

**Central Toronto Community Health Centres**  
**All CTCHC Staff Meeting**  
**Tuesday November 25, 2008**  
**9:30am – 12:30pm**

**Attendance:**

Michelle Joseph, Buffy Krieger, Terry Guirrerro, Barb Panter, Judy Tsao, Valerie Tsang, Jadie Schettino, Anna Gutmanis, Leslie Molnar, Kapri Rabin, Tammy DeCarie, Laura Kucenty, Rosie Henderson, Malkit Johal, Fil Gonzalez, Gurpreet Kaur, Heidi Wong, Eric Cisterna, Maurice Michelin, Kinsey Lewis, Sandra Pettey, Anthony Linton, Brenda Ng, Alice Lam, Yi Man Ng, Janice Meilach, Debbie Honickman, Mark Caspi, Brenda Everett, Kim Reilly, Peter Sakuls, Leona Ellis, Enrique Ponte, Evelyn Mejia, Joseph, Joe Bortolussi, Lorraine Barnaby, Edith Lorimer, Liz Flanagan, Michael John, Christine Kim (minute taker).

**Agenda**

1. Introductions/Welcomes
2. Presentation by Jennifer Pyke on the Shout and Queen West Surveys
3. Update on Strategic Plan--Board
4. Management team Annual Plan update
5. BHO what have we improved upon since last BHO
6. LHIN - CAPS update
7. BHO update
8. Committee Updates

**1. Introductions / Welcome**

- Anna is our new client support worker on the first floor front desk at Queen West.
- Eric is a George Brown student who will be here until March/April at Queen West on the first floor.
- Leslie is the counseling student at Queen West.
- There will be a cake for November birthdays and a celebration for Evelyn's leave after the meeting today.
- Gurpreet, the Medical Secretary at Queen West has extended her contract until May.
- Valerie is now permanent staff as Program Secretary at Queen West.
- Andrea has returned to her position as Medical Secretary at Queen West.

**2. Presentation - Surveys**

Presentation by Jennifer Pyke. The survey summaries are for both Queen West and Shout client surveys that were completed in 2006 and 2008. Please see the attached Power Point presentation. The complete report will be available to staff after the Management Team have had a chance to review.

**3. Update on Strategic Plan - Board**

Presentation by Michelle Joseph. Please see attached Power Point presentation.

**4. Management Team Annual Plan Update**

Presentation by Michelle Joseph. Please see attached Power Point presentation.

**5. BHO – What we've improved upon since last BHO**

Presentation by Michelle Joseph. Please see attached Power Point presentation.

**6. LHIN – CAPS update**

This is the first time that we've completed a CAPS (community annual planning submission) submission for CTCHC to the LHIN. The submission was for the 08/09 fiscal year. In the submission, we were not permitted to include new dollars. The submission included a multi-year budget up to 2011. For 2008/09 we received a 2.25% increase for salaries which we will receive in early January 2009. It is retroactive to April 1, 2008. This salary increase does not affect the physicians because they have previous agreements with OMA that have not been paid out yet. Management will be meeting with Physicians in the new year to provide more information. There is an accountability agreement committee that will be meeting to work out the details of the agreement with the LHIN.

7. **BHO Update**

The onsite BHO review will take place January 26 to January 29, 2009.

Michelle will be getting the interview schedule and find out who our reviewers will be later today.

Michelle will be submitting the preliminary paperwork for BHO today.

8. **Committee Update**

**Anti-Discrimination Committee**

The Committee is currently working on clarifying the values of the committee. They will hire a consultant to work with the committee to develop guidelines about working with specific population groups. The committee has prepared a newsletter. Please see attached.

**Meeting Adjourned.**