

REACH Board of Directors Meeting  
Minutes  
Wednesday June 6<sup>th</sup> 2018  
Location: 1145 Commercial Drive, REACH

**In Attendance:** Jim LeMaistre, Ruth Herman, Alice Munro, Piotr Majkowski, Diana Day, Mike Ma, Emma Macklem, Una Walsh

**Staff Representatives:** Nicole LeMire, Afshin Jaber (Pharmacy), Maria Botero (Dental), Wendy Redhead (Medical) Henry Yuen (Finance), Lloyd Purdy (Medical), Makiba Brown (Admin)

**Regrets:** Scott Clark, Jane Turner, Bill Hood, Neal Jennings, Colleen Fuller, Patricia Dabiri (MFC)

**1. Preliminaries**

- a. Acknowledgement that the meeting is taking place on unceded Aboriginal territory
- b. Approval of the agenda  
Approved **M/S/C**
- c. Approval of the April 4<sup>th</sup> 2018, Minutes  
Approved **M/S/C**
- d. Approval of the May 2<sup>nd</sup> 2018, Minutes  
Approved **M/S/C**

**2. Business Arising**

- a. Naloxone Training
  - Everyone was thankful and appreciated the information.
  - Open to have similar types of training preliminary to meeting of board business.

**3. Committee Reports**

- a. Executive and Governance Committee: Report
  - Discussed salary grid.
  - Participated at the Annual General Meeting of BC Association of Community Health Centres.
  - Congratulations to Colleen Fuller who is now a director of the BCACHC
  - Colleen, Ruth & Nicole responded to the MOH draft policy on the CHC
  - A letter was sent out to community partners, updating on the status of our proposal for global funding

*Recommendation:* REACH board meetings be held on the second Tuesday of the month beginning October 2018

**Motion: That this recommendation be tabled until after the AGM 2018** **M/S/C**

*Recommendation:* 50<sup>th</sup> Anniversary should be fundraisers whenever

**Motion: 50<sup>th</sup> Anniversary should be fundraised whenever possible** **M/S/C**

- b. Finance Committee (Neal Jennings): Minutes & Draft Year End Financial Statements
  - No new business arising
  - Neal made a verbal report at the last board meeting
- c. Outreach Committee(Bill Hood): No Report
  - VCC students are working on a project for creating a satisfaction survey
  - Looked at terms of reference for the committee
- d. 50<sup>th</sup> Anniversary Committee (Bill Hood): No Report
- e. By-Laws and Policy (Neal Jennings): Deadline for proposed by-law and policy changes extended to July 4<sup>th</sup> 2018 board meeting
- f. PPEC Committee (Ruth Herman): No Report
- g. Fundraising Committee: No Report
  - Diana Day resigned as chair however she will continue to be a member of the committee
- h. Nominating Committee (Emma Macklem):
  - Awaiting responses to requests made for nominations
  - Create a Google Doc so that board members can access and submit names of candidates
  - Create posters for the entrance of REACH; inviting members/ patients to become board members
- i. Human resources Committee: Verbal Report
  - Reviewed policy 3.3
  - To review: Salary Grid, HR Manual & Policies that could be helpful in the workplace

**4. Executive Director's Report: Written Report**

- Letter sent to community partners informing them on the content & status of the REACH global funding proposal
- Looking at possibilities of charging rental fees to partners who use our facilities eg. (HIM & CWHWC)

1. Medical:

- Increased involvement in education for clinical students
- Training plan created and implemented to assist the onboarding of new MOA's
- In view of upgrading our EMR from OSCAR 12 to OSCAR 15, undertake a "panel clean up". Project with VCH.
- Communication plan to inform patients on their applications and to reestablish referrals criteria with partner agencies

2. Dental:

- Production is great although short staffed
- In the process of hiring new staff but salary grid is outdated (pay is approx. \$6 less than median wage)

**Motion: Maria and Nicole to determine a salary grid for Certified Dental Associates and bring recommendation to Executive & HR Chair**

**M/S/C**

3. Pharmacy:

- Observed growth in the 1<sup>st</sup> quarter of 2018 compared to 2017
- Doubled prescriptions no change in staffing
- Roughly adding 100 patients per month, increased from 2200 to 3300 patient prescription fills
- Will create a business plan to provide a clear picture of current and future states

4. MFC:

- Started a food fit program in partnership with Britannia's Grandview Woodlands Food Connection, 12 participants attending weekly
- Volunteers for the Basics for Health program are being recruited
- Management of the garden has been taken over by WISH

5. Admin:

- Welcome the new administrative assistant, Makiba Brown
- Dexter will be leaving mid-July
- Auditors came and met on a few occasions, pleased that we responded to all their recommendations from the previous year
- Graffiti from the back of the building removed
- Kinetic informed Lynnmour Glass will be replacing the front stair window
- Defibrillator will be purchased and registered

**5. New Business**

- No new business

**6. Adjournment**

- The public meeting was adjourned at 8:30pm

**7. In-Camera Session:**

- No session