



**BOARD OF DIRECTORS MEETING**

Tuesday, June 8, 2021 @ 2:43 pm Via MS Teams

**PRESENT:** Paul Nichols (Chair), Varouj Eskedjian (CEO), Michael Bunn, Cathy Vosper, Nancy French, Joe Csafordi, Trish Wood, Sandra Chapman, Kevin Huestis, Karen MacGinnis, Craig Hitchman, Bruce Thompson, Liz Mathewson, Robbie Beatty.

**STAFF PRESENT:** Alysia English (CNO), Mark O'Dell (CFO), Rachelle Williams (Finance Manager), Caitlin Lavoie (Communications), Lynda Tinney (Executive Assistant to the CEO and Recorder).

**REGRETS:** Heather Zak, Dr. Bruce Bain, Dr. Kelly Parks, Valerie Przybilla.

AGENDA ITEMS and DISCUSSION	DECISION POINTS
<b>1. CALL TO ORDER AND CONFIRMATION OF QUORUM</b>	Paul Nichols called the meeting to order at 2:43 pm and a quorum was confirmed.
<b>2. APPROVAL OF AGENDA</b>	MOVED by Robbie Beatty and SECONDED by Trish Wood that the agenda be approved. CARRIED.
<b>3. APPROVAL OF PREVIOUS MINUTES</b>	MOVED by Bruce Thompson and SECONDED by Robbie Beatty that the minutes of the Open and In Camera meetings of the Board of Directors held on May 27, 2021 be approved. CARRIED.
<b>4. BUSINESS ARISING</b>	There was no business arising.
<b>5. NEW BUSINESS</b>	

<p><b>5.1 Draft Audited Financial Statements as of March 31, 2021</b></p> <p>The Finance/Audit Committee received the draft Audited Financial Statements for Campbellford Memorial Hospital for the fiscal year ending March 31, 2021 presented by KPMP representatives Lori Huber and Katie and recommends approval to the Board of Directors and to the Annual General Meeting.</p> <p>As customary in prior years, Varouj Eskedjian noted that the Auditors did not meet with the Finance/Audit Committee alone but they did have a conversation with Kevin Huestis in the advance of Varouj, Mark O'Dell and Rachelle Williams.</p>	<p>MOVED by Michael Bunn and SECONDED by Robbie Beatty that the Board of Directors approves the Audited Financial Statements for the period ending March 31, 2021 and recommends endorsement to the Annual General Meeting on June 24, 2021. CARRIED.</p> <p>Kevin Huestis will debrief the Board regarding his conversation with the Auditors after Varouj and staff leave the meeting.</p>
<p><b>5.2 Sleep Clinic</b></p> <p>The sleep clinic continued to operate through the pandemic at the 3-bed level with the hope to expand the clinic. The expansion was two-fold:</p> <ul style="list-style-type: none"> <li>- The waiting list is growing and the quality of the service along with the staff who run it has attracted people for that</li> <li>- The revenues that we have received in the past year in the amount of \$66,000 – the revenues arising from doubling the size of the sleep clinic from 3 beds to 6 beds will certainly assist in the overall revenues of the hospital</li> </ul> <p>In the past this would have gone to the LHIN for a service expansion approval but the process is not there with the LHINS at the time who are not working these days other than with anything to do with the pandemic and COVID expenses. As customary in the past, Varouj would have stated that we are expanding our services that is consistent with our plans and additional revenues derived that will help with our financial stability.</p> <p>Service expansion and utilizing additional beds would be appropriate for Board of Directors approval.</p>	<p>MOVED by Cathy Vosper and SECONDED by Bruce Thompson that the Board of Directors approves and supports the expansion of the CMH's sleep clinic from 3 beds to 6 beds. CARRIED.</p>
<p><b>5.3 PRHC Master Plan</b></p> <p>PRHC's Board Chair and CEO requested a meeting with Varouj and Paul Nichols to talk about their master planning and Varouj and Paul had a teams meeting with them, including a surgeon also involved who is leading the facilities planning process at PRHC. It was a high level conversation where they outlined some of their plans that they have in mind for further redevelopment of their campus to a more 'acute care approach'</p>	<p>MOVED by Craig Hitchman and SECONDED by Karen MacGinnis that CMH endorse the Master Plan of Peterborough Regional Health Centre. CARRIED.</p>

<p>increasing programs and services beyond what they have now. PRHC is looking for a high level endorsement from the CMH Board of Directors as one of the partners for their planning. PRHC offered to provide us endorsement for our capital planning as well. Recalling back when Paul and Varouj met with the local MPPs that the MPP from Peterborough indicated that if he were in a position of having to choose the project to Campbellford over Peterborough, he would feel duty-bound to support the Peterborough project.</p> <p>PRCH felt that there absolutely needed to have a CMH in the future and with our aging population, the campus care made a lot of sense in our environment. CMH would benefit as an organization and community as PRHC expands tertiary services such as cardiac surgery and MRI and would certainly not be competitive at all in what CMH's future planning looks like to have an in patient unit and ER department that stabilizes and transfers out complex cases that can't be admitted and a unit that's a convalescent care unit. Anything PRHC is proposing in their plan is complimentary to what CMH is proposing as a primary care small rural hospital.</p> <p>CMH would benefit as a hospital and community endorsing PRHC's master plan.</p>	
<p><b>5.4 Summer Retreat Agenda</b></p> <p>Liz Mathewson provided an update on some of the ideas and topics for the retreat agenda that include:</p> <ol style="list-style-type: none"> <li>1) a new governance model that the policy committee has been working on, and</li> <li>2) looking at some strategic initiatives for a new strategic plan.</li> </ol> <p>The planning committee, consisting of Liz, Karen MacGinnis, Sandra Chapman and Cathy Vosper have been meeting regularly and the agenda will be formulated next week.</p>	<p>For information purposes.</p>
<p><b>6. ADJOURNMENT AND MOTION TO MOVE INTO MEETING WITHOUT MANAGEMENT</b></p>	<p>The meeting adjourned and the In Camera meeting convened without management including Varouj.</p>
<p><b>6.1 Auditor's Report</b></p> <p>Kevin Huestis debriefed the Board about his conversation with Katie Mahon, KPMG, who contacted him as Chair of the Finance/Audit Committee. Of interest to the Board:</p> <ul style="list-style-type: none"> <li>- there were some added costs but the Auditors stated this can be covered under our COVID reimbursements so there is no net expense to the hospital.</li> </ul>	<p>For information purposes.</p>

<ul style="list-style-type: none"> <li>- CMH's accounting team did a great job and the process went very smoothly.</li> </ul>	
<p><b>6.2 Board Retreat &amp; Varouj's Retirement Party</b></p> <p>The Board discussed:</p> <ul style="list-style-type: none"> <li>- the budget for the retreat, guest list, gifts, catering and appropriate venue options given the current Public Health Unit gathering restrictions and</li> <li>- plans for Varouj's retirement party.</li> </ul> <p>A discussion regarding the AGM included topics such as:</p> <ul style="list-style-type: none"> <li>- advertising/invitations, media, launch of website and promotion.</li> </ul>	<p>Kevin will convey the discussions to Varouj Eskedjian and Caitlin Lavoie.</p>
<p><b>7. ADJOURNMENT</b></p>	<p>MOVED by Bruce Thompson and SECONDED by Craig Hitchman that the meeting adjourn at 4:15 pm.</p>