



Board of Health

Governance Committee Meeting

Monday, December 03, 2018

The meeting of the Governance Committee of Renfrew County and District Health Unit's Board of Health was held in the Healthy Environments meeting room at 7 International Drive, Pembroke, Ontario.

Present:

Wilmer Matthews	Chair
Michael Donohue	Member
Peter Emon	Member
Janice Visneskie Moore	Member
Carolyn Watt	Member

Staff:

Melissa Botz	Coordinator, Communication and Emergency Preparedness
Marilyn Halko	Executive Assistant (Secretary)
Courtney Trombley	Manager, Infectious Diseases

01. a. Call to Order

W. Matthews called the meeting to order at 9:31 a.m.

b. Agenda Approval

Resolution: # 1 GC 2018-Dec-03

A motion by W. Matthews; seconded by P. Emon; be it resolved that the agenda be approved.

Carried

c. Declaration of Conflict of Interest

No declarations of conflict of interest were made.

Business Arising/Updates

02. Governance Committee Meeting minutes (Approval)

The Committee approved the meeting minutes for Monday, November 05, 2018

and Tuesday, November 27, 2018.

Resolution: # 2 GC 2018-Dec-03

A motion by W. Matthews; seconded by C. Watt; be it resolved that the Governance Committee approve the meeting minutes of November 05, 2018 and November 27, 2018.

Carried

Working Session

Fiduciary

03. Continuity of Operations of Plan—Resolution: # 8 BoH 2018-Sep-25

The Committee addressed the Resolution below as directed by the Board at the Regular Board meeting on September 25, 2018:

- [Continuity of Operations of Plan—Resolution: # 8 BoH 2018-Sep-25](#)

Renfrew County and District Health Unit (RCDHU) staff members, C. Trombley and M. Botz gave an overview of the following information:

- RCDHU Emergency Management Plan
- RCDHU Business Continuity Plan (formerly identified as Corporate Continuity Plan)
- Top five risks in Renfrew County and District
- Hazard Identification and Risk Assessment (HIRA).

At 9:43 a.m. Michael Donohue, Member, joined the meeting.

Staff members will update the Board at the Regular meeting scheduled for Tuesday, March 25, 2019. The information will be part of the quarterly report presentations.

A motion regarding *Emergency Coverage—Medical Officer of Health* and an additional request for emergency coverage for the Chief Executive Officer will be discussed at the January 07, 2019, Governance Committee Meeting.

Action: send *Emergency Coverage—Medical Officer of Health* motion, dated September 19, 1990, to W. Matthews, to address at the Governance Committee meeting scheduled for January 07, 2019.

Following their presentation C. Trombley and M. Botz vacated the meeting.

04. Standing Committees' Performance Outcomes (quarterly)

The Committee reviewed the results of the *Standing Committees' Performance Outcomes—Governance Committee* shown below, and discussed the variances:

- [Standing Committees' Performance Outcomes—Governance Committee](#)

05. Board Meeting Evaluation Form

The results shown below were tabulated following the completion of the *Board Meeting Evaluation Form* by Board members at the 2018-Nov-27 Regular Board meeting:

- [Board Meeting Evaluation Form](#)

It was recommended that the *Board Meeting Evaluation Form* be completed quarterly, at Regular Board meetings.

Action: Governance Committee members to review all the questions on the *Form*, and forward their suggested changes to the Secretary before the January 07, 2019 meeting. This will be a January agenda item.

06. Board and Member Self-Evaluation

The results of the *Board and Member Self-Evaluation*, completed at the November 27th Board meeting are shown in the tabulated document below:

- [Board and Member Self-Evaluation](#)—with results tabulated after the Board meeting.

It was suggested that the *Board and Member Self-Evaluation* be completed once a year in November.

Action: Governance Committee members to review all the questions on the *Board and Member Self-Evaluation* and forward their suggested changes to the Secretary before the January 07, 2019 meeting. This will be a January agenda item.

07. Board Work Plan 2018

The Committee reviewed the *Board Work Plan 2018* and made changes that are reflected in the hyperlink as follows:

- [Board Work Plan 2018](#)

08. Committee Work Plan 2018

The Committee reviewed the *Governance Committee Work Plan 2018* and made changes that are reflected in the hyperlink below:

- [Committee Work Plan 2018](#)

Resolution: # 3 GC 2018-Dec-03

A motion by M. Donohue; seconded by P. Emon; be it resolved that the Governance Committee amend the 2018 Committee Work Plan to add a Priority # 7 under Other Priorities as Complete Review of Procedural By-Law.

Carried

Further discussion ensued regarding the completion of tasks and responsibilities on the *Committee Work Plan* and the *Board Work Plan*.

It was recommended that each committee adopt their work plan, by resolution, and also by resolution, ensure that their tasks align with the Board work plan.

It is expected that by the end of October, of each year, committees will have completed their *Committee Work Plan*.

In November, committees will ensure that the *Board Work Plan* is updated and completed in time to be presented at the January BoH meeting.

Committees will provide input to the Executive Committee, by January, for the preparation of the new year's *Board Work Plan*.

09. Acting Medical Officer of Health Performance Report

This item is deferred to January 2019. The following *Report* will be revised and tailored to the current role:

- [Acting Medical Officer of Health Performance Report](#)

10. MOH/CEO Recruitment

There is an open contract with the Four Corners Group. A document is being drafted for the Board by P. Emon, to review the past, the present and the future.

11. Closed Meeting

There was no closed meeting.

12. Board Retreat in 2019—Board Decision Making Model/RCDHU Health Equity

A discussion took place during item # 7. *Board Work Plan 2018* regarding the 2019 Board Retreat.

13. Champlain LHIN Sub-Region Consultations—Engagement Summary—April 2108

It was recommended that representatives from the Champlain LHIN be invited to present the *Champlain LHIN Sub-Region Consultations—Engagement Summary—April 2108* at a future Board meeting.

Resolution: # 4 GC 2018-Dec-03

A motion by M. Donohue; seconded by P. Emon; be it resolved that the Governance Committee recommend that Board direct the Strategic Planning and Stakeholder Communications Committee to request the Champlain LHIN make a presentation regarding the Sub Region Consultation Report of April 2018.
Carried

14. Next Meeting

The next meeting of the Governance Committee will be held on Monday, January 07, 2019 at 9:30 a.m. at 7 International Drive, Pembroke, Ontario.

16. Adjournment

Resolution: # 5 GC 2018-Dec-03

A motion by C. Watt; seconded by J. Visneskie Moore; be it resolved that the Governance Committee meeting adjourn at 11:23 a.m.

Carried

The Governance Committee meeting adjourned at 11:23 a.m.

Chair