



Tavistock Community Health Inc.

80 Maria Street PO Box 310, Tavistock, Ontario N0B 2R0

Telephone: (519)655-2322 Fax: (519)655-3073

Thursday, September 17, 2009

1.0 Ross Campbell welcomed everyone.

Present: Ross Campbell, Jim Piggott, Brenda West, Marcia Bender, Lois Kalbfleisch, Dean Jutzi, Sherrill Malson, Bob Quehl and Steve Bender.

Absent: Barry Ruby, Anne Gregory and Grace Their.

Guests: Colleen Card, Dr. Bartlett and Joan Leeming.

2.0 Dr. Sean Blain and Cheryl Yost gave a presentation on how the STAR Alliance has changed from the first presentation to TCHI three years ago, to the present. This was not only beneficial for the new board members, but also all board members to see how the STAR Alliance has moved forward.

3.0 *3.1 Steve Bender moved that the agenda be approved, seconded by Lois Kalbfleisch. Carried.*

3.2 Marcia Bender moved that the minutes from August 20 be approved, seconded by Steve Bender. Carried.

3.3 Steve Bender reported that he had looked into and priced purchasing new boardroom tables, but in the meantime, it has been noted that the FHT will be replacing the current boardroom table with 5 or 6 tables which will also be available for other to use.

4.0 Staff Report

4.1 Joan Leeming reported that staff members were not able to participate in the Chili Cookoff at the fair as an approved kitchen was not available. The HR Committee is continuing to meet with each employee undertaking a yearly review. Sherrill Malson is helping with this task. Nursing staff for the Nurse Practitioner is changing. Lindsay, who has been working with the NP, is now assisting Dr. Cowing. Joan Leeming has implemented a 4-week trial whereby the receptionists are taking the patients to the NP. This has been working very well. Sue Kennel and Joan Leeming attended a conference regarding H1N1. Joan also discussed the situation around what masks are appropriate to use. She also discussed with the board the need for "see through" partitions in the waiting room to segregate patients who arrive with flu-like symptoms.

4.2 Colleen Card reported that the new chairs that arrived for the front office are great. The employees love them. Colleen also reported that Darryl McIntosh now has all the information for purchasing a debit machine.

5.0 Committee Reports

5.1 **By-Law Review** – Jim Piggott reported that he and Anne will be meeting very shortly on this.

5.2 **Communications** – no report

5.3 **Facilities** – Steve Bender reported that he has researched and priced options for the reception area using Steelcase Furniture and some facility changes. Budget for the furniture would be \$3650 plus tax and the building alterations budget from M & G have not yet been received. A new reception networked scanner is also being looked at. Also purchased were 2 task chairs for reception at \$400,

a bookcase at \$290 and a 3 drawer lateral file at \$225 from Festival Furniture for a total of \$1033.95. Steve has also looked into different options to improve the front entrance automatic doors and also has priced steel-cased temporary see-through wall panels for the waiting room to segregate patients with flu-like symptoms. These same partitions could help in reducing cold drafts from the automatic doors being open too long. *A motion was made by Brenda West that if a decision was needed to be made quickly regarding the steel-cased wall panels, the facilities committee was to make the decision and get it done. Steve quoted an approximate price of \$1500. Seconded by Lois Kalbfleisch. Carried.*

- 5.4 **Finance** – See attached statements. For the month of August/09 – Net Income \$682.82. Year to date August 09 – Net Loss -\$18,414.72. *Steve Bender moved that the finance report be accepted, seconded by Dean Jutzi. Carried.* Dean Jutzi reported that he has emailed Dr. Snider again to remind her of her repayment to the board, however, his email has not been answered. It was decided that Dean Jutzi and Ross Campbell will meet directly with Dr. Snider.
- 5.5 **Liaison** – Ross Campbell reported that the committee has come up with a final draft “Agreement in Principles” with the physicians.
- 5.6 **Recruitment** – Brenda West reported that TCHI is booked to attend the PAIRO (recruitment tour) in both Hamilton and London on October 6 and 7th respectively. Drs. Bartlett and Hook will each attend one of the locations along with Lois Kalbfleisch and Marcia Bender each attending one location with the physicians. Dr. Bartlett will also ask Joan Leeming if she would be interested in attending. Brenda West, Lois Kalbfleisch and Marcia Bender will collate the presentation folders to be handed out at each location. Brenda also reported that she tried to contact Douglas Peck at the Kintore phone number regarding his wife being in her last year of medical school in Ottawa. (Contact name came from Ross Campbell), however, no return phone call. Marcia Bender reported on Dr. William Blaine who has previously done a 6 month work term at TCHI and will be coming again to TCHI in January. *Steve Bender made a motion for Marcia to contact Dr. William Blaine to see if he may possibly be interested in a permanent position in Tavistock. Seconded by Dean. Carried.*
- 5.7 **Fundraising** – Brenda reported that Barry Ruby drew up a Letter of Intent – attention to the Grant Committee to the Oxford Community Foundation pursuing dollars for our front reception renovations and purchase of a generator. Brenda emailed the letter by the deadline date, however, a response came back saying that their normal grant is \$500 to a maximum of \$1000. It was decided to no longer pursue this avenue.
- 5.8 **H.R.** – Steve Bender and Sherrill Malson are on this committee and Steve reported that it is being worked on and a great start has been made.

6.0 **New Business**

Under Serviced Area – Dr. Bartlett referred to an article in the Stratford Beacon Herald within the last couple of weeks on this topic and that the article misconstrued the meaning of “Rural” and “Under Serviced”. Dr. Bartlett explained that Tavistock is not considered “rural”, however, it does fall into the “Under Serviced” category. “Under Serviced” takes into consideration the number of doctors/population #s.

7.0 **Next Meeting** - October 15, 2009

8.0 **Adjournment** – Brenda West