



**BOARD OF DIRECTORS MEETING – OPEN MEETING**

June 3, 2020  
Via MS Teams

**PRESENT;** Paul Nichols-Board Chair, Varouj Eskedjian-CEO, Valerie Przybilla, Kevin Huestis, Cathy Vosper, Nancy French, Liz Mathewson, Craig Hitchman, Karen MacGinnis, Bruce Thompson, Robbie Beatty, Dr. Bruce Bain, Dr. Kelly Parks, Michael Bunn, Joe Csafori, Heather Zak, Patricia McAlister-CM, Jeff Campbell, Sandra Chapman-CM, Trish Wood

**REGRETS;**

**STAFF PRESENT;** Mark O’Dell – CFO,

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

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; 4:40 p.m.
1.1 <b>Quorum</b>	A quorum was confirmed.
1.2 <b>Approval of Agenda</b>	MOVED by Trish Wood; SECONDED by Valerie Przybilla; and CARRIED that the agenda be approved.
1.3 <b>Declaration of Conflicts</b>	None Declared
<b>2. Approval of Previous Meeting Minutes from <i>April 22, 2020</i></b>	MOVED by Bruce Thompson; SECONDED by Craig Hitchman; and CARRIED that the minutes of <i>April 22, 2020</i> be approved.
<b>3. Business Arising from Minutes</b>	
<b>3.1 COVID-19 Update (as part of the CEO Report)</b>  V. Eskedjian provided the highlights of what CMH has done to prepare for planning for surgeries and procedures to open-up.	

- A guidance document was followed regarding the provincial framework to ‘ramp’ hospitals back up.
- Elective surgeries and clinical visits were cancelled in early March 2020 due to COVID-19.
- The Ministry conducted a readiness assessment re; positive COVID inpatients. The assessment included maintaining capacity for ‘extra’ beds in case of a declared outbreak / second wave.
- Focus on repatriation of ALC’s
- Sufficient supplies of PPE – assessed weekly
- Virtual clinical visits to be maximized
- Pre-registration procedures – patients are expected to bring their own mask
- Limiting ‘traffic’ throughout the hospital to reduce the risk of infection
- Infection Control practices are in compliance with the expectations of the Ministry/ Public Health
- Gradual ramp-up of clinical appointments – starting June 15, 2020
- Staff entry/exit to Hospital still to be utilized for screening
- Appropriate signage and stickers on the floor for efficient social distancing measures
- Continue support for the Trent Hills Assessment Centre
- The Emergency order was extended to end of June 2020

B. Piper advised that the Ministry has provided guidelines to assist hospitals with reopening services. She advised that we are prioritizing patients for endoscopes in the following way;

- Patients who have completed their FIT tests
- 2<sup>nd</sup> group of patients with no active symptoms
- 3<sup>rd</sup> group of patients with a positive family history

Dr. Bruce Bain provided clarification on testing and how to access the assessment centre.

V. Eskedjian advised that the Emergency Order has been extended to end of June 2020. He advised that CMH continues to actively screen staff daily. He advised that all staff continue to don appropriate face masks/PPE.

<p>V. Eskedjian advised that all LTC home staff will be tested twice per month in order to protect the Residents. He advised that the restriction on visitors is still in effect.</p> <p>V. Eskedjian advised that the Ministry encouraged all hospitals to test all staff. He advised that Dr. Bruce Bain along with IC and Managers who decided that due to the lack of prevalence within the community that it was felt not necessary to mandate swabbing of all staff at this time. He advised that the IC Nurse will swab staff on a voluntary basis.</p>	
<p><b>4. New Business</b></p>	
<p><b>4.1 HSAA &amp; MSAA – Extensions (attachment)</b></p> <p>V. Eskedjian advised that this is an information item on behalf of the Ministry to announce that the HSAA / MSAA submission timelines have been extended to March 31, 2021.</p>	
<p><b>4.2 AGM</b></p> <p>V. Eskedjian advised that the AGM is scheduled to proceed on June 17, 2020 in a virtual format.</p> <p>A discussion occurred surrounding providing the community an opportunity to access information and ask any questions relating to the AGM.</p> <p>A decision was made that the AGM Annual Report will be shared with the media as well as the community via social media and a contact number provided for any AGM related questions.</p>	<p>Action: M. Wellman will share the annual report on our social media sites.</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>➤ CUPE Clerical unionization – The Collective Agreement is expected to be negotiated during the summer.</li> </ul>	

<ul style="list-style-type: none"> <li>➤ Pandemic pay - The eligibility of employees is not clear at this time</li> <li>➤ Sustainability – CMH has a balanced budget for 2019-20 (per audited financial statements)</li> <li>➤ Financial pressures - \$800,00.00 (The Finance Team will be working on a long-term financial plan that talks about 2-3 years from now to help get back into a balanced position.</li> <li>➤ Meeting with MPP David Piccini – Re; Base budget increase 2% (embargoed)</li> <li>➤ CIS Project (briefing note included in In-Camera meeting package)</li> <li>➤ Infrastructure Project (year 2 of 5)- \$1.16 million (\$200,000.00 for Isolation Room in Emerg)</li> </ul>	
<p><b>5.2 Chief of Staff Report</b></p> <p>Dr. B. Bain provided the Chief of Staff report to the Board</p> <p>Areas of the report that were highlighted;</p> <ul style="list-style-type: none"> <li>➤ 1 confirmed case of COVID-19 (Patient was discharged and was followed by Public Health)</li> <li>➤ To-date – no inpatients with positive COVID-19 results</li> <li>➤ Acute cases unrelated to COVID are on the ward</li> <li>➤ Normal operations continue</li> <li>➤ 16-ALC’s – numbers are increasing (The Province has restricted hospital transports of ALC’s due to increased risk and outbreaks in Nursing Homes)</li> <li>➤ Day Surgery area has been identified as the ‘COVID-19 Ward’ – All admitted patients are considered ‘suspected’ cases.</li> <li>➤ Secondary swabs are conducted for patients with symptoms</li> <li>➤ IC Nurse has suggested that we implement staffing for permanent assignment to decrease cross contamination.</li> <li>➤ Funding for designated isolation / negative pressure room for higher-risk patients and ‘protected’ CODE Blue</li> <li>➤ ER Volumes are increasing with ‘normal’ summer issues</li> <li>➤ Requesting reports twice per week regarding PPE supplies</li> <li>➤ As directed by the Province - Ramping up of clinical visits and OR</li> </ul>	
<p><b>5.3 Foundation Report</b></p>	

<p>B. Thompson provided a review of the Foundation Report and include the following;</p> <ul style="list-style-type: none"> <li>➤ Support the Efforts Campaign – in response to the COVID-19 pandemic</li> <li>➤ Canadian Tire Campbellford – Matching initiative \$21,450.00</li> <li>➤ To-date \$260,000.00 has been raised to assist with the purchase of the Digital x-ray machine</li> <li>➤ Other Gifts of Note</li> <li>➤ Mask Makers – A special thank you to the Mask Makers Group</li> <li>➤ Catch the Ace</li> <li>➤ Post-COVID</li> <li>➤ Cancellations – Events postponed; <ul style="list-style-type: none"> <li>➤ 3<sup>rd</sup> Annual Ranney Gorge Run</li> <li>➤ 21<sup>st</sup> Annual CMH Foundation Golf Classic</li> <li>➤ Incredible Doctors’ Cook Off</li> <li>➤ Trent Hills Chamber After Hours Event</li> <li>➤ Hospital Tours</li> </ul> </li> </ul> <p>B. Thompson expressed a special thank you to the members of the Hospital &amp; Foundation Board of Directors for making a donation to the hospital at this difficult time.</p>	
<p><b>5.4 Auxiliary Report</b></p> <p>R. Beatty presented the Auxiliary Report to the Directors and included the following;</p> <ul style="list-style-type: none"> <li>➤ Rotary Diners &amp; Duffers Value Booklet – ‘Team Captain’ is Rosemarie Peikes PH: 705-653-3357</li> <li>➤ Auxiliary and Campbellford Rotary Club partnered with Caper’s – over 200 meals were sold - \$4,000.00 (approx. raised)</li> <li>➤ The Gift Shop has been closed due to the virus</li> <li>➤ All other events have been cancelled at this time</li> <li>➤ The Auxiliary Raised \$55,000.00 for 2019-20 (a cheque was delivered to the Foundation)</li> </ul>	
<p><b>6. Business/Committee Matters</b></p>	

<p><b>6.1 Professional Staff Credentialing</b></p> <p>Dr. Bruce Bain presented the list of Professional Staff Credentials to the Board and confirmed that a motion was passed through MAC to approve and recommend that the applications be presented to the Board as complete.</p> <p>Dr. Bruce Bain presented a request to the Board to approve that The Credentials Committee may receive applications from newly graduated physicians, falling under the Provisional Licensing designation, put forward and agreed upon by the CPSO, due to COVID-19. This provision is to enable graduating resident physicians to practice independently, while waiting to write their final exams, which were deferred due to the pandemic.</p> <p><i>Note; Due to the COVID-19 related restrictions – P. Nichols, Board Chair provided authorization to V. Eskedjian or delegate to sign-off the credentialed files.</i></p>	<p>MOVED by Heather Zak; SECONDED by Trish Wood; and CARRIED to adopt the recommendation received from MAC and to approve the Professional Staff Credentials as presented.</p> <p>Action: Dr. Kelly Parks will forward a copy of the letter ‘Update Regarding Supervision of New Graduate Practicing under Restricted CPSO Licence’.</p> <p>MOVED by Valerie Przybilla; SECONDED by Cathy Vosper; and CARRIED to approve the recommendation of the Committee that these applications move forward to assist in staffing the hospital, as appropriate.</p>
<p><b>7. The Materials</b> (Any Board Member may request that any of “The Materials” be moved to the Board Meeting Agenda)</p>	
<p><b>7.1 Finance / Audit Committee; May 25, 2020</b></p>	
<p><b>7.2 Governance Committee</b></p> <p>V. Eskedjian advised that L. Mathewson, Governance Committee Chair canvassed the Board Members to determine their willingness to stay on the Board.</p> <p>V. Eskedjian advised that the proposed Slate of Directors will be presented at the AGM for final approval. (include R. Beatty as Auxiliary Rep.)</p>	<p>Action: The members of the Board were encouraged to complete the on-line assessment as per K. MacGinnis.</p>
<p><b>7.3 Quality Committee</b></p>	
<p><b>8. TERMINATION &amp; Next Meeting; TBD – September 2020</b></p>	<p>MOVED by Valerie Przybilla; SECONDED by Karen MacGinnis; and CARRIED to terminate the meeting at 6:18 p.m.</p>
<p><b>9. In Camera Session with CEO (excluding staff). No minutes taken.</b></p>	

<b>10. Meeting without Management</b> <b>No minutes taken.</b>	
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Paul Nichols,  
Chair, Board of Directors

Varouj Eskedjian,  
Secretary, Board of Directors