



BOARD OF DIRECTORS MEETING – OPEN MEETING
THURSDAY, NOVEMBER 26, 2020 @ 2:00 PM
LOCATION: MS TEAMS

PRESENT: Paul Nichols (Chair), Valerie Przybilla, Kevin Huestis, Varouj Eskedjian, Cathy Vosper, Nancy French, Liz Mathewson, Craig Hitchman, Karen MacGinnis, Bruce Thompson, Robbie Beatty, Dr. Bruce Bain, Michael Bunn, Joe Csafordi, Trish Wood, Patricia McAllister, Sandra Chapman.

REGRETS: Dr. Kelly Parks, Heather Zak.

STAFF PRESENT: Alysia English, Chief Nursing Officer, Mark O’Dell, Chief Financial Officer & Lynda Tinney, Executive Assistant to the CEO and Recorder.

| AGENDA ITEMS & DISCUSSION | DECISION POINTS/ACTION PLANS |
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| 1. CALL TO ORDER | Kevin Huestis acted as Chair for the first part of the meeting and called the meeting to order at 2:05 pm. |
| 1.1 Confirmation of Quorum | A quorum was confirmed. |
| 1.2 Approval of Agenda | MOVED by Valerie Przybilla; SECONDED by Cathy Vosper and CARRIED that the agenda be approved. |
| 1.3 Declaration of Conflicts | None declared. |
| 2. APPROVAL OF PREVIOUS MINUTES | MOVED by Robbie Beatty; SECONDED by Valerie Przybilla and CARRIED that the minutes of the Board of Directors meeting held on October 29, 2020 be approved. |
| EDUCATION SESSION: Safety & Security HIRF Project | For information purposes. |
| Varouj Eskedjian introduced the topic and Kevin Trueman, CMH’s Facilities Manager. Kevin provided an education session to the Board on the Safety and Security Health Infrastructure | |

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| <p>Renewal Fund (HIRF) project.</p> <p>Kevin Trueman noted that the focus of the \$960,000 project is safety and security. Anything to do with safety and security is about trying to mitigate risk, and that is the reason why the presentation was identified as a risk management initiative.</p> <p>Kevin Trueman presented a thorough, comprehensive power point presentation that was circulated to the board in advance. The presentation addressed the background/project scope, project budget and component, specifically known risks to be addressed and unknown risks, as well as achievements and risk management mitigations through the project.</p> <p>On behalf of the Board, Kevin Huestis thanked Kevin Trueman for his excellent presentation reassuring the Board that this work is happening</p> <p>Kevin Huestis then turned the meeting over to Chair Paul Nichols.</p> | |
| <p>3. BUSINESS ARISING FROM MINUTES</p> | |
| <p>3.1 COVID-19 Update</p> <p>Alysia English reported that the hospital was alerted by Public Health on November 25 that 1 student from Hillcrest Public School in Campbellford tested positive with COVID-19, and that it is her understanding that it is just the 1 positive case that has been identified. Public Health is involved and is doing active consultation and tracing. A meeting is scheduled today with Public Health, some of the members of the School Board and also some members of our assessment centre.</p> <p>From a testing and volume perspective, earlier, the assessment centre was seeing a little bit of an increase from 50 to 60 swabs a day, but the last 2 weeks this has dropped down to approximately 25 swabs a day. The Hospital also engaged our paramedic partners and to handle the high volume in a very short time, our assessment centre will be open on the Friday on a temporary basis to accommodate and get in all of the testing required for all the identified contacts.</p> <p>From an internal staff perspective, while maintaining our same process here, the hospital's Infection Control Practitioner (ICP) continues to swab any staff members who have concerns and that also extends to their family so we've just made sure there is adequate support to ensure that is happening as well too.</p> <p>Varouj Eskedjian noted there has been an increase in COVID-19 cases in Northumberland County. If you follow the HKPR Health Unit's website, there are regular daily updates of active cases in Northumberland County specifically out of their whole area. Currently, our area is in the "green zone" in terms of the province's colour coding of prevalence of COVID. This is looked at every Friday by the Health Unit to see whether the colour zone is going to change, and tomorrow morning we could find ourselves in a potentially "yellow zone" vs. "green zone".</p> <p>Dr. Bain visited the website today and noted there are 15 cases in Northumberland County, and out of the two other areas, Kawartha Lakes had 4 and Haliburton had 4. Dr. Bain's understanding is the criteria is it's the number of cases per 100,000.</p> | <p>For information purposes.</p> |

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| <p>3.2 Clinical Information Systems (CIS) Update</p> <p>Varouj Eskedjian provided an update and noted that a celebration occurred on October 29, 2020 to mark “one year to go live” milestone.</p> <p>Epic continues to be the highest priority for the hospital. Varouj noted however, that the Clinical Lead on the project, Travis Boivin, has tendered his resignation to move to a Manager position at Quinte Health. He assured the Board that Erin Keogh, RPN, will capably assume the Epic project Clinical Lead responsibilities.</p> <p>Alysia English has assumed the coordination role for the project.</p> | <p>For information purposes.</p> |
| <p>3.3 Accreditation Update</p> <p>Alysia English provided an update. CMH did receive a response from Accreditation Canada regarding our request for postponement from Accreditation Canada. They did give CMH 2 options and Senior Management has decided to stay with the original December 2021 date.</p> <p>The hospital has identified team leads for each of the 12 teams to go through the on-site survey. Each of the work teams are conducting self-assessment questionnaires.</p> <p>From the self-assessment piece, there is also the completion of the instruments by staff members, and that’s the Work Place Life Pulse survey and the Canadian Patient Safety Culture survey. Deadline for completion of these self-assessments is December 15 and the hospital is already well underway. Approximately 35 staff have completed both surveys at this point in time.</p> <p>Varouj Eskedjian noted that the Governance Committee will be doing the self-assessment of the Governance standards for the whole Board, but that the Governance tool will be going to every individual Board member in January to complete. There are 2 tools/processes for the Governance standards:</p> <ol style="list-style-type: none"> 1) 1 individually, and 2) 1 collectively by the Governance Committee, <p>and that will be administered in the January timeframe.</p> | <p>For information purposes.</p> |
| <p>3.4 Influenza Update</p> <p>Alysia English provided an update. From our regional perspective, we are not hearing a lot about influenza right now and especially nothing in the way of influenza outbreaks. Alysia indicated that a lot of the universal masking that everybody is practicing is helping with the flu as well.</p> <p>With respect to staff compliance, CMH is at 74.5% which is the percentage of staff who have received their flu shot right now. CMH is on track to meet that 80% target by December 15.</p> <p>From a regional perspective, when it comes to staff compliance, CMH is in the lead right now as far as having the highest percentage of staff who have received their flu shot.</p> <p>Varouj Eskedjian added the hospital has surpassed last year’s total which was 70%.</p> | <p>For information purposes.</p> |
| <p>4. NEW BUSINESS</p> | |

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| <p>4.1 Operational Plan Q2</p> <p>Varouj Eskedjian presented the Q2 Operational Plan that was included in the meeting package. Each of the committees was provided with a Q2 update with respect to the areas for which they have oversight, so this has gone to each of the committees. The report is forwarded to the Board as a complete set of goals and objectives for the organization.</p> | <p>For information purposes.</p> <p>Q3 reports will be provided in the January/February timeframe.</p> |
| <p>4.2 Expense Claims Report Q2</p> <p>Varouj Eskedjian reported there haven't been any travel claims in Q1 and Q2 mainly due to COVID and virtual meetings.</p> | <p>For information purposes.</p> <p>CMH Accounts Payable reports there are no expense claims to report in Q2.</p> |
| <p>4.3 Communicator Position Update</p> <p>Varouj Eskedjian updated the Board with respect to the recruiting of a shared half time communicator position. This position is being established and co-funded by the Hospital and Foundation and will be valuable to both.</p> <p>Following interviews with 3 very good candidates, one individual was chosen, and they are doing reference checks.</p> <p>The objective with having a shared communicator is to really increase the amount of communication that we provide internally and externally and really tell our story out into the community on all our platforms such as social media, website, media releases and Monday Reports. This will be all the responsibility of the successful individual coming on board. The CMH Foundation will also have support for all their initiatives as well.</p> <p>The question was raised as to how the communicator's roles will be prioritized and will there be some communication coming from the Board regarding that. Varouj Eskedjian stated that initially for the first couple of months, the communicator will be focusing on enhancing and updating the website and social media platforms to determine what is current and what is not current and how it needs to be refreshed before focusing on the Board initiatives. The communication plan for next year will then be looked at and brought to the Board of Directors in the February/March timeframe.</p> | <p>For information purposes.</p> |
| <p>5. STRATEGIC MATTERS</p> | |
| <p>5.1 President and CEO Report</p> <p>Varouj Eskedjian touched on a couple of highlights from his written report that was included in the meeting package. With the support of the CMH Foundation staff, the Hospital is very pleased with the Canadian Medical Association Foundation Grant in the amount of \$90,000.</p> <ol style="list-style-type: none"> 1) This gives the Hospital an opportunity to train some of our nurses from the Inpatient Medical/Surgical unit to work in the Emergency Department. We will then have the ability for cross-coverage across the organization. This will be a good development piece for some of our nurses who are interested in working in the ER, they just do not have the experience to do so. 2) The other highlight is related to nutrition screening and training to perform the malnutrition screening tool along with follow-through would be offered. This also means | <p><u>Discussion Outcome/Consensus</u></p> <p>To reactivate the Redevelopment Committee early in January 2021:</p> <ul style="list-style-type: none"> - invite Daryl Kramp and David Piccini to to the meeting to brainstorm and determine what the next steps are: eg: land, fundraising etc. and have a brainstorming session and the MPPs can enlighten the Board as to what they |

training for physicians, nursing, allied health and any other support staff identified as necessary to understand the difference between therapeutic diets so that the right patient is getting the right diet at the right time for safety.

Governance Advisory Committee

Kevin Huestis reported on the inaugural Governance Advisory Committee (GAC) meeting he and Varouj attended on November 25. Highlights:

- There were a couple of good points raised at the meeting. A representative from Northumberland Hills Hospital (NHH) made the statement that the GAC's focus shouldn't really be on the money as much as it should be on improving quality of care for residents in Northumberland County and everyone was in agreement with that.
- There was some discussion as to how the money is going to flow and the general feeling from the NHH CEO was that Ontario Health will flow funds to the Ontario Health Teams (OHT's) and then the OHT will then allocate out that money to the members within eventually.

Varouj Eskedjian noted that the funding will be spent on the Year 1 priorities established by OHT-N.

The GAC has agreed to meet at least quarterly and will try to meet again in January 2021.

A further comment made was that the main goals of having the GAC is not to oversee things, but to try and break the non-traditional partners in health care so in order to do that we need to start building relationships within this council and get to know and trust each other.

Kevin Huestis will be a member of this council and Cathy Vosper has offered to be Kevin's back-up if he can't make a meeting.

Meeting with MPP David Piccini

As requested, Paul Nichols gave an overview of the meeting that took place early November with David Piccini and 2 other area MPPs, Dave Smith, Peterborough and Daryl Kramp, Hastings-Lennox Addington. The purpose of the meeting, called by David Piccini, was to really try and get some support from amongst his caucus colleagues in the area for our redevelopment.

The Board needs to determine how to support and help David Piccini to advance the redevelopment project proposal.

Discussion ensued and the Board identified the need to start trying to move the redevelopment project along and questions were raised that the Board needs to address:

- what are the next steps
- when is that going to happen
- how is it going to unfold and
- how can the rest of the Board help?

The Board needs to map out a strategy and the consensus was to reactivate the redevelopment committee in January.

think the hospital Board can and should do.

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| <p>5.2 Chief of Staff Report Dr. Bruce Bain presented his Chief of Staff Report that was circulated in the meeting package. Dr. Bain asked the Board if there were any other relevant topics they would like him to report on and physician recruitment updates was suggested.</p> | For information purposes. |
| <p>5.3 CMH Foundation Report Bruce Thompson presented the CMH Foundation Report that was circulated in the meeting package.</p> | For information purposes. |
| <p>5.4 Auxiliary to CMH Report Robbie Beatty presented the Auxiliary to CMH report that was circulated in the meeting package.</p> | For information purposes. |
| 6. BUSINESS/COMMITTEE MATTERS | |
| <p>6.1 Professional Staff Credentialing</p> | There were no Professional Staff credentialing matters to bring to the Board for approval. |
| 7. THE MATERIALS (any Board Member may request that any of “The Materials” be moved to the Board Meeting Agenda) | |
| <p>7.1 Attached presentation from Finance/Audit Committee meeting Nov 23/20</p> | For information purposes. |
| <p>7.2 Governance Committee meeting minutes of Nov 5/20</p> | For information purposes. |
| <p>7.3 Quality Committee meeting minutes of Nov 15/20</p> | For information purposes. |
| 8. TERMINATION & NEXT MEETING | |
| IN-CAMERA SESSION – SEPARATE AGENDA. MINUTES TAKEN | |
| IN-CAMERA SESSION WITH CEO (excluding staff). NO MINUTES TAKEN | |
| MEETING WITHOUT MANAGEMENT. NO MINUTES TAKEN. | |

Paul Nichols,
Chair, Board of Directors

Varouj Eskedjian,
Secretary, Board of Directors