

**REACH Board of Directors Meeting  
Minutes  
Tuesday November 12, 2019  
Location: 1145 Commercial Drive**

**Call to order: 6:00 pm**

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

**Staff:** Nicole LeMire (ED)

**Staff Representatives:** Afshin Jaber (Pharmacy), Lloyd Purdy (Medical), Daisy Kler (MFC)  
Maria Botero (Dental) Henry Yuen (Admin)

**Regrets:** Alice Munro

**1. Preliminaries**

Acknowledgement that this meeting is taking place on unceded Coast Salish Territory.

That the agenda be approved as amended.

M/S/C

That the minutes from Oct, 2019 be approved.

M/S/C

**2. Business Arising**

a. HR committee report (Una Walsh) Staff Benefits

Guest presenter: Fab Biagini from ZLC Financial

- Following points were discussed 1) Assessing current benefit plans and where it stands in comparison to market standard 2) Helping REACH and employees to navigate on benefit plans/concerns 3) Cost comparison and projection

Next steps

- HR committee will continue working on reviewing the information by collaborating with Finance committee for cost aspect, then will present back with recommendations to the HR joint committee and board. Timeline to be confirmed.

b. Indigenous Advisory Committee

- The motion was collectively created between the Indigenous Steering Committee and the medical team.
- While there is a need to prioritize Indigenous 55+ at our medical clinic, operational reality is that medical is at full capacity: 170 patients are on the waiting list and the backlog keeps growing
- In relation to this issue, there was a discussion about REACH's jurisdictional boundaries. Clarification is needed about the western boundary, in particular, and Nicole will report back to the board about it.

**MOTION:** That REACH implements extraordinary measures that prioritize Indigenous peoples' attachment to REACH medical clinic and that every 3 months a progress report is presented to the Indigenous advisory committee and the board.

M/S/C

- c. Committee Membership
  - Members for each committee were presented along with the current chairs that will be responsible for calling a meeting. Chairs can be discussed and appointed at the first meeting of each committee
  - Reminder that most committees welcome non-board participants as far as they are REACH members
  - ED and President are part of each committee

**MOTION:** That the proposed membership of the board committees be accepted M/S/C

### 3. Committee Reports

- a. Executive report (Colleen Fuller)- Refer to report
- b. HR report (Una Walsh) - Conflict of Interest policy (Refer to P3-6)
  - MOTION:** That Board accepts the policy M/S/C
- c. Finance (Neal Jennings)- Refer to financial summary by department
- d. Outreach- No report
- e. PPEC- No report
- f. Fundraising- No report

### 4. Executive Director's Report: Refer to report

- Discussion around the Primary Care Network (PCN) & UPCC contracts

**MOTION:** That the board move into committee to discuss the UPCC and PCN contracts with VCH. M/S/C

**MOTION:** That the board rose and move the following:  
That REACH signs the UPCC and PCN contracts requesting changes to the contracts in the following areas a) Intellectual property b) communications c) access to full electronic records, as outlined by the Executive Director M/S/C

### 5. BC Association of Community Health Centre (BCACHC) Report (Piotr Majkowski)

- President, Grey Showler has resigned as president
- Piotr's representation of REACH was accepted and now is on the BCACH board

### 6. New Business

- a. January Planning Session
  - MOTION:** To hold a Board retreat on Sun, Jan 19<sup>th</sup> (all day) M/S/C
    - Proposing to spend time discussing PCN including guest speakers
    - Executive will work on agenda
    - Email discussion ideas to Colleen for ideas

### 7. Announcements

**MOTION:** That December board meeting to be held on Wed, Dec 4<sup>th</sup> M/S/C

### 8. Adjourn public session – 8:11 pm

In-camera session began

## REACH: CONFLICT OF INTEREST POLICY

### A. BACKGROUND AND PURPOSE

REACH employees, in the service of the Association, its patients and its community, must always adhere to the highest ethical conduct. This includes recognizing that conflicts of interest do exist and that they have the potential to influence the decision-making process and to undermine its integrity, resulting in potential damage to the organization's reputation.

Anything from our personal lives that might affect our work roles can introduce a conflict. Although the term has come to have a negative connotation, the mere existence of a conflict of interest is neutral and does not necessarily indicate wrongdoing. Nonetheless, Conflicts of Interest and situations that give rise to perceptions of a Conflict of Interest must be recognized, disclosed, and assessed.

Conflicts, generally, fall into two categories: those that are permissible if appropriately managed; and those that are prohibited because they cannot be appropriately managed. Effectively managing or avoiding these conflicts is one of the primary ways that patient and community confidence in the integrity of the REACH services is fostered and maintained.

The purpose of this guideline is to provide direction to employees seeking to identify and disclose a possible conflict and to assist managers in determining the appropriate plan for managing the conflict.

### B. SCOPE:

This policy applies to all salaried and contracted employees of REACH.

### C. DEFINING CONFLICTS OF INTEREST AND CONFLICTS OF COMMITMENT

As a guiding principle, this policy defines a conflict of interest as a situation where an employee's private affairs or financial interests are in conflict, or could result in the perception of conflict, with the employee's duties or responsibilities in such a way that their ability to act could be impaired or their actions or conduct could undermine confidence in their ability to discharge their duties.

A conflict of interest, therefore, involves a conflict between the professional and private interests of an employee, in which the private interests could influence the performance of their job duties, or in which an employee uses their office for personal gain.

It is not possible to enumerate all the situations in which a real, perceived or potential conflict or interest could exist. The list below is provided as illustrations of some types of conflicts that can exist and is not intended as an exhaustive list of all possible conflicts.

- A conflict of interest may exist if the relationship between the employee and another individual could potentially affect the decisions made on behalf of REACH (e.g. being on the hiring committee which is reviewing the job application of a family member or close friend)
- A Conflict of interest may exist if the employee has financial interests which could conflict the interests of REACH (e.g. buying services from a company that the employee owns or co-owns)
- A Conflict of interest may exist if the employee is involved with outside organizations whose objectives and interests might intersect with the work the employee does for REACH (e.g. the employee is personally involved in a non-REACH activity but appears to be involved on behalf of REACH)

- A Conflict of interest may exist if information and data obtained through one's employment that would not normally be publicly available is used for non-REACH purposes (e.g. using REACH data and information to advance one's personal business)

#### **D. Key Responsibilities: Preventing and Disclosing a Conflict of Interest**

An actual or potential conflict is not necessarily a bad thing; disclosing the conflict does not necessarily mean the conflicting activity will be prohibited. Many conflicts can be successfully managed.

Management plans need to be created with and agreed to by your supervisor.

Whenever it first occurs to you that a conflict might exist, or if someone asks about a potential conflict, then you should discuss it with your supervisor. A bias towards transparency is the best defense against concerns about potential conflicts.

In order to promote this transparency and to identify and manage any conflicts the employee should

- Regularly review this policy, especially upon any changes to their job duties or position;
- Take all possible steps to recognize, prevent, report and resolve any real, perceived or potential conflict of interest between their job responsibilities and their private interests;
- Avoid any action to hide or conceal a conflict of interest;
- Refrain from maintaining private interests that may unduly influence their ability to discharge their job responsibilities;
- Not knowingly take advantage of, or benefit from, information that is obtained in the course of their employment that is unavailable to the public;

#### **E. PROCESS FOR DECLARING A CONFLICT OF INTEREST**

Any conflict of interest – real, perceived or potential – should be discussed with one's supervisor and disclosed to the Executive Director.

The Conflict of Interest Declaration Form (Appendix A) must be completed and submitted to the Executive Director.

The Executive Director will meet with the employee to review the information provided and to assess whether the circumstances give rise to a real, perceived or potential conflict that must be addressed in some way.

The Executive Director will consider what steps could be taken to resolve or mitigate the conflict so it does not pose unacceptable risks to REACH

The Executive Director will communicate the final decision and direction to the employee in writing.

**REACH  
Declaration of Conflict of Interest**

NAME: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
POSITION: \_\_\_\_\_

	YES
I have read the REACH Conflict of Interest Policy	
I am disclosing what may be a conflict of interest	
I agree to cooperate with the employer regarding requests for additional information directly related to and necessary to address this possible conflict, and to inform the employer of any changes to the facts or other relevant details directly related to this conflict.	

Please provide a description of:

- Your job duties or activities relevant to the possible conflict.
- Your private interests relevant to the possible conflict
- The interests of the employer that are related to upholding public trust and confidence.

Employee's job duties or activities relevant to the possible conflict:

Employee's private interests relevant to the possible conflict

Interests of REACH related to upholding patient and public trust and confidence:

DATE: \_\_\_\_\_  
Signed: \_\_\_\_\_