

REACH Board of Directors Meeting
Minutes
Tuesday, July 14th 2020
Location: Video Conference

Present: Colleen Fuller, Una Walsh, Jane Turner, Neal Jennings, Alice Munro, Bill Hood, Danielle Burch, Daniel Cook, Emma Macklem, Janette McIntosh, Marian Dodds, Piotr Majkowski, Kylie Ellis

Staff: Nicole LeMire (ED), Maho Okada (Minutes)

Staff Representatives: Wendy Redhead (Medical), Andrew Ho (Dental),

Regret: Afshin Jaber (Pharmacy), Daisy Kler (MFC)

Call to order: 5:30 pm

- Check-in with meeting attendees. Each person shared update.

Business meeting starts: 5:55 pm

1. Preliminaries

- Acknowledged that the meeting is taking place on unceded Coast Salish Territory and Coquitlam.
- That the agenda be approved. **M/S/C**
- That the minutes from June 9th 2020 be approved. **M/S/C**

2. Business Arising

- i. Report from the Nominating Committee
Recruitment of board director candidates is under way and the committee is making every effort to diversify nominees for upcoming election. The board directors are asked to send contacts to the committee if they have more.

MOTION: That following the conclusion of the 2020 AGM, the Board of REACH, through the Nominations Committee, immediately begins work on a long-term action plan to diversify the board. **M/S/C**

- ii. Plans for 2020 AGM
The AGM will be on line. Discussion was centered on the platform to use. Those who attended online conferences shared their experiences and suggested to create a “how to connect” guide for attendees and to assign a couple of people overseeing tech side such as monitoring the chat box, keeping time, managing presentation slides to support the chair and technical trouble shooting. Next step is that the Nomination Committee to connect with the ED to decide on a platform.

3. Executive Director’s Report

- The Executive Director gave her report using the headers of the strategic priorities.
- Dental clinic has reopened on June 22nd and full hygiene service will resume in July/August.
- The main focus in the past month was on addressing SDH in partnership with various organizations in the community - growing mental health, substance use, food security and income security concerns. More needs for education, protection and preparation for the second wave of Covid-19 have been recognized.

- A series of online mental health and substance use workshops sessions has been launched, 36 people registered so far. Currently the focus is to support existing REACH patients. Both attendees and facilitators have shared positive feedback. It is our vision to expand the programs to non-REACH patients and support vulnerable populations more widely.
- Our health care workers need more nurturing and mentoring in order to support their well-being as challenging times continue. Program Development Manager will start a staff supporting program to provide healthy meals and snack as well as stress removal sessions.
- A new phone system will be rolled out by the end of July and it will improve clients' experience phoning REACH.
- Since pandemic started, the online medical appointment booking system has been deactivated as the clinic screens all patients via phone first in order to minimize in-person services. No schedule is set to activate the system till further notice.
- As the ED's monthly written report being comprehensive, it was suggested to pick a specific topic for focused discussion instead of repeating a summary.

4. Committee Reports

- a. Executive (Colleen Fuller) - Written report

<10 minutes break>

- b. Human Resources (Una Walsh) – Verbal report

- A meeting was held on July 8th and the committee has resumed work reviewing the personnel policy and procedures. The focus is not to change content drastically but adjust and refine wording to be more clear and concise. It was discussed to possibly separate the policies from procedures.
- Respectful workplace policy section needs to be reviewed thoroughly. Adding a low barrier/inclusiveness policy and Human Rights Code is to be considered.
- The committee is planning to hire consultants who will work on a salary compensation framework.

- c. Finance (Neal Jennings) – Written report

The committee met with auditors as it is a part of auditing process. Auditing went well and auditors are pleased that recommendations made last year were all addressed.

MOTION: That the Board of REACH approve the year end 2020 audited Financial Statements for publication and presentation to the members at the September 2020 AGM. **M/S/C**

- d. Outreach (Bill Hood) – Written report

- The Committee has taken over some work from the Ad-hoc committee. Listserv work will continue under the Outreach Committee's lead.
- The committee is planning to have an online education session one week prior to AGM to discuss SDH.

MOTION: That REACH board approve Malcolm Steinberg, Modupeoluwa Ayolele and Shari LaLiberte's appointment to the sub-committee of the Outreach committee. **M/S/C**

- e. PPEC (Danielle Burch) – Written report
The committee met and discussed REACH’s participation in Primary Care Network (PCN) based on a visioning session at the board retreat.

MOTION: That the board accept the recommendation from PPEC with following three points:

1. That the ED seeks the possibilities to involve REACH in governance/decision-making of PCN
(Rather than be solely a service provider)
2. That the ED develops a proposal to be have REACH be an allied health hub in PCN.
3. That the ED engages in discussion with the Minister of Health regarding the PCN and the role of REACH within it.

M/S/C

- f. Fundraising (Jane Turner) – No report

- g. Covid-19 Ad-hoc committee (Janette McIntosh) – Written report

Transition to Outreach committee was made and activities will continue under the chair’s leadership.

It was recommended to the Outreach committee to follow up a SFU grant application.

The committee is grateful for collaborative work among the ED, all members including students, and shared overall positive feedback.

MOTON: That the Ad-hoc committee on Covid-19 be disbanded with thanks.

M/S/C

MOTION: That all committee reports be accepted.

M/S/C

5. BC Association of Community Health Centre (BCACHC) (Piotr Majkowski) - Verbal report

- New ED has been hired.
- CHCs around the province are designated as Covid-19 testing facilities and having difficulty accessing PPEs. Some advocacy work has been happening to address this matter.
- AGM is scheduled in late Aug. One delegate per a CHC has a voting capacity.

6. No new business

7. Announcements

- A few announcements were made by the attendees.

8. Public session adjourned at 8:23 pm

9. In-camera session