



**Campbellford Memorial Hospital**  
**Board of Directors Meeting**  
 Tuesday, January 31<sup>st</sup>, 2023 @ 4:00 PM

**PRESENT:** Kevin Huestis (Chair), Carrie Hayward, Liz Mathewson, Michael Bunn, Trish Wood, Jennifer Glover, Sandra Conley, Glen Wood, Marg Carter, Bruce Thompson, Robbie Beatty, Dr. Dimitri Louvish, Nicole Wood, Eric Hanna, Doug Hunt, Nancy French, Paul Nichols, Dr. Kelly Parks, Sandra Chapman,

**REGRETS:** Claire Robertson, Patricia McCallister

**GUESTS:** Peter Mitchell (Recorder), Karen Guy (HR Manager), Adam Kolisnyk (VP Corporate Services/CFO), Coleen Smith, Michele Haddow

AGENDA ITEMS & DISCUSSION	DECISION POINTS
<b>1. CALL TO ORDER</b>	Kevin Huestis called the meeting to order at 4:05 PM.
1.1 Confirmation of Quorum	A quorum was confirmed.
1.2 Approval of Agenda  Section 5.2 was added, discussion on CEO Evaluation Process.  Item 3.6 was moved from the consent agenda and placed on the regular agenda as item 5.3.	Glen Wood Moved that the Agenda be Approved as Amended.  Seconded by Michael Bunn  Carried.
1.3 Declaration of Conflicts of Interest	There were no conflicts declared.
<b>2. EDUCATION SESSION</b>	
2.1 Diagnostic Imaging  Colleen Smith presented an education session that outlined the services the department provides, their patient volumes and a brief presentation of her department scorecard.	

<p>2.2 Physician Recruitment</p> <p>Michele Haddow presented the board an update on physician recruitment, including current challenges she is facing and current positions that need to be filled at the hospital. She also provided information on the administrative work to the credentialing process.</p>	
<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>Trish Wood Moved that the Consent Agenda be Approved as Amended.</p> <p>Seconded by Glen Wood.</p> <p>Carried.</p>
<p>3.1 Summary of Motions in Consent Agenda</p>	
<p>3.2 Board of Director Meeting Minutes, November 29<sup>th</sup>, 2022</p>	
<p>3.3 Draft Quality Committee Meeting Minutes, December 14<sup>th</sup>, 2022</p>	
<p>3.4 Draft Redevelopment Committee Meeting Minutes, December 15<sup>th</sup>, 2022</p>	
<p>3.5 Draft Resources/Audit Committee Meeting Minutes, January 24<sup>th</sup>, 2023</p>	
<p>3.6 Travel &amp; Meal Reimbursement (Policy 3-050)</p> <p>Item pulled out and added to the regular agenda as item 5.3.</p>	
<p>3.7 Capital Budget 2023/2024</p>	
<p>3.8 Auxiliary Report</p> <p>Robbie Beatty highlighted that the Polar Plunge raised \$24,000 and thanked Liz Mathewson in particular for organizing it and Bruce Thompson for his matching donation. She noted the Auxiliary has raised almost \$60,000 this year which is more than enough to</p>	

<p>pay for the defibrillator they had committed to and they will be looking at the capital budget list to determine what else they can fund.</p>	
<p><b>4. DINER BREAK</b></p>	
<p><b>5. BUSINESS ARISING/COMMITTEE MATTERS</b></p>	
<p>5.1 Operating Budget 2023/2024 Key Assumptions</p> <p>Adam Kolisnyk noted that the Resource committee at their January meeting asked him to amend the budget that was presented to them as they did not feel the projected deficit was a true reflection of the likely deficit. Adam informed the board the Ministry of Health advised him to only budget a portion of the projected agency nursing costs, which he originally did, however the amended budget includes the full anticipated costs.</p> <p>He informed the board he feels that the \$1.5 million proposed deficit is a conservative figure and there are a number of potential opportunities for cost savings and revenue generation that could lower the projected deficit.</p> <p>There was a brief discussion regarding the double overtime that is being paid to nurses and the competition in recruiting and retaining HHR, in particular nurses. Adam noted that the hospital has budgeted \$150,000 for recruitment in next years budget and that senior management is meeting to formulate recruitment strategies.</p>	
<p>5.2 CEO Evaluation Process</p> <p>Kevin Huestis proposed that he convene the Compensation and Resource Management Committee to draft a proposal to be presented to the next board meeting. The board was agreeable to that proposal.</p>	
<p>5.3 Travel &amp; Meal Reimbursement (Policy 3-050)</p>	<p>Motion:</p> <p>The board of Directors approves the revised <i>Travel &amp; Meal Reimbursement (Policy 3-050)</i> as circulated with the understanding</p>

<p>The board was informed that the Resources/Audit Committee had no concerns with the content of the policy and they did recommend approval of the revised policy presented, however, it was noted the policy needs to be reformatted for clarity.</p>	<p>that it will be sent back to the Resources/Audit Committee to review for formatting.</p> <p>Moved by Glen Wood.</p> <p>Seconded by Bruce Thompson</p> <p>Carried.</p>
<p><b>6. NEW BUSINESS</b></p>	
<p>6.1 Board Meeting Evaluation – To be completed after meeting  <a href="https://www.surveymonkey.com/r/GP3GJXW">https://www.surveymonkey.com/r/GP3GJXW</a></p>	<p>Board Members were encouraged to fill out the survey after the meeting.</p>
<p>6.2 Accreditation Results</p> <p>Nicole Wood noted that CMH received accreditation with exemplary standing. She informed the board the hospital met more than 98% of more than 1600 standards measured and that the hospital is appealing 13 of the unmet processes. Action plans are being put in place to ensure we are able to meet the other unmet standards in the future. The board thanked Nicole and Eric Hanna for all their work.</p>	
<p>6.3 Generator Project Update</p> <p>Prior to provided an update on the generator project Charity Meiklejohn informed the board that air handling unit 9 will now be shipped at the end of February instead of the end of March. This will speed up the completion of the HVAC work currently being done.</p> <p>Charity noted that the generator project is currently in the design phase. She noted the new unit will be much larger so it will need a significant amount of additional space. She his hopeful the project will be completed within 18 months.</p>	

<p>The board asked whether the generator project would be necessary if we knew a planning grant approval was imminent. Charity noted it was as the current generator is at too great of a risk of failure to not upgrade it. Kevin Huestis commented that it was an important discussion to have and that compiling a list of investments that may not be needed if the approval of a new hospital occurs in the short term was a good idea.</p>	
<p><b>7. REPORTS</b></p>	
<p>7.1 Chief of Staff Report – Deferred to In-Camera Session</p>	
<p>7.2 Interim President and Chief Executive Officer Report</p> <p>Eric Hanna presented his CEO report as circulated prior to the meeting and members of the senior team highlighted the progress to date on the yearly strategic goals they are responsible for.</p> <p>There was also a brief discussion regarding potential goals under consideration for next year. The board was informed that the medical staff would be engaged in the planning of the goals and Dr. Louvish noted it would be a standing item on the MAC going forward.</p>	
<p><b>8. CORRESPONDENCE</b></p>	
<p>8.1 Medical Affairs Memo</p>	<p>The board acknowledged receipt of the medical affairs memo.</p>
<p><b>9. FUTURE AGENDA ITEMS</b></p>	
<p><b>10. NEXT MEETING DATE – February 28<sup>th</sup>, 2023</b></p>	
<p><b>11. MOTION TO ADJOURN THE OPEN MEETING &amp; MOVE INTO THE IN-CAMERA MEETING</b></p>	<p>Sandra Conley Moved to Adjourn the Open Meeting and Move into the In-Camera Session.</p> <p>Seconded by Robbie Beatty.</p> <p>Carried.</p>