry of Health and Long-Term care in October 2017;
2. distributing the remaining CHC funding amounts via an across-the-board general increase to all active employees included in the SHCHC compensation framework; across-the-board increases are projected to be 3.5%; non-CHC programs will fund compensation increases through projected surplus created by vacancies and reductions in administrative contributions.

Note 1: Physicians, whose compensation is negotiated separately through the Ontario Medical Association and the Ministry of Health and Long-Term Care are not included.

Note 2: the Executive Director, whose compensation is determined by the Board of Directors, is included in this exercise, as instructed by the Chairperson of the Executive Committee of the Board of Directors.

A discussion ensued, and following are some of the comments/concerns:

- concerns re: potential deficit at the end of the fiscal year;
- concerns re: “service cut” on positions that remain vacant, in order to cover the compensation increase.

Explanations were offered that the vacant positions are not permanent, but they occur on regular basis with employees leaving the organization. The hiring process to fill those positions is sometimes lengthy and it generates a surplus in salaries that occurs every year.

Also, programs whose positions are not funded by this increase (City of Ottawa, CRC partnership agreements etc.) will need to adjust budgets to accommodate increased salary and benefit costs. To address the shortfall created by the implementation of the new compensation structure, FY2017-18 program budgets are being modified to reduce corporate contributions and allocate additional funds to compensation to off-set costs. As a result of increased salaries, funding shortfalls for positions created via partnerships and service agreements will need to be addressed to meet the new salary targets and benefit costs when the agreements are renewed or new agreements signed for the next two fiscal years.

*It was moved by Brian L. and seconded by Aynsley M. to approve the compensation plan for 2017-2018, as recommended. / Brian L., appuyé par Aynsley M., propose d'approuver le plan d'indemnisation du personnel pour 2017-2018, tel que recommandé.*

**ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**

**6.2 Update on the Meeting with Ottawa's Liberal MPP Caucus / Mise-à-jour sur la réunion avec le caucus parlementaire libéral d'Ottawa**

The Executive Director reported that on November 3, 2017, all six CHC EDs in Ottawa met with Ministers Chiarelli, Fraser and Des Rosiers. Neither Minister Yaqvi nor Minister Lalonde were available. The agenda focused on the Provincial Association's 5% increase to base budgets across all CHCs, Care Coordination and CHCs as community hubs, and the opiate crisis. More detailed information was provided in the Executive Director's report, and he encouraged the Board members to read it.

### **6.3 New Membership Application – Rebecca Gibbons / Demande d'adhésion de Rebecca Gibbons**

*It was moved by Karen M. and seconded by Edward S. to approve the membership application of Rebecca Gibbons, as presented. / Karen M., appuyée par Edward S., propose d'approuver la demande d'adhésion de Rebecca Gibbons, tel que présentée.*

**ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**

## **7. Information Items / Points d'information**

### **7.1 Executive Director's Report / Rapport du directeur général**

The Executive Director spoke to the highlights of each item in his report:

- Ministry of Labour proactive site inspection on Supervised Injection Service (Strategic Direction: Increase quality and coordination of our services)
- Meeting between members of the Ottawa Liberal Caucus (Strategic Direction: Improve health outcomes for clients who experience health inequity)
- SIS update (Strategic Direction: Improve health outcomes for clients who experience health inequity)
- Multi-Cultural Arts for Schools and Communities (MASC) Awesome Arts and SHCHC (Strategic Direction: Improve health outcomes for clients who experience health inequity)
- Champlain LHIN adds new funding to Addictions Treatment Clinic at Oasis (Strategic Direction: Improve health outcomes for clients who experience health inequity)
- 2017-2018 Compensation letters from the Champlain LHIN (Strategic Direction: Increase Quality and Coordination of our services)

### **7.2 AOHC Statement Framework on Harm Reduction and Opioid Crisis / Cadre de déclaration de l'ACSO sur la réduction des méfaits et la crise des opioïdes**

The Executive Director informed that the AOHC issued a statement framework on harm reduction and opioid crisis as a commitment to action by AOHC and its member agencies to show leadership in addressing the current overdose crisis in our communities. No action is required from the Board.

### **7.3 Letter of Thanks to MPP Nathalie Des Rosiers / Lettre de remerciement à la députée Nathalie Des Rosiers**

The letter was sent on behalf of the Board to MPP Des Rosiers to thank her for her support for the funding increase.

### **7.4 Letter from Mayor Jim Watson to Minister Hoskins / Lettre du maire Jim Watson au ministre Hoskins**

The letter from Mayor Jim Watson to Minister Hoskins re: request for funding for withdrawal management and treatment services in Ottawa.

### **7.5 Board/Staff Appreciation Luncheon / Déjeuner d'appréciation du conseil d'administration et du personnel**

The Board Chair reminded that the luncheon would be held on Thursday, December 21<sup>st</sup>, from 12:00 to 2:00 PM, in the Board Room. Everyone was welcome.

### **7.6 Board Committees Updates / Mise-à-jour sur l'activité des comités du conseil**

- Audit and Finance: met on November 7<sup>th</sup>, and provided in-meeting report;
- Emerging Issues: meeting to be re-scheduled at a later time;
- Nominations and Governance: will meet on November 29<sup>th</sup>;
- Quality and Performance: met on November 1<sup>st</sup>; in-meeting report.

**5. Business Arising / Revue de la dernière réunion**

**5.1 Executive Director Performance Review Update and Executive Director Job Description Review – in-camera / Mise-à-jour sur l'évaluation du rendement du directeur général et révision de la description de son poste - à huis clos**

*It was moved by Brian L. and seconded by Karen M. to move the discussion in-camera. / Il est proposé par Brian L. et appuyé par Karen M. de déclarer la discussion à huis clos.*

**ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**

*It was moved by Ken W. and seconded by Brian L. to approve the Executive Director's performance review, as presented. / Ken W., appuyé par Brian L., propose d'approuver l'évaluation du rendement du directeur général, tel que présentée.*

**ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**

*It was moved by Edward S. and seconded by Aynsley M. to conclude in-camera discussion. / Il a été proposé par Edward S. et appuyé par Aynsley M. pour conclure la discussion à huis clos.*

**ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**

**Adjournment: 8:00 p.m.**