

CAMPBELLFORD MEMORIAL HOSPITAL

Board of Director’s Meeting – *Open Meeting*

Date: January 28, 2021

Time: 2:00 p.m.

Location: via MS Teams

Education Session: Choosing Wisely Canada – Aleena Halliwushka

REVISED AGENDA

CMH MEETING ETIQUETTE

1. Arrive on time and return promptly at breaks.
2. Come prepared having read all material provided
3. Formally send regrets if unable to attend.
4. Be courteous and respectful. **Do not talk while others are speaking; if you would like to speak, ask the chair.
5. Give reasons to support your position rather than denigrate the opinions of others.
6. If you disagree, propose a solution
7. Do not carry on side conversations – you can attend to only one meeting at a time.
8. Focus disagreements on ideas, not on individuals.
9. Respect confidentiality
10. Apologize when needed
11. Use electronic media (cell phones, laptops, and BlackBerrys) sparingly - only if required to the current meeting (i.e. note taking, presentations, checking availability for future meetings, etc.)

Agenda Item	Time	Action Required			Responsibility
		Info	Discussion	Decision	
AGENDA					
EDUCATION SESSION	15 min	√			Aleena Halliwushka
1. Call to Order / Quorum	1 min				Paul Nichols
1.1 Approval of Agenda	1 min			√	Paul Nichols
2. Approval of Previous Meeting Minutes <i>November 26, 2020</i>	1 min			√	Paul Nichols
3. Business Arising from Minutes					
3.1 COVID Update					Alysia English/Dr. B. Bain
3.2 Accreditation Update					Alysia English
4. New Business					
4.1 COVID Vaccination Update					Varouj Eskedjian/ Alysia English/Dr. B. Bain
5. Strategic Matters					
5.1 President & CEO Report	5 min	√			Varouj Eskedjian
5.2 Chief of Staff Report	5 min	√			Dr. Bruce Bain
5.3 CMH Foundation Report	5 min	√			Bruce Thompson
5.4 Auxiliary to CMH Report	5 min	√			Robbie Beatty
6. Business/Committee Matters					
6.1 Quality Committee Terms of Reference	2 min			√	Nancy French
6.2 Community Engagement & Communications Policy – 6-020	2 min			√	Michael Bunn
6.3 CEO Selection and Succession Planning NEW (policy # not assigned yet)	2 min			√	Michael Bunn
6.4 CEO Search Committee Terms of Reference NEW (policy #not assigned yet)	2 min			√	Michael Bunn
6.5 Risk Management Policy – 5-020	2 min			√	Michael Bunn
6.6 Finance/Audit Committee					

6.6.1 Audit Plan	5 min			√	Kevin Huestis/ Mark O'Dell
6.6.2 Financial Statements to Dec 31/20	5 min			√	Kevin Huestis/ Mark O'Dell
6.6.3 Chemistry Analyzer	5 min			√	Kevin Huestis/ Mark O'Dell
6.7 Professional Staff Credentialing	5 min	√		√	Dr. Kelly Parks
7. The Materials (Any Board Member may request that any of "The Materials" be moved to the Board Meeting Agenda)					
7.1 Draft Governance Committee mtg minutes of Dec 3/20		√			Liz Mathewson
7.2 Draft Quality Committee mtg minutes of Jan 14/21		√			Nancy French
7.2.1 Risk Management Plan Powerpoint					
7.2.1 Performance Dashboard					
7.3 Quarterly Compliance Certificate		√			Kevin Huestis
8. Termination & Next Meeting; <i>February 25, 2021 a 2:00 pm</i>					
				√	Paul Nichols
9. In Camera Session with CEO (excluding staff). No minutes taken.					
					Paul Nichols
10. Meeting Without Management. No minutes taken.					
					Paul Nichols

Organizational Ethical Decision-Making Process

1. **Clarify the Ethical Conflict or Question**
 What is the specific ethics question or conflict?
 What if the question or conflict is not an ethical question?
2. **Identify All the Affected Stakeholders and Their Values**
 Who are the individuals or programs affected by the ethics question?
 What are the values and perspectives of all the affected stakeholders?
3. **Understand the Circumstances Surrounding the Ethical Conflict**
 Why has the ethical conflict arisen?
 What are the facts surrounding and related to the ethical conflict or question?
4. **Identify the Ethical Perspectives Relevant to the Conflict**
 What are the ethical concepts or principles related to the conflict or question?
 Does your organization's mission, value statement, and/or policies address the conflict? Are their ethical guidelines concerning the ethical conflict, such as ACHE's Code of Ethics?
5. **Identify Different Options for Action**
 What are the possible options for responding to the ethical conflict or question?
 What are the potential benefits or outcomes, as well as the potential harms of each option?
 What is the ethical reasoning for each option?
6. **Select Among the Options**
 Have you systematically and quantitatively evaluated each option?
 Is the option practical? Does it have a clear ethical foundation?
 Does one ethical concept or stakeholder value appear to be stronger than the others?
 Is there assessment plan to evaluate for the decision?
7. **Share and Implement the Decision**

What method will be used to share and implement the decision?
Was the assessment plan implemented?

8. **Review the Decision to Ensure it Achieved the Desired Goal**

What was the outcome of the decision?

Nelson W. *An Organizational Ethics Decision-Making Process*. 2005 Healthcare Executive. 20(4):9-1