



Tavistock Community Health Inc.

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Thursday May 15, 2010

Call to Order and Welcome by Ross Campbell

Ross welcomed everyone and thanked them for being there

1.1 Roll Call and Moment of Reflection

Present – Marcia Bender, Steve Bender, Sharyn Bennett, Ross Campbell, Deb Junker, Sherrill Malson, Bob Quehl, Clare Schlegel, Mike Sullivan, Grace Thier, Brenda West,

Absent – Jim Piggott

Guests – Dr. Ken Hook, Joan Leeming, Darryl McIntosh

2.0 Opening Moment - Brenda West offered “Squeeze the Day”

3.1 Approval of/Additions to Agenda

Motion made by Marcia Bender, seconded by Brenda West to approve, carried.

3.2 Review and approval of Minutes of previous meeting

Motion made by Steve Bender, seconded by Mike Sullivan, to approve minutes of previous meeting, carried.

3.3 Business from the Minutes

None

4.0 Staff Reports

4.1 Joan Leeming, Nurse Manager

Joan reported that Connie Yausie, nurse, was retiring from the clinic, May 28th after 22 years of service. An open house is to be held at the clinic, Sunday June 30th to honour her. Joan circulated the gift that would be presented to Connie upon her retirement.

A new, mandatory, system for the disposal of syringes will take effect July 1, 2010. We must change to using safety syringes with the cost being approximately double present cost. Discussion followed on the impact of this. Sue Kennell looks after the diabetic clinic and is paid \$15.00 per hour for this. This is covered by the FHT which receives government funding for this. Between May 31 – June 4th 2, first year medical students will be at the clinic. They will not be involved in patient care, instead will shadow the physicians on their day to day routine. The information package that is normally given to interns will be given to these students.

4.2 Colleen Card

No report

4.3 Dr. Bartlett

No report

5.0 Committee Reports

5.1 AGM, Communication, By-Law Review

No report

5.2 Facilities

Steve Bender reported that IT will work better and more efficiently in a two phase installation. June 10th will be the initial installation of hard drives.

Current fluorescent T12 light bulbs will not be available after next year. There is presently government funding available for upgrading or replacing current fixtures.

Security system still not being used. Deadline of July 2, 2010 to have staff using this system.

Discussion followed on what items should be purchased from the Mike Yarich Estate funds:-

Generator and back up

Examining room chairs

Adjustable table for examining room.

Motion made to authorize Facilities Committee to purchase these items, made by Mike Sullivan, seconded by Brenda West, carried.

Motion made by Bob Quehl to repair breezeway ceiling, seconded by Deb Junker, carried.

5.3 Finance

Darryl McIntosh gave some background on his work and company, and also explained the computer programme he uses. He then went over the previous month's financial statement with explanations.

Motion to approve financial report, made by Steve Bender, seconded by Bob Quehl, carried.

Steve Ward of Famme & Co. will send monthly financial statements to Colleen Card to enable her to issue cheques for physician's payments to the board.

Joan Leeming will approve and initial all invoices prior to giving to Darryl McIntosh for payment.

Steve Bender graciously accepted position of Treasurer.

5.4 Liaison –

Ross Campbell and Bob Quehl met with physicians to discuss how we operate. Physicians appear to be satisfied with the present agreement.

Staff salaries are being reviewed by physicians. They hope to have this

completed by next pay period.

“Retreat” – this worked out very well. It was suggested that a “Strategic Planning” session be set up.

Committee consisting of Steve Bender, Bob Quehl, Sharyn Bennett and Dr. Ken Hook will set up and do the planning.

5.5 Recruitment

A letter was sent to Dr. Burtch who replied thanking us for the accommodation shown to him. He will not graduate until 2012.

Dr. Blaine’s last day at the clinic is May 28th when he will return to London hospital.

Dr. Hook advised that Dr. Blaine is the best resident he has had here. He would be a very good fit at the clinic. Both Dr. Hook and Dr. Bartlett are both quite ready in 2011 to reduce their working hours and share their patients, if Dr. Blaine decided to work here. Current waiting list is approximately 200 – new patients would be accepted once Dr. Blaine decided to come here.

Motion made by Steve Bender to pursue obtaining Dr. Blaine’s services at TCHI, seconded by Sharyn Bennett, carried.

Since Dr. Blaine will be finished here May 28th, a meeting to be set up between Dr. Hook, Ross Campbell and Marcia Bender with Dr. Blaine to discuss the offer of employment at TCHI.

5.6 Human Resources

Up-dated policy and procedure manual was presented to the staff and approved by them.

6.0 New Business

None

7.0 Next meeting – June 17, 2010, Third Thursday of the month

8.0 Adjournment - Marcia Bender gave a closing thought on “Candlelight”

Ross Campbell, Chair

Grace Thier, Secretary

