



**BOARD OF DIRECTORS MEETING – OPEN MEETING**

April 22, 2020

4:30 p.m.

Location: Board Room (via Microsoft Teams)

**PRESENT;** Varouj Eskedjian, CEO Craig Hitchman, Cathy Vosper, Bruce Thompson, Kevin Huestis, Paul Nichols (Chair), Nancy French, Robbie Beatty, Michael Bunn, Joe Csafordi, Dr. Bruce Bain, Dr. Kelly Parks, Karen MacGinnis, Trish Wood, Valerie Przybilla

**REGRETS;** Sandra Chapman, Jeff Campbell

**STAFF PRESENT;** Beth Piper, Mark O’Dell

**RECORDER;** Michelle Wellman EA to the CEO/Board

**EDUCATION;** n/a

AGENDA ITEMS and DISCUSSION	DECISION POINTS
<b>1. CALL TO ORDER</b> <b><u>OPEN MEETING SESSION</u></b>	Paul Nichols called the meeting to order at 4:30 p.m.
1.1 Quorum	A quorum was confirmed.
1.2 Approval of Agenda	MOVED by Karen MacGinnis; SECONDED by Craig Hitchman; and CARRIED that the agenda be approved.
1.3 Declaration of Conflicts	None Declared
<b>2. Approval of Previous Meeting Minutes from; <i>March 4, 2020</i></b>	MOVED by Trish Woods; SECONDED by Bruce Thompson; and CARRIED that the minutes of <i>March 4, 2020</i> be approved.

<p><b>3. Business Arising from Minutes</b></p>	
<p><b>3.1 None</b></p>	
<p><b>4. New Business</b></p>	
<p><b>4.1 COVID – Update</b></p> <p>V. Eskedjian advised that he has received notification from Emergency Management (should this be Ontario Health?) that included the following;</p> <ul style="list-style-type: none"> <li>• LTC – is currently the focus of Ontario Health and the Province</li> <li>• 160-outbreaks across the province where an outbreak is defined by 1-positive case</li> <li>• Mandatory testing of all residents and staff in LTC and retirement homes</li> <li>• The Province is relying on Assessment Centres to conduct the swabbing in LTC homes</li> <li>• There is a ‘hold’ in place for transfers of patients back to LTC &amp; placement of any new residents into LTC</li> <li>• 19-ALC patients currently at CMH</li> <li>• Local retirement homes are not accepting any new residents at this time due to COVID</li> </ul> <p>Further direction to be provided by Province and efforts will continue to try to place these patients</p> <p>V. Eskedjian provided an update on CMH’s PPE supplies indicating we have had some selective shortages however essential supplies have been replenished.</p> <p>V. Eskedjian advised of the efforts of the local sewing group that have supplied the hospital staff with homemade masks, gowns, caps and ear savers. He added that the handmade masks are being worn by patients coming into the hospitals as well as staff in non-patient care areas.</p> <p>V. Eskedjian advised that CMH has had all inpatients swabbed and all results have come back negative. He added that we will continue to swab all admitted patients and will follow the isolation protocol. He advised that we are waiting for clarification from Public Health regarding transports of patients, in particular ALC’s, as the bed capacity is limited.</p>	

<p>V. Eskedjian advised that we continue to share daily communication with staff as well as providing situation reports from the MOH Emergency Management Branch that are accessible on the Shared Drive. He added that weekly communication is being shared with the community.</p> <p>V. Eskedjian advised that we are keeping track of all COVID-related expenses including capital costs for potential reimbursement. These include alterations to the building automation system and air handling unit for negative air pressure - \$10,000.00.</p> <p>V. Eskedjian indicated some staff are concerned about some inpatients who enter and exit the building many times throughout the day to smoke. V. Eskedjian advised that after considerable consultation with OPP, the Ethicist and Public Health we are not able to deny patient's rights surrounding smoking. Staff are encouraged to do an individual risk assessment and don proper PPE in order to mitigate risks.</p> <p>V. Eskedjian advised that the province has called upon hospitals to provide additional support for LTC homes that are experiencing outbreak. He advised that at this time, CMH does not have the extra staff to provide this service.</p>	
<p><b>5. Strategic Matters</b></p>	
<p><b>5.1 President &amp; CEO Report</b></p> <p>V. Eskedjian presented the Chief Executive Officer report to the Board.</p> <p>Areas of the report that were highlighted included:</p> <ul style="list-style-type: none"> <li>➤ Successful recruitment during the pandemic including hiring of RN's and RPN's</li> <li>➤ Recruitment of a FT and a Casual-Respiratory Therapist</li> <li>➤ New Physiotherapist will start in early May 2020</li> </ul>	<p>Action: Mark O'Dell will update the budget to include EPIC local costs to present at the upcoming Finance/Audit Committee Meeting.</p> <p>Action: The Board Meeting in May will include CUPE as an Agenda topic.</p>

- Financial leadership in place CMH is Looking for guidance from HFO re: Physician Assistants (potential coverage of ½ the PA's salary by HFO for a period of 2-years.
- Dr. Bhimji – new IM for Med/Surg
- EPIC planning has resumed
- Patient volumes are down
- HIRF project is underway

V. Eskedjian apprised the Directors of recent internal developments that include the move to organize the clerical staff by CUPE. He advised that legal services have been retained and that Management is not able to interfere with union organizing activities.

## 5.2 Chief of Staff Report

Dr. B. Bain provided the Chief of Staff report to the Board

Areas of the report that were highlighted included:

- CMH COVID ward
- False negative results of COVID swabbing
- Public Health and the CDC have different instructions for collection of a sample
- Medical Officer of Health - Waiting for further guidelines surrounding 14-day isolation period for inpatients.
- The OR has been converted into patient care areas specific to COVID and ventilated patients
- Test results have a better turnaround time (8-10 hours results received)
- Aerosol procedures in the OR for negative pressure
- Swabbing all admitted patients
- Staff/Patients who fail screening are swabbed and monitored by Public Health
- Continuing to preserve PPE resources
- ER volumes are currently down
- Social distancing continues

<p>B. Bain advised that all Triage level-1 patients are transported and treated in the COVID unit. He advised that the staff continue to practice mock code Blue / Protected Code Blue along with donning required PPE in the event that a patient requires CPR.</p>	
<p><b>5.3 Foundation Report</b></p> <p>B. Thompson provided a review of the Foundation Report and included;</p> <ul style="list-style-type: none"> <li>➤ Foundation staff are working remotely from home</li> <li>➤ The Foundation launched the Support the Efforts Campaign</li> <li>➤ Community Support is appreciated</li> <li>➤ Canadian Tire – announced an effort to match gifts made to the Support the Efforts Campaign up to \$10,000.00</li> <li>➤ Special Thanks to B. Thompson and E. Thompson for their generous donation of \$25,000.00 for a new Noco-Spray Room Sterilizer</li> <li>➤ PPE/Mask Makers</li> <li>➤ Cancellations of Events</li> <li>➤ Next Foundation meeting – April 29, 2020 at 4:00 p.m.</li> </ul>	
<p><b>5.4 Auxiliary Report</b></p> <p>R. Beatty presented the Auxiliary Report to the Directors and included the following topics;</p> <ul style="list-style-type: none"> <li>➤ The Auxiliary exceeded their annual commitment of \$35,000.00 (Total \$55,980.00)</li> <li>➤ Members worked hard on all events</li> <li>➤ Gift Shop closed on March 16<sup>th</sup> – due to COVID</li> <li>➤ All further planned fundraising events have been cancelled</li> <li>➤ The Auxiliary will continue to look for other ways to continue to help raise funds for CMH.</li> </ul> <p>V. Eskedjian expressed thanks to the Auxiliary for their performance and continued support and efforts to CMH.</p> <p>V. Eskedjian extended thanks to Board Members for their generous donations towards the Support the Efforts Campaign.</p>	

<b>6. Business/Committee Matters</b>	
<p><b>6.1 Professional Staff Credentials</b></p> <p>Dr. Kelly Parks advised that the annual reappointment date is the end of March 2020. She advised that L. Smith, Physician Recruiter is currently in the process of accumulating all necessary paperwork for the credentialing process. She advised that files are ‘on-hold’ at this time due to COVID and cancellations of MAC meetings but current appointments extended by one month. She added that some Physicians have been granted temporary privileges.</p>	
<p><b>7. The Materials</b>  <b>(Any Board Member may request that any of “The Materials” be moved to the Board Meeting Agenda)</b></p>	
<p><b>7.1 Finance / Audit Committee – April 6, 2020</b></p> <p>K. Huestis advised that the previous meeting minutes from January 28, 2020 was not approved as there was no quorum.</p>	<p>Action: The January &amp; April Finance Audit meeting minutes will be carried forward to the next scheduled meeting for approval.</p>
<p><b>7.2 Governance Committee – n/a</b></p> <p>K. MacGinnis advised that the Directors will be provided with a link to access an on-line survey re: Board Assessment Tool</p>	<p>Action: A decision was made that L. Mathewson will contact each of the Directors individually to discuss their term/tenure on the Board.</p> <p>Action: K. MacGinnis will provide a copy of the link to the Directors to allow access of the on-line survey.</p>
<p><b>7.3 Quality Committee – March 19, 2020</b></p> <p>V. Eskedjian advised that Health Quality reports have been postponed until June/July 2020 as some indicators could not be coordinated at this time with our community partners due to COVID-19.</p>	<p>Action: M. Wellman to add Karen MacGinnis as present at the March 2020 Quality Committee meeting.</p>
<b>7.4 Executive Committee – April 1, 2020</b>	

<p>P. Nichols provided a review of the topics discussed at the Executive Committee meeting including;</p> <ul style="list-style-type: none"> <li>➤ Virtual meetings via MS Teams</li> <li>➤ Board Engagement</li> <li>➤ Regular communication to the Board</li> </ul> <p>V. Eskedjian advised that if any further issues arise, he will continue to keep the Board abreast.</p>	
<p><b>8. TERMINATION &amp; Next Meeting;</b></p>	<p>MOVED by Craig Hitchman; SECONDED by Kevin Huestis; and CARRIED to terminate the meeting at 5:37 p.m.</p>
<p><b>9. In Camera Session with CEO (excluding staff). No minutes taken.</b></p>	
<p><b>10. Meeting without Management No minutes taken.</b></p>	

---

Paul Nichols,  
Chair, Board of Directors

Varouj Eskedjian,  
Secretary, Board of Directors