

Governance Committee Meeting Minutes: Wednesday, January 20, 2021 6:00 pm via Zoom
Attendees: Doug Abbott, Susan Schikofsky, Brenda Warnock (chair, recorder)

1. Board Manual Forms as posted on the board portal will be updated as needed. Members will be notified of changes at Board meetings. (Susan & Brenda)
2. Finance Committee ToR: draft reviewed with the following recommendations: Governance Committee request a meeting with the Finance Committee to review draft changes together with intent to finalize changes(Brenda); Seek clarification regarding intent of 'audit' role and processes of committee (Doug).
3. Policies and Procedures revision work continued resulting in the following recommendations: Present the first four Policies and Procedures to the Board for discussion and approval at the February Meeting. Recommended changes appear in **Bold** and/or *Italics* in the draft P&P

General revisions that apply to all Policies include the following:

- a. New Header – to facilitate easier tracking of changes over time

Section:	Policy Number:
Subject:	Approved by:
Original Effective Date:	Revision Dates:

- b. New Title as per Organizational change: Executive Director-Nurse Practitioner Lead (ED-NP Lead)
- c, 'client' changed to 'patient' – as practised in the Clinic
- d. decrease repetitiveness, increase succinctness, changes in syntax. - ease readability and understanding

Specific considerations/questions for the Board.

Accountability Statement: addition of the Algoma Ontario Health Team as a stakeholder – is the accountability statement accurate?

Statement of the Roles and Responsibilities of the Board: revisions to Quality and Performance Measurement and Monitoring: does the list capture all the areas of performance we monitor and measure?

Conflict of Interest: This policy refers to Conflict of Interest only. We do not have a policy for Conflict (in general) and Conflict Resolution. Do we need such a policy?

Code of Conduct:

Note: Are there any recommendations for new policies and procedures?