



Board of Health

Governance Committee Meeting

Monday, February 04, 2019

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

Present:

Wilmer Matthews	Chair (via teleconference)
Michael Donohue	Member
Janice Visneskie Moore	Member
Carolyn Watt	Member

Regrets:

Peter Emon	Member
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Staff:

Marilyn Halko	Executive Assistant (Secretary)
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01. Call to Order

W. Matthews called the Governance Committee meeting to order at 9:29 a.m.

02. Agenda Approval

The agenda was amended as follows:

- 06. viii. *Board Retreat 2019* became item 06. i.
- 06. i. *Board Work Plan 2019* became item 06. iii.
- 06. ix. *Innovative and Generative Outcomes* was deleted from the agenda and deferred to a future meeting.

The agenda was renumbered accordingly.

Resolution: # 1 GC 2019-Feb-04

A motion by J. Visneskie Moore; seconded by C. Watt; be it resolved that the

agenda be approved, as amended.

Carried

03. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

04. Delegations

There were no delegations.

05. Governance Committee Meeting minutes (Approval)

The Committee approved the meeting minutes for Monday, January 07, 2019.

Resolution: # 2 GC 2019-Feb-04

A motion by M. Donohue; seconded by C. Watt; be it resolved that the Governance Committee approve the meeting minutes of January 07, 2019, as amended.

Carried

06. Business Arising

i. Board Retreat 2019

At 10:00 a.m., Colleen Musclow, Coordinator, Quality Improvement, joined the meeting in the Library and Dr. Robert Cushman, Acting Medical Officer of Health, participated via teleconference. They stepped the Committee through background information regarding topics that could be included in the 2019 Board Retreat scheduled for Friday, May 10, 2019.

C. Musclow guided the Committee through the hyperlinked PowerPoint handout below:

- [Planning for 2019 Board Retreat](#)

A fulsome discussion ensued resulting in the following resolution:

Resolution: # 5 GC 2019-Feb-04

A motion by M. Donohue; seconded by C. Watt; be it resolved that the Governance Committee recommend that Board direct the Governance Chair and staff to advance an agenda for the Board Retreat on Friday, May 10, 2019 as follows: 1. Morning to entail an engagement conversation with Algonquin of Pikwakanagan and 2. Afternoon to engage more fully on health equity report.

Carried

The location for 2019 Board Retreat has yet to be determined.

At 11:11 a.m. Dr. Cushman and C. Musclow exited the meeting.

ii. **Governance Committee Work Plan 2019**

The Committee reviewed the Governance Committee Work Plan 2019 and made revisions as follows:

- [Governance Committee Work Plan 2019](#)

Priority item # 3—Emergency Plan—MOH and CEO, was removed from the Committee Work Plan with the recommendation that it be added to the Executive Committee Work Plan 2019.

Resolution: # 3 GC 2019-Feb-04

A motion by M. Donohue; seconded by J. Visneskie Moore; be it resolved that the Governance Committee amend the 2019 Committee Work Plan to remove Priority Item number 3.

Carried

iii. **Board Work Plan 2019**

The Committee reviewed the following version of the Board Work Plan:

- [Board Work Plan 2019](#)

The Committee is recommending that the Emergency Plan—MOH and CEO, be assigned to the Executive Committee under the Fiduciary section.

Resolution: # 4 GC 2019-Feb-04

A motion by C. Watt; seconded by J. Visneskie Moore; be it resolved that the Governance Committee recommend that the Board amend the 2019 Board Work Plan to assign the Emergency Plan Coverage of the MOH & CEO to be added to the Fiduciary section & responsibility assigned to the Executive Committee.

Carried

iv. **Board Skills/Knowledge Matrix**

Board Members updated their Skills/Knowledge Matrix following the Regular Board meeting held on January 31, 2019:

- [Board Skills/Knowledge Matrix](#)

v. **Emergency Plan for MOH**

Deferred to a future meeting.

vi. **Board By-Laws Index**

- [Board By-Laws Index](#)

A special meeting was called for Monday, February 11, 2019 with a change in time to 1:30 p.m. to review the Board By-Laws on the Index.

vii. **MOH(A) Performance Appraisal Report**

P. Emon completed the revisions to the Performance Appraisal Report following the discussion at the last Committee meeting. The Report will be shared with the Acting MOH at a meeting that will be scheduled for February in Arnprior.

viii. **MOH and CEO Recruitment**

A report will be presented to the Board when ready.

ix. **Code of Conduct**

After a discussion by the Committee regarding the need for a Code of Conduct for RCDHU Staff and Board of Health the following resolution will be forwarded to the Board:

Resolution: # 6 2019-Feb-04

A motion by C. Watt; seconded by M. Donohue; be it resolved that the Governance Committee recommend that Board directs the Governance Committee to develop a Code of Conduct.

Carried

x. **RCDHU Cannabis Policy**

An email from H. Daly advised the Committee Chair that the HR Specialist will be developing a Cannabis Policy for RCDHU.

07. Correspondence

N/A

08. Staff Reports

N/A

09. Board Committee Reports

N/A

10. By-Laws

N/A

11. New Business

There was a discussion regarding a change to meeting times for 2019. It was agreed that the Governance Committee would continue to meet on the first Monday of the month but at 1:30 p.m., unless otherwise specified.

The new schedule hyperlinked below is posted on the Board Portal:

- [2019 Governance Committee Meeting Dates](#).

12. Notice of Motion

N/A

13. Closed Meeting

There was no closed meeting.

14. Date of Next Meeting

A Special Governance Committee meeting was called for Monday, February 11, 2019 at 1:30 p.m. in the RCDHU Library to review by-laws.

The next Governance Committee meeting is scheduled for Monday, March 04, 2019 at 2:30 p.m. in the RCDHU Library.

15. Adjournment

Resolution: # 4 GC 2019-Feb-04

A motion by J. Visneskie Moore; seconded by C. Watt; be it resolved that the Governance Committee meeting adjourn at 11:48 a.m.

Carried

The Governance Committee meeting adjourned at 11:48 a.m.

Chair

The approved meeting minutes were signed by the Committee Chair.