

**REACH Board of Directors Meeting
Minutes
Wednesday, December 4th 2019
Location: 1145 Commercial Drive**

Call to order: 6:00 pm

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

Staff: Nicole LeMire (ED) Henry Yuen (Admin) Maho Okada (minutes)

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

Regrets: Jane Turner, Alice Munro, Daisy Kler

1. Preliminaries

- As an acknowledgement that this meeting is taking place on unceded Coast Salish Territory, Colleen reminded board members to participate in the Indigenous culture online training and embrace its importance.
- That the agenda be approved. M/S/C
- That the minutes from November 2019 be approved as amended. M/S/C

2. Business Arising

Retreat updates and a framework (Colleen Fuller)

- Morning: Focus on goals and objectives, strategic plan, governance and budget.
- Afternoon: Focus on Primary Care Networks (PCN). Presentations by Andy Day from VCH and Malcolm Steinberg from SFU are planned, followed by Nicole who will talk about REACH's role in the planned PCN and also lead a discussion among board members.

3. Committee Reports

a. Executive (Colleen Fuller)

- The UPCC and PCN contracts have been signed. As per direction from the Board in November, the contracts were adjusted in the following areas: intellectual property, communications and access to full electric records.

b. Human Resources (Una Walsh)

- Two HR committee meetings were held in the past month: a benefit information review meeting and a joint meeting with staff.
- The committee is planning to bring benefit revision information to the board meeting on Jan 14th and hopes to roll out a new benefit package in April 2020.

c. Finance (Neal Jennings)

- A meeting was held to update the budget for REACH as a whole as well as for the UPCC. Q2 financial summary by department was reviewed and has been shared with the Board directors for their reviews.

MOTION: That the budget be approved.

M/S/C

- d. Outreach (Bill Hood)
 - Reminder to the Outreach Committee to review its mandate regarding the development of strategies to engage REACH members, members of the communities we serve and those in our catchment area who need our services.
- e. PPEC (Danielle Burch)
 - The main discussion has been to establish a UPCC evaluation framework which is useful and meaningful to REACH as a whole including community engagement and patient relationship perspectives while meeting VHC's reporting requirements.
 - A new consultant has been tasked to give us feedback and a high level report which will include UPCC staff insights. The report will be shared with the board when it's ready.
- f. Fundraising report (Jane Turner) - No report

4. Executive Director's Report

- UPCC outreach public session has been planned on Dec 5th.
- UPCC update: 17 staff (12 FTEs) have been hired. We've started seeing a small number of patients referred by the REACH medical clinic.
- Indigenous patients' intake framework continued to be reviewed; it is still challenging to fast track them due to the current waiting list. It is our hope that the new nurse practitioner will be able to decrease the number of people on the waiting list.
- The UPCC presentation to the leadership team at VCH went well.
- A specialized program development is progressing slower than anticipated due to limited space availability while waiting for the UPCC to open at its permanent site. We're currently looking at several collaborations.
- RISE Community Health Centre plans to open a pharmacy and contacted our Pharmacy Manager for advice and feedback. We will closely monitor how much time will be dedicated by the Pharmacy Manager to provide consultation and support and to find ways to develop a mutually beneficial relationship.

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

- New funding is becoming available for Community Health Centres (CHC) such as RISE. Concerns from BCACHC seemed to be more focused on developing new CHCs rather supporting existing organizations.

6. New Business

Bill Hood raised the issue of REACH support for the Hip Hop Drop in East Van. The Hip Hop Drop-East Van has been unable to continue running the event due to lack of funding and staffing. They asked REACH to donate \$3000 to enable them to run scheduled events on Jan 8th and 11th.

In principle, the REACH Board supports initiatives like the Hip Hop Drop and is willing to provide support as long as it aligns with our mission and core values. Questions were raised regarding whether a one-time funding contribution to the group would support more long-term sustainability? A suggestion was made to discuss how REACH could help the group explore more viable funding options.

There were also questions about the process for these kinds of requests for funding or endorsement. The Board agreed to follow the process drawn on by the Board Policy 4.6 (See Formal Support for Community Agencies, Initiatives or Programs appended below).

NEXT STEPS: Establish a formal relationship with the Hip Hop Drop and ask them to forward a written proposal to the Executive Director. REACH could potentially support the organization by supporting the group to develop long term funding and staffing strategies.

Announcements

- No announcement

Adjourn public session – 7:31 pm

In-camera session began

Board Policy 4.6

Policy Name: Formal Support for Community Agencies, Initiatives, or Programs

Most recent date of approval by the Board: 2018-07-04

Purpose / Principle

The Board allots itself an amount of money in the budget each year (the “Board expenditures” budget line), to be spent on regular expenses of the Board such as meals and offsite facilities for meetings.

From time to time community partners request support from the Association in the form of endorsements, financial aid, or other forms. The purpose of this policy is to create a process for these requests, which the Board may fund from the Board expenditures budget line if they involve a financial component.

Action

- 1) The Executive Director or her designates are empowered to create a form, either written or online, where external partners can request support from REACH. The form should include:
 - a. the name of the applicant and their affiliated organization
 - b. the type of support being requested
 - c. justification of why REACH should provide the support, including alignment with the purpose, vision, and values of REACH
 - d. any other item as the Executive Director or her designate sees fit
- 2) Once submitted, the Outreach Committee will review the request. The Committee will then recommend to the Board of Directors if the request should be accepted, denied, or if alternate support should be offered.
- 3) Once the Outreach Committee gives its recommendation, the Committee will refer the application to the next Board of Directors meeting. The Board may opt to endorse the recommendation, refer the application back to the Committee for further study, or make its own decision as to whether to accept, deny, or offer alternate support.
- 4) The Board of Directors will, from time to time, set a budget for staff to use to respond to community needs in a timely manner, without prior approval from the Board or its Committees.