



**LEAD.**  
**DISRUPT.**  
**GROW.**  
**TRANSFORM.**

**BOARD MEETING MINUTES**

**Date:** November 24, 2022  
**Location:** Zoom Meeting Virtual

**Meeting:** 5:00 p.m. – 6:30 p.m. (including in-camera)

<p><b>Board Members</b> P. Greenwood (C) M. Ma (VC) F. Consiglio (T) L. Colman M. Westgate L. Shapiro A. De Jager J. Saldanha S. Glave S. Khan</p> <p><b>Staff</b> L. Singh G. Kehoe M. Hukkoo H. Nation S. Trieu</p>	<p><b>Video Conference:</b> <a href="https://us06web.zoom.us/j/9754801262">https://us06web.zoom.us/j/9754801262</a></p> <p><b>One or Multiple Member dial in:</b> +16475580588.# Canada +1 647 374 4685 Canada <b>(Follow Prompt)</b></p>			
	<p><b>Board Members Present:</b> P. Greenwood, M. Ma, L. Colman, M. Westgate, L. Shapiro, A. De Jager, J. Saldanha, S. Glave, S. Khan</p>			
	<p><b>Regrets:</b> F. Consiglio</p>			
	<p><b>Staff Present:</b> L. Singh, H. Nation, G. Kehoe, M. Hukkoo</p>			
	<p><b>Recorder:</b> S. Trieu</p>			
Time	Item	Meeting Minutes	Action	Person
5:00 PM	1.	<b>Call to Order-</b> PG called the meeting to order at 5:01PM		PG
		<b>1.1 Approval of Agenda –</b> November 24, 2022- Motion by SG, Seconded by JS, Approved by all.	For Approval	PG
		<b>1.2 Conflict of Interest Declaration-</b> SG declared a conflict of interest; No other conflict declared by all other members.	For Approval	PG
		<b>1.3 Approval of Minutes-</b> September 19, 2022 - Board meeting minutes before the AGM- Motion by LC, Seconded by AD, Approved by all. - Board meeting minutes after the AGM- Motion by SG, Seconded by JS, Approved by all.	For Approval	PG

		2.	<b>Business Arising-</b> No business arising from the previous meeting		
		3.	<b>Board Chair Update</b> <ul style="list-style-type: none"> <li>- PG welcomed the new board members and thanked SG for her feedback regarding the updated board policies.</li> <li>- Advised the members that previous draft minutes for all Board and Subcommittee meetings will be included at each Board meeting for approval.</li> <li>- Advised the Board members that four policies will be sent shortly via email for members to sign off as stated in the Governance Guidebook.</li> </ul>	For Information	PG
		4.	<b>Committee Updates</b> <ul style="list-style-type: none"> <li>- <b>Executive/Governance Committee</b> October 11, 2022- approved minutes attached November 14, 2022- draft minutes attached               <ul style="list-style-type: none"> <li>- PG asked if members have any questions regarding the Governance meeting on Nov 14</li> <li>- No further updates from the Chair</li> </ul> </li> <li>- <b>Quality &amp; Stewardship Committee</b> November 11, 2022- draft minutes attached               <ul style="list-style-type: none"> <li>- No updates or action items</li> </ul> </li> <li>- <b>Finance &amp; Audit Committee</b> November 17, 2022- minutes not available               <ul style="list-style-type: none"> <li>- SK reported the F&amp;A updates on behalf of FC who sends her regrets.</li> <li>- SK proposed a motion on behalf of the F&amp;A Committee.</li> </ul> </li> <li>- <b>Authorization Approval Matrix Policy-</b> draft policy attached               <ul style="list-style-type: none"> <li>- LS provided the members an overview of the draft copy of the Authorization Matrix Policy and its main purpose.</li> <li>- SG suggested some clarity and revision on some of the language and verbiage for the policy (i.e., Responsibilities of Authorized Signatory, Multiple Bids)</li> </ul> </li> </ul> <p><b>Actions:</b> Revised the Matrix Policy as suggested by the Board.</p> <ul style="list-style-type: none"> <li>- <b>Client &amp; Family Advisory Committee</b> No meetings since the last report, no updates from the committee.</li> </ul>	For Information  For Information  For Information	PG  MM  SK
				For Information	LC

		<ul style="list-style-type: none"> <li>- <b>Nominations Committee</b> No meetings since the last report <u>Nomination Committee Membership</u>- PG announced to the Board that L. Colman has accepted the role of Chair of the Nominations Committee, J. Saldanha will also be joining the committee. <b>Actions:</b> Updated membership structure will be brought forward on the next Board meeting in January for approval.</li> </ul>	For Information	PG
	5.	<p><b>Updated Board Policies</b></p> <ol style="list-style-type: none"> <li>1. A.1 Code of Conduct           <ul style="list-style-type: none"> <li>- <u>(A.1.4.1)</u></li> <li>- 1<sup>st</sup> paragraph “<u>Conflict of Interest</u>” this contradicts with the rest of the policy and needs more consistency.</li> <li>- <u>(A.1.4.2)</u></li> <li>- 1<sup>st</sup> bullet purpose of the statement is not clear; need further clarification.</li> <li>- 4<sup>th</sup> bullet- instead of “<u>at all times</u>” perhaps revising it to state “when engage with Lumacare activities”.</li> <li>- <u>(A.1.5)</u> - should add a recourse for the person under investigation; “<u>may result in dismissal from the Board</u>” should be revised to “<u>may result in review and discretionary</u>”.</li> <li>- Suggested adding another sub-section to A.1.5 for further clarity.</li> </ul> </li> <li>2. A.2 Confidentiality           <ul style="list-style-type: none"> <li>- <u>(A.2.4)</u>- <u>Procedure; #1</u>, remove “any unauthorized person” and revised it to “an unauthorized person by law”.</li> <li>- <u>(A.2.6)</u>- “Securely delete any electronic records in my possession”; the word “securely” should be removed.</li> <li>- <u>(A.2.7)</u>- this statement is contradictory with A.2.2 regarding Board tenure; suggest revising the word “tenure” to “at all times”.</li> </ul> </li> <li>3. A.5 Respect in the Boardroom</li> <li>4. A.9 Board Members Meeting with Elected Officials</li> <li>5. B.9 Board Member Role and Responsibilities</li> </ol>	For Approval	PG

			<b>Actions:</b> PG asked SG and all members to submit their questions, comments, and feedback on the policies to her directly for review; this will be brought forward to the Governance committee.		
	6.		<p><b>Updated Governance/Executive Terms of Reference</b></p> <p><b>Motion to approve the proposed Governance/Executive Terms of Reference was put forward by M. Ma, Seconded by S. Glave, Approved by all Board members.</b></p>	For Approval	PG
	7.		<p><b>Senior Management Report</b></p> <ul style="list-style-type: none"> <li>- L. Singh provided the Board with an update on the proposed realignment of Ontario Health’s regional relationship and the City of Toronto.</li> <li>- The main purpose and intention of the proposal is to streamline the regional relationships mainly consisting of hospitals and long-term care homes, with the Ontario Health Toronto.</li> <li>- The alignment will help to reduce the burden on individual health system partners from the need to attend planning meetings across multiple regions.</li> <li>- The alignment will not impact Lumacare work, team, or OH funding.</li> <li>- The proposed regional realignment will come in effect on April 1, 2023.</li> <li>- A “Plan to Stay Open” memo was sent out to all health care service providers in preparation for the anticipated Fall/Winter surge.</li> <li>- The main focuses are on vaccination, alternate level care (ALC) reduction, emergency department supports, surgical recovery and health care workforce initiatives.</li> <li>- The operational direction for all sectors is to:             <ul style="list-style-type: none"> <li>- work closely with Chief Regional Officers and regional tables to coordinate and support local surge capacity – including enhanced Health Human Resource Response/Models of Care tables.</li> <li>- continue to partner regionally to ensure timely access to appropriate care for patients.</li> <li>- implement strategies to maximize influenza vaccine and bivalent COVID-19 vaccine uptake among all health care workers.</li> </ul> </li> </ul>	For Information	LS & Senior Team

		<ul style="list-style-type: none"> <li>- Ensure community support service organizations continue to participate and collaborate on regional response and recovery efforts.</li> <li>- <u>2023-24 Service Accountability Agreements (SAAs) – Community Accountability Planning Submission (CAPS) Process</u> <ul style="list-style-type: none"> <li>- For this fiscal year, health service providers are required to submit a draft CAPS to the OH Central team on December 2nd, while the final deadline for the CAP submission is January 31st, 2023, as a mandatory requirement.</li> <li>- Due to changes to the process, HSP’s no longer require the Board’s approval for their submission.</li> </ul> </li> <li>- <u>Human Resources Updates:</u> <ul style="list-style-type: none"> <li>- HR has filled 15 vacant positions in September and October; 8 are PSW roles.</li> <li>- The turnover rate has decreased from 15% in Q1 to 7% in Q2, fiscal year 22-23.</li> <li>- Lumacare rolled out the Electronic Monitoring Policy as required by Bill 88, in October 2022.</li> </ul> </li> <li>- <u>Fiscal Year 2022-23:</u> <ul style="list-style-type: none"> <li>- Lumacare is forecasting a surplus of \$646K based on the financials at the end of October 2022.</li> </ul> </li> <li>- <u>Funding Updates:</u> <ul style="list-style-type: none"> <li>- Lumacare is to receive \$519K from Ontario health in wage enhancement for PSWs in 22-23.</li> <li>- A confirmation from Ontario Community Support Association (OCSA) for a grant of \$209K has also been received to support MEALS ON WHEELS products and personal hygiene baskets for seniors.</li> <li>- A confirmation for a PSW training grant of \$30K from Centre for Independent Living Toronto has also been received.</li> <li>- Phase 2 of VET has been extended from April to July with Lumacare receiving \$370K from the City of Toronto and \$500K for Phase 3 which has been confirmed from July to December.</li> </ul> </li> </ul>		
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	8.	<b>Next Meeting-</b> December 1, 2022 6:00-8:00pm (Board Appreciation Dinner) - January 26, 2023 5:00-6:30pm		PG
	9.	<b>Adjournment</b> <ul style="list-style-type: none"> <li>• In- Camera (with CEO) – Optional</li> <li>• In- Camera (Board only)</li> </ul>		PG