



Campbellford Memorial Hospital
Board of Directors Meeting - Minutes
Tuesday, October 31st, 2023 @ 4:00 PM

PRESENT: Carrie Hayward (Chair), Kevin Huestis, Jeff Hohenkerk, Liz Mathewson, Michael Bunn, Jennifer Glover, Sandra Conley, Glen Wood, Marg Carter, Bruce Thompson, Dr. Dimitri Louvish, Doug Hunt, Nancy French, Dr. Ellen Buck-McFadyen, Heather Campbell

REGRETS: Robbie Beatty, Dr. Kelly Parks, Trish Wood

GUESTS: Peter Mitchell (Recorder), Adam Kolisnyk (VP Corporate Services/CFO)

1. CALL TO ORDER

Carrie Hayward called the meeting to order at 4:02 PM.

1.1 Confirmation of Quorum

A quorum was confirmed.

1.2 Approval of Agenda

Motion: The Board of Directors approves the agenda as circulated.

Moved by: Marg Carter

Seconded by: Dr. Ellen Buck-McFadyen

Carried

1.3 Declaration of Conflicts of Interest

There were no conflicts declared.

2. CONSENT AGENDA

(The following items/recommendations have been identified as part of the consent agenda for the regular meeting. Directors are encouraged to contact the Board Chair, CEO or EA to the CEO/Board in advance of the meeting if there are questions about a listed consent agenda item. Any Director may request that any of the Materials be moved to the Board or Committee meeting agenda.)

2.1 Summary of Motions in Consent Agenda

2.2 Board of Director Meeting Minutes of October 3rd Meeting

2.3 Quality Committee Terms of Reference (Policy 4-060)

2.4 Foundation Report

2.5 Auxiliary Report

Motion: Be it resolved that the Consent Agenda be approved as circulated, including all motions listed in section 2.1 - *Summary of Motions in Consent Agenda*.

Moved by: Liz Mathewson

Seconded by: Marg Carter

Carried

3. BUSINESS ARISING/COMMITTEE MATTERS

3.1 Quality Committee Report

Liz Mathewson noted that the Quality Committee had updated its Terms of Reference, however, would be updating them again in the future as further clarification on the membership list was needed.

3.2 Resource/Audit Committee Report

Glen Wood asked if any directors had questions. Upon hearing none, he informed the board a further update would be provided during the in camera session.

4. NEW BUSINESS

4.1 Board Work Plan Review

There was no discussion, however Board Chair Carrie Hayward noted that the work plan was a working document and will be updated throughout the year if needed.

Motion: Be it resolved that the Board of Directors approves the 2023/24 work plan noting adjustments could be made.

Moved by: Glen Wood

Seconded by: Marg Carter

Carried

4.2 Board Skills Matrix

Carrie Hayward provided an explanation on the purpose of the skills matrix, highlighting its significance in assessing the collective skills and expertise of the board. Emphasizing a departure from the usual timing, Carrie noted that this year's early initiation of the skills matrix process was driven by the substantial number of board terms up for renewal by the year's end.

4.3 Chief Executive Officer Performance Evaluation Form

Carrie Hayward noted that this evaluation was a mid-term evaluation and encouraged all Board members to complete it.

4.4 Chief of Staff Performance Evaluation Form

Carrie Hayward noted that this evaluation was a year end evaluation and encouraged all Board members to complete it.

4.5 Strategic Planning Update

Sandra Conley provided insights into the briefing note circulated before the meeting, offering specific details on the presentations delivered by the two finalists. The discussion then transitioned to Jeff Hohenkerk, who provided additional clarification by announcing the signing of the letter of agreement with the preferred proponent. He highlighted upcoming steps, including that the proponent will also be conducting a cultural assessment and a comprehensive review of the organization's mission, vision and values statements. Jeff also pointed out that whether the plan will span five or ten years is yet to be determined. Sandra emphasized that the process would be board-led, with substantial collaboration with the senior team.

5. REPORTS

5.1 Chair Report

Carrie Hayward spoke to her report that was circulated prior to the meeting.

5.2 President/CEO Report

CEO Hohenkerk updated the board on various aspects, including his work on a delegation request for ROMA, addressing capacity challenges at the IPU, particularly concerning ALC patients. He highlighted an agreement in progress with AON to transfer 10 patients to a facility in Peterborough, pending funding approval from the ministry. The board engaged in a discussion on the logistics, and Jeff provided additional details.

Concerns were raised about the hospital's preparedness for a potential cyber attack. CFO Adam Kolisnyk reassured the board that the hospital is in line with industry standards but acknowledged the need for improvement. Questions were posed regarding the adequacy of the backup process, with Adam explaining the current daily backup system is behind a separate firewall, but does still have risks. He noted this will be a topic of discussion at the next Resource/Audit Committee meeting.

The board also inquired about efforts to reduce wait times in the ED, prompting further discussion. Additionally, there was a question about the decrease in staff turnover rates. Jeff Hohenkerk outlined various initiatives, such as increased management attention, an active retention committee, and morale-boosting activities like pizza parties and costume contests. Transitioning part-time roles into full-time positions was also cited as a contributing factor to the improved retention rates.

5.3 Chief of Staff Report

Dr. Louvish presented his report that was circulated prior to the meeting.

6. PATIENT STORY

Heather Campbell presented a patient story to the board.

7. CORRESPONDENCE

There was a no correspondence to the board this month.

8. NEXT MEETING DATE – November 28th, 2023

9. MOTION TO ADJOURN THE OPEN MEETING & MOVE INTO THE IN-CAMERA MEETING

Moved by: Liz Mathewson

Seconded by: Marg Carter

Carried