



**Campbellford Memorial Hospital**  
**Board of Directors Meeting**  
 Tuesday, May 30<sup>th</sup>, 2023 @ 4:00 PM

**PRESENT:**, Kevin Huestis (Chair), Jeff Hohenkerk, Carrie Hayward, Liz Mathewson, Michael Bunn, Jennifer Glover, Sandra Conley, Glen Wood, Marg Carter, Bruce Thompson, Dr. Dimitri Louvish, Doug Hunt, Nancy French, Paul Nichols, Robbie Beatty, Trish Wood, Heather Campbell,

**REGRETS:** Patricia McCallister, Claire Robertson, Dr. Kelly Parks,

**GUESTS:** Peter Mitchell (Recorder), Karen Guy (HR Manager), Adam Kolisnyk (VP Corporate Services/CFO), Jessica Clarke (Manager Community Programs), Emily Grills (Mental Health Program Coordinator)

| AGENDA ITEMS & DISCUSSION  | DECISION POINTS  |
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| <b>1. CALL TO ORDER</b>  | Kevin Huestis called the meeting to order at 4:04PM  |
| 1.1 Confirmation of Quorum   | A quorum was confirmed.  |
| 1.2 Approval of Agenda   | Marg Carter Moved that the Agenda be Approved as Circulated.<br><br>Seconded by Doug Hunt.<br><br>Carried. |
| 1.3 Declaration of Conflicts of Interest   | No Conflicts were declared.  |
| <b>2. EDUCATION SESSION – Mental Health Clinic Information Session</b><br><br>Jessica Clarke provided the board an overview of the Mental Health Clinic and the services offered. She also highlighted the referral patterns and noted that there is over a 40% increase in referrals compared to this time last year. |  |

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| Members of the board had several questions related to waitlists, services offered, and how the clinic handles emergency situations given the waitlist for services.  |   |
| <p><b>3. CONSENT AGENDA</b></p> <p><i>(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.)</i></p> | <p>Bruce Thompson Moved that the Consent Agenda be Approved as Circulated.</p> <p>Seconded by Carrie Hayward.</p> <p>Carried.</p> |
| 3.1 Summary of Motions in Consent Agenda   |   |
| 3.2 Board of Director Meeting Minutes of April 25 <sup>th</sup> Meeting  |   |
| 3.3 Draft Governance Committee Meeting Minutes of May 2 <sup>nd</sup> Meeting  |   |
| 3.4 Compensation and Performance Management Committee Terms of Reference<br>(Policy 2-080)   |   |
| 3.5 CEO Evaluation (Policy 2-010)  |   |
| 3.6 Customer Relations – Complaint(Policy 5-040)   |   |
| 3.7 Community Members for Board Committees (Policy 5-170)  |   |
| 3.8 Conflict of Interest (Policy 5-200)  |   |
| 3.9 Draft Quality Committee Meeting Minutes of May 9 <sup>th</sup> Meeting   |   |
| 3.10 Draft Resource/Audit Committee Meeting Minutes of May 23 <sup>rd</sup> Meeting  |   |
| 3.11 Financial Statements – Q4 2022-2023   |   |
| 3.12 Quarterly Compliance Certificate – Q4 2022-2023   |   |
| 3.13 BPSAA (Broader Public Sector Accountability Act) – Expense Claims Report  |   |
| 3.14 BPSAA (Broader Public Sector Accountability Act) – Use of Consultant’s Report   |   |
| 3.15 Foundation Report   |   |

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| 3.16 Auxiliary Report  |   |
| 4. <b>BUSINESS ARISING/COMMITTEE MATTERS</b>   |   |
| <p data-bbox="142 277 516 302">4.1 CMH Administrative By-Law</p> <p data-bbox="109 375 1155 524">Michael Bunn provided the board an update on the process involved in updating the by-law to ensure that it was compliant with the new ONCA (Ontario Not-For Profit Corporation Act). Michael also noted that several items will need to be looked at in the new year, but as is it meets the requirements of the ONCA.</p>  | <p data-bbox="1220 277 1318 302"><b>Motion:</b></p> <p data-bbox="1220 367 2018 464">The Board of Directors Approves the CMH Administrative By-law as recommended by the Governance Committee and recommends Approval at the Annual General Meeting.</p> <p data-bbox="1220 521 1493 545">Moved by Marg Carter.</p> <p data-bbox="1220 610 1549 634">Seconded by Sandra Conley.</p> <p data-bbox="1220 699 1310 724">Carried.</p>   |
| <p data-bbox="142 751 611 776">4.2 Redevelopment Committee Update</p> <p data-bbox="109 849 1178 946">Michael Bunn presented an update on the conversation that happened at the Governance Committee that the Redevelopment Committee be put on hiatus and a new Terms of Reference drafted.</p> <p data-bbox="109 1027 1188 1255">Several board members noted that we could keep the current Redevelopment Committee and renew the Terms of Reference without disbanding the current membership or putting the committee on hiatus. Members of the Governance Committee noted that the current Terms of Reference mention that the role was to facilitate the stage one submission, which has now happened. That is why the suggestion was made to reconstitute the committee at a later date.</p> <p data-bbox="109 1336 1184 1401">Carrie Hayward noted that in the future we will likely need two committees, a successor to the current committee, and a second committee that is more focused on operational</p> | <p data-bbox="1220 751 1318 776"><b>Motion:</b></p> <p data-bbox="1220 841 2003 971">Whereas the Redevelopment Committee has played an active and essential role in advancing the development of a new Campus of Care, and has carried out the objectives as outlined in its current Terms of Reference; and</p> <p data-bbox="1220 1036 2018 1133">Whereas the hospital is currently awaiting the approval of a planning grant to proceed to the next phase of the Redevelopment process; and</p> <p data-bbox="1220 1198 1976 1328">Whereas the Board of Directors recognizes the need to better position the Redevelopment Committee to provide enhanced support in redevelopment advocacy and planning, aligning with the hospital's current needs;</p> <p data-bbox="1220 1393 1986 1450">Be it resolved that the Board of Directors hereby directs the Governance Committee to renew the Terms of Reference for the</p> |

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| <p>planning. These roles will need to be defined and having new committees will allow us to do that.</p>  | <p>Redevelopment Committee to better align its role and responsibilities with the hospital's current needs.</p> <p>Moved by Glen Wood.</p> <p>Seconded by Marg Carter.</p> <p>Carried.</p>  |
| <p>4.3 Draft – Audited Financial Statements (2022-2023)</p> <p>Carrie Hayward summarized the audit findings that were presented to the Resource Committee.</p>  | <p><b>Motion:</b></p> <p>The Board of Directors Approves receipt of the Draft Audited Financial Statements as recommended by the Resource/Audit Committee.</p> <p>Moved by Doug Hunt.</p> <p>Seconded by Robbie Beatty.</p> <p>Carried.</p> |
| <p>4.4 CMH Accessibility Plan</p> <p>Liz Mathewson noted the Quality Committee was told the hospital is not AODA compliant. Adam Kolinsky informed the board the hospital is working with a consultant to have them come in to take a survey and create a roadmap for all the issues that need to be addressed in order for us to be AODA compliant. Several board members wondered if we had a timeframe and Jeff Hohenkerk noted in response that management is hopeful to have more information by the fall.</p> |   |

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| <p>4.5 CMH Occupational Health &amp; Safety Program</p> <p>Karen Guy noted that the hospital is creating several programs and noted that at the next Occ health meeting on June 13<sup>th</sup> the committee will create a new workplan to ensure that there is a program that can be monitored and tracked by the Quality Committee.</p>  |  |
| <p>5. <b>DINNER BREAK</b></p>   |  |
| <p>6. <b>NEW BUSINESS</b></p>   |  |
| <p>6.1 Board Meeting Evaluation Survey</p> <p>Kevin Huestis asked that board members complete the survey.</p>   |  |
| <p>7. <b>REPORTS</b></p>  |  |
| <p>7.1 President and Chief Executive Officer Report</p> <p>Jeff Hohenkerk spoke to his report that was circulated prior to the meeting. Glen Wood asked that benchmarking data be provided on the goals to the board if possible. Jeff noted he would look into it.</p> <p>Jeff also provided the board an update on the political advocacy work he has been doing as well and some of the advice he has received from local MPP's to help with the hospital's advocacy efforts.</p> <p>He further provided the board an update on his advocacy strategy focusing more on the care that could be provided at a new hospital, rather than a focus on the state of the building that had been the previous focus. He noted that both local MPP's noted this was the strategy we should use.</p> <p>Liz Mathewson noted she feels the board has been told all this before that different strategies would lead to different results, and still no approval has come.</p> |  |

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| <p>Jeff also provided an update on the staff appreciation events that were held earlier in the week.</p>   |  |
| <p><b>8. CORRESPONDENCE</b></p>  |  |
| <p>8.1 Medical Affairs Memo</p>  | <p>The Board of Directors acknowledged receipt of the Medical Affairs Memo.</p>                          |
| <p><b>9. SUPPLEMENTARY MATERIAL</b> (Attached as separate document)</p> <ul style="list-style-type: none"> <li>• Updated By-law</li> <li>• Draft Audited Financial Statements</li> </ul>   |  |
| <p><b>10. NEXT MEETING DATE – June 14<sup>th</sup> (AGM)</b></p>   |  |
| <p><b>11. MOTION TO ADJOURN THE OPEN MEETING &amp; MOVE INTO THE IN-CAMERA MEETING</b></p> <p>Prior to adjourning the open meeting Robbie Beatty noted that on June 10<sup>th</sup> the Auxiliary is having a plant sale at the Campbellford Fairgrounds.</p> <p>The Board also thanked Michele Haddow for her work organizing the Rural Ontario Medicine Week last week.</p> <p>Kevin Huestis also noted that a survey for committee assignments will be going out shortly.</p> | <p>Marg Carter Moved to Adjourn the Open Meeting.</p> <p>Seconded by Bruce Thompson.</p> <p>Carried.</p> |