

**BOARD MEETING MINUTES**

**Date:** May 6, 2021  
**Location:** Virtual

**Meeting:** 5:00 p.m. –7:15 p.m.

<p><b>Board Members</b> F. Consiglio (C) J. Butchereit (VC) M. Ma (T) P. Greenwood(DAL) L. Colman M. Westgate L. Shapiro D. Bakti A. De Jager</p> <p><b>Staff</b> S. Doyle F. Rahman</p>	<p><b>To Connect from the Inger Holm Board Room</b> On the tab in the middle of the table:</p> <ol style="list-style-type: none"> <li>1. Press “Join” from the left hand taskbar</li> <li>2. A keypad will appear</li> <li>3. Press the meeting ID</li> <li>4. Press the Password</li> </ol>		<p><b>To Remotely Connect to the Zoom Meeting</b></p> <p><b>Video Conference:</b> <a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmM3MmU2ZTkNDc2Zi00OGVILWE2ZGQtZjI0YjA0ZTY0M2Zj%40thread.v2/0?context=%7b%22Tid%22%3a%22c1b1b96c-d303-47aa-8029-96e3e697baaa%22%2c%22Oid%22%3a%22855baa8a-e794-4ae6-9e01-5fda7ae29c29%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmM3MmU2ZTkNDc2Zi00OGVILWE2ZGQtZjI0YjA0ZTY0M2Zj%40thread.v2/0?context=%7b%22Tid%22%3a%22c1b1b96c-d303-47aa-8029-96e3e697baaa%22%2c%22Oid%22%3a%22855baa8a-e794-4ae6-9e01-5fda7ae29c29%22%7d</a></p>		
	<p><b>Board Members Present:</b> F. Consiglio, J. Butchereit, M. Ma, P. Greenwood, L. Colman, M. Westgate, L. Shapiro, A. De Jager <b>Regrets:</b> D. Bakti <b>Staff Present:</b> S. Doyle, F. Rahman <b>Recorder:</b> F. Rahman</p>				
	<b>Time</b>	<b>Item</b>	<b>MEETING AGENDA</b>		<b>Action</b>
	<b>1.0</b>	<b>Call to Order:</b>			FC
		<ul style="list-style-type: none"> <li>• F. Consiglio called the meeting to order at 5:24 PM.</li> </ul>			
		<b>Approval of Agenda – May 6, 2021</b>		For Approval	FC
		<ul style="list-style-type: none"> <li>• Put forward by P. Greenwood, seconded by L. Shapiro, approved by all.</li> </ul>			
		<b>Conflict of Interest Declaration</b>		For Approval	FC
		<ul style="list-style-type: none"> <li>• No conflict was declared</li> </ul>			
		<b>Approval of Minutes – March 11, 2021</b>		For Approval	FC
		<ul style="list-style-type: none"> <li>• Put forward by P. Greenwood, seconded by M. Westgate, approved by all.</li> </ul>			
		<b>1.4 Business Arising</b>			

			<ul style="list-style-type: none"> <li>• <b>1.4.1 ACTION ITEM:</b> Staff to confirm the training dates with Director and Agency members. <b>COMPLETED</b></li> <li>• <b>1.4.2 ACTION ITEM:</b> Staff to find out more about insurance in NL <b>COMPLETED</b></li> </ul>		
	2.0	<p><b>Chair Updates:</b> Transition Update</p> <ul style="list-style-type: none"> <li>• F. Consiglio shared that her transition to the Board Chair role has been completed.</li> <li>• F. Consiglio also shared that S. Bartolomeo had her baby around Easter and had sent an email to the Lumacare Board, sharing the news.</li> <li>• F. Consiglio concluded that she has been meeting with S. Doyle regularly after the transition.</li> </ul>	Informational	FC	
	3.0	<p><b>CEO Updates</b></p> <ul style="list-style-type: none"> <li>• S. Doyle walked the Board through the CEO report (<i>please refer to the meeting package for details</i>).</li> <li>• S. Doyle pointed out that there was a lot of additional information shared in appendices to give the Board apprised of the fluidity and pressure points in the healthcare environment.</li> <li>• S. Doyle asked the Board’s feedback whether sharing such information is helpful.</li> <li>• There was no feedback provided by the Board.</li> </ul> <p><b>4.1 Covid-19 Response</b></p> <ul style="list-style-type: none"> <li>• S. Doyle walked the Board through the Covid-19 updates in the CEO report (for details, please refer to the meeting package)</li> </ul> <p><b>Question by L. Colman:</b> Have all our staff been vaccinated?</p> <ul style="list-style-type: none"> <li>• S. Doyle shared that about 48% staff have been vaccinated and the team is continuing to educate the staff to get their shots.</li> <li>• S. Doyle reported that there has been a significant vaccine hesitancy among the staff and the agency has organized sessions with Toronto Public Health, shared regular communication, and asked leaders to continue to educate the staff.</li> </ul>	Informational	SD	

			<ul style="list-style-type: none"> <li>• The Board discussed about vaccine appointments and hesitancy at length.</li> <li>• S. Doyle elaborated that the agency is looking to implement a net new strategy to share a letter from the Board Chair, F. Consiglio to all staff to encourage taking the vaccine.</li> <li>• F. Consiglio requested the Board members that if they are willing, to shared information about their vaccine status so that the staff can be made aware of the Board’s vaccination.</li> <li>• The members of the Board shared that information with F. Consilgio.</li> </ul> <p><b>Question by A. De. Jager:</b> Has the agency made it mandatory to take the vaccines?</p> <ul style="list-style-type: none"> <li>• S. Doyle shared that our association OCSA (Ontario Community Support Association) or the Ontario Health Ministry has not made it mandatory as there was significant ethical dilemma around it. OCSA is leading legal consults on the topic for the sector.</li> <li>• S. Doyle elaborated that this has made it challenging for the agency as now there are clients requesting for vaccinated staff to attend to them.</li> </ul> <p><b>4.2 Business Expansion (NL)</b></p> <ul style="list-style-type: none"> <li>• S. Doyle walked the Board through the updates related to NL Business expansion (pleaser refer to the meeting package for details)</li> <li>• S. Doyle elaborated that the agency was able to secure an insurance broker who represent our current and future needs in both provinces.</li> <li>• A small, focused funding campaign (target \$2k) has been developed to test interest in a NL specific start-up of community-based seniors programs.</li> <li>• Lumacare has meet with Seniors NL and discussed current interest in our existing on-line exercise programs</li> <li>• Lumacare will be presenting our service models to a group of approximately 400 seniors residing in NL in partnership with Seniors NL.</li> <li>• S. Doyle shared that the agency will be able to pilot programs leveraged from Ontario to NL with no insurance risk through a virtual platform.</li> </ul>		
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			<ul style="list-style-type: none"> <li>• S. Doyle concluded that we are currently in the process of review all updated Public Health information from NL with a preliminary assessment of low risk and low transmission rates.</li> <li>• The team is planning a June pilot of virtual exercise programs.</li> </ul> <p><b>4.3 IT Updates</b></p> <ul style="list-style-type: none"> <li>• S. Doyle reported that the agency is going through transition to Microsoft 365.</li> <li>• S. Doyle reminded the Board that the new website is operational and running and to share any feedback.</li> <li>• S. Doyle requested the Board to check their bios on the website.</li> </ul> <p><b>ACTION ITEM:</b> Board Members to review their bios on the Lumacare website and send recommendation to F.Rahman.</p>		
		4.0	<p><b>Committee Updates</b></p> <p><b>5.1 Governance/Executive Committee</b></p> <ul style="list-style-type: none"> <li>• F. Consiglio provided the updated for the Governance Committee.</li> <li>• F. Consiglio shared that the committee has discussed the training needs of the Board in line with accreditation.</li> <li>• F. Consiglio elaborated that the staff have shared a training plan and schedule for the Board for the upcoming Board meetings (<i>please refer to the meeting package for details</i>).</li> <li>• F. Consiglio also shared that the committee talked about staffing and pressure points in the agency and reported that a leader is back from her secondment at Humber River Hospital.</li> <li>• F. Consiglio further stated about the rise in infection rates and the associated public health investigation that was conducted at the agency.</li> <li>• F. Consiglio shared that the investigation has been closed.</li> </ul>	Informational	Chairs

**ACTION ITEM:** Staff will revise the Board meeting invites according to the new schedule.

**5.2 Audit Committee**

- M. Ma shared with the Board the audit had their opening meeting recently where the communication strategy was shared (please refer to the meeting package for details)
- M. Ma reported that there is a slight increase in fee as expected.
- M. Ma concluded that the auditor has not reported any concerns at this point and the audit has begun since the meeting.

**5.3 Finance Committee**

- M. Ma reported that the finance committee is looking for a review of the agency's financial policies.
- M. Ma shared that as a Treasurer, he feels that the agency needs to have updated investment strategy and is hoping the review of policies will help the process.
- M. Ma shared that the staff have requested Grant Thornton to provide a quote for the review which was shared with the Finance committee.

**5.4 Quality Committee**

- As J. Butchereit (Chair of Quality Committee) was unable to attend the meeting, F. Consiglio provided the update for the committee.
- F. Consiglio shared about the Ministry of Labor unscheduled visit at the campus which resulted in one order to be issued about the staff lunchroom.
- F. Consiglio shared that order was implemented the same afternoon and there are no outstanding concerns.

**Question by A De. Jagger:** What happens when there is an outbreak in Lumacare?

- S. Doyle share that Lumacare operated its programs in cohorts where staff and clients are completely kept separate for each ADP programs at the Campus. Therefore, when there is a positive case of client or staff, we can shut down that specific program but still continue other operations.

			<ul style="list-style-type: none"> <li>S. Doyle elaborated that as an essential service, we are able to keep our programs open.</li> <li>S. Doyle also shared about the new Section 22 Public Health order that has been issued which states that workplace can be shut down if there are 5 positive cases in 14 days.</li> </ul>		
		5.0	<b>Quality:</b> Ethics Framework (Training and Presentation) <ul style="list-style-type: none"> <li><b>S. Jackson provided the training for ethics framework and walked the committee through a case study.</b></li> </ul>	Informational	SJ
		6.0	<b>Adjournment:</b> In- Camera <ul style="list-style-type: none"> <li>The meeting was adjourned at 7:07 pm, put forward by L. Shapiro, seconded by L. Colman.</li> <li>The Board then moved to have an in-camera session.</li> </ul>	Approval	FC