

**Central Toronto Community Health Centres**  
**All-Staff Meeting Minutes**  
**Held on Tuesday October 21<sup>st</sup>, 2008**  
**At 9:30 am, Program Rooms at QW**

**Present:** Leona Ellis, Lorraine Barnaby, Jessica Zilotto, Michael John, Yiman Ng, Julie Bryant, Brenda Ng, Julianne Kingelin, Mark Caspi, Laura Kucenty, Rose Letto, Joe Bortolussi, Stephanie Massey, Maurice Micheline, Liz Flanagan, Anthony Linton, Teo Owang, Heidi Wong, Gurpreet Kaur, Filomena Gonzalez, Rosie Henderson, Malkit Johal, Janice Meilach, Leslie Molnar, Cathy Spence, Nicki Lajoie, Alice Lam, Peter Sakuls, Judy Tsao, Jadie Schettino, Valerie Tsang, Terry Guerriero, Debra Phelps, Adrienne Barnes, Debbie Honickman, Kapri Rabin, Barb Panter, Christa-lea Gray, Evelyn Mejia, Tammy Decarie, Michelle Joseph.

**Agenda:**

1. Introductions/Welcome
2. Announcements
3. Policy Refreshers: Annual Planning/Evaluations  
BREAK
4. Environment Policy
5. Important Dates: Staff # 1 and # 2 on November 11<sup>th</sup> at QW  
Staff #3 on November 18<sup>th</sup> (9.30 am to 12.30 pm)  
and December 6<sup>th</sup> also.
6. Health Fair
7. Job Descriptions

**1. Introduction and Welcome:**

The meeting began at 9.40 am by Michelle. We all were welcome in to the meeting.

**2. Announcements:** Terry Guerriero, Director of Operations and  
Leona Ellis, Clinical Data Coordinator.

**3. Policy Refreshers: Annual Planning/Evaluations**

**BREAK**

#### **4. Environment Policy:**

After the presentation of the policy there was a discussion and we all concluded that we needed to have the environmental committee back. Deb Phelps offer to coordinate it.

**5. Important Dates:** Everyone was reminded of the next BHO interview sessions. Dates and times were clarified.

**6. Health Fair:** Deb Phelps announces and invites everyone for our health fair coming up on November 19<sup>th</sup>, 2008 from 1-4 pm on the program rooms. She thank the Health Fair committee members for all their worked and invited anyone who would like to participate to e-mail her or Judy their ability on that date.

**7. Job Descriptions:** Michelle informed all staff that since some has been asking for their 'Job Descriptions'. Management decided to have them available to all via 'S' drive: Staffing. Inside Human Resources File folder go to 'job description' folder and find your Directors title, click on that folder and you shall be able to find the job description as per your title.

The meeting was finish at 11.55 am.