



BOARD OF DIRECTORS MEETING – OPEN MEETING

Date: September 24, 2020

Time: 4:30 p.m.

Location: via MS Teams

PRESENT; Varouj Eskedjian, Michael Bunn, Heather Zak, Cathy Vosper, Sandra Chapman, Karen MacGinnis, Craig Hitchman,
REGRETS; Bruce Thompson, Joe Csafordi, Robbie Beatty, Patricia McAllister-CM, Paul Nichols, Liz Mathewson, Nancy French, Kevin Huestis, Trish Wood

GUEST: Josh Landry (Ethicist), Sue Dickins - Media

STAFF PRESENT; Alysia English-CNE, Mark O’Dell-CFO

RECORDER; Michelle Wellman EA to the CEO/Board

EDUCATION; J. Landry (Ethics & the Board – Accreditation)

AGENDA ITEMS and DISCUSSION	DECISION POINTS
1. CALL TO ORDER <u>OPEN MEETING SESSION</u> V. Eskedjian introduced J. Landry, Regional Ethicist. V. Eskedjian introduced A. English, CNE to the Directors.	Paul Nichols called the meeting to order at; 5:02 p.m.
1.1 Quorum	A quorum was confirmed.
1.2 Approval of Agenda	MOVED by Craig Hitchman; SECONDED by Valerie Przybilla; and CARRIED that the agenda be approved.
1.3 Declaration of Conflicts	None Declared

<p>2. Approval of Previous Meeting Minutes from; <i>June 3, 2020</i></p>	<p>MOVED by Nancy French; SECONDED by Robbie Beatty; and CARRIED that the minutes of <i>June 3, 2020</i> be approved.</p>
<p>3. Business Arising from Minutes</p>	
<p>3.1 COVID-19 Update</p> <p>V. Eskedjian provided an update to the Directors regarding COVID-19 preparations for wave-2.</p> <ul style="list-style-type: none"> ➤ Inpatient bed capacity (34-49) ➤ Accommodation of overflow patients – (Separate COVID unit in Day Surgery area with ventilators up to 48hrs.) ➤ After 24-48 the patient will be transported to an ICU at a larger facility ➤ PPE inventory – CMH has a sufficient supply ➤ Screening protocol continues for staff and patients entering the building ➤ There have been some local positive cases (the patients were tested at the THFHT COVID-19 Assessment Centre) ➤ Wave-1 (32-cases across the County) <p>V. Eskedjian noted that OHT-N continues to meet and provide information surrounding preparedness across the organizations. He advised that OHT-n is still working with the Northumberland EMS to further develop the Community Paramedicine program.</p> <p>V. Eskedjian advised that he and L. Davis hosted a virtual forum that included the Chambers of Commerce across Northumberland County and touched on ‘preparing for wave-2’.</p> <ul style="list-style-type: none"> ➤ Offering support to the community ➤ Remaining vigilant ➤ Hand hygiene / wear masks / social distancing <p>V. Eskedjian agreed to speak with Dr. L. Noseworthy to ensure consistency in messaging surrounding positive cases.</p>	<p>Action: V. Eskedjian agreed to speak with Dr. L. Noseworthy to ensure consistency in messaging surrounding positive cases within the community.</p>

<p>3.2 Board Work Plan 2020-21</p> <p>V. Eskedjian advised that the Annual Work Plan is used as a guide to help develop/prepare for Committee Agendas and to keep track of our organization’s priorities.</p>	<p>MOVED by Karen MacGinnis; SECONDED by Robbie Beatty; and CARRIED to approve the 2020-21 Board Annual Work-plan as presented.</p>
<p>4. New Business</p>	
<p>4.1 Introduce new Director Patient Care / CNE</p> <p>V. Eskedjian advised that A. English has volunteered to be our first ‘who’s who & who’s new’ column on the CMH Social Media platform including the Monday Report in order to reach internal and external community members.</p> <p>L. Mathewson shared her perspective on being involved in the interview / selection process for the CNE.</p>	<p>Action: A. English will provide a personal profile to be included in the ‘who’s who’ and ‘who’s new’ column on CMH’s Social Media platform.</p>
<p>4.2 Financial Update to August 31, 2020</p> <p>P. Nichols-Board Chair, commended M. O’Dell and the Finance team for their improvement in process related to the Financial updates.</p> <p>M. O’Dell-CFO, provided a review of the financial results period ending August 31, 2020 and included the following;</p> <ul style="list-style-type: none"> ➤ \$1.3 M (budget \$428K) anticipated deficit ➤ COVID-19 cost implications \$900K (to-date) ➤ Received COVID-19 funding from the Ministry for March to April 2020 - \$265K ➤ Revenue \$450K (Revenues are down due to COVID) ➤ CMH is working to increase wait-time procedures (i.e. CT Scans) ➤ The Ministry will not be covering loss of revenues for hospitals related to the pandemic. ➤ Approx. \$300K projected loss in revenues e.g. Out-of-Country revenues 	

<p>4.3 Accreditation – Board Preparation</p> <p>V. Eskedjian advised that Miller Thompson-LLP, will be hosting an education session in October on Governance as preparation for Accreditation scheduled for December 2021.</p> <p><i>Note; A list of resources can be accessed at the following web address;</i> https://accreditation.ca/</p>	<p>Action: A recommendation was received to host an additional Board meeting in October to help prepare for Accreditation.</p>
<p>4.4 Format of Future Meetings</p> <p>V. Eskedjian advised that there was a recommendation from the Directors who attended the Board Summer Retreat to once again have face-to-face board meetings.</p> <p>V. Eskedjian advised that we are not able to utilize the new council quarters at the Fire Hall at this time due to COVID-19 concerns.</p> <p>He advised that CMH’s Board room is not large enough to accommodate proper social distancing measures for the whole board. He advised that going forward, we will continue to host the meetings in a virtual format and look to accommodate face-to-face meetings when the provincial restrictions are lifted in the future.</p>	<p>Action: A decision was made to re-visit the possibility of hosting face-to-face meetings once provincial restrictions have been lifted.</p>
<p>5. Strategic Matters</p>	
<p>5.1 President & CEO Report</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"> ➤ Flu vaccinations – important this year to avoid an out-breaks ➤ The Flu Vaccination Strategy (per Infection Control) will be shared at the next Quality Committee meeting ➤ Board members are to notify V. Eskedjian if they receive the flu vaccination elsewhere 	<p>Action: Directors are encouraged to put-forth an expression of interest to P. Nichols, K, Huestis or V. Eskedjian to join the OHT-N Governance Council as an alternate.</p> <p>Action: V. Eskedjian will discuss with Paul Nichols the scheduling of a Strategic Planning Committee meeting.</p>

- New Managers – A. English, CNE and Laboratory Manager, Aleena Halliwushka
- J. Drover, HR is on maternity leave
- Staff have received Pandemic-pay (Funding by the Province - \$372K)
- OHT-N still progressing with meetings
- Next stages will include development of OHT's a structure and collaboration agreement
- Ontario Health will oversee all OHTs Regional/Corporate portfolio (i.e. Cancer Care Ontario) structure
- HIRF funding - \$55K for new water system
- Submission of Surplus HIRF Funding Application (due November 2020)

V. Eskedjian advised that the OHT-N is looking to identify a member of the Board to join the OHT-N Governance Council as an alternate. He advised that the individual will be expected to attend meetings quarterly. Directors are encouraged to put-forth an expression of interest to P. Nichols, K, Huestis or V. Eskedjian to be the alternate for K. Huestis.

V. Eskedjian advised that MPP David Piccini paid a visit to CMH last week. He advised that the main focus of the meeting was strategizing the advancement of CMH's Redevelopment Plan.

A discussion took place regarding timing of a meeting of the Redevelopment Committee. A decision was made to reconvene once we have some clarity about a planning grant.

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;

- Physician Staffing is currently good in ER
- Still trying to get pathway-4 Physician from Texas
- Dr. Loganathan has been appointment as Chief of Internists
- Dr. Alzabet has resigned from her position as Chief of Anesthesia

<ul style="list-style-type: none"> ➤ Dr. Rajendran, Gastroenterologist has offered to do 1-day per month for endoscopies – Starting October 2020 ➤ CMH is trying to expand ability to do more endoscopes ➤ Acuity continues to be a struggle ➤ PPE is stabilized / currently still on allocation from vendors due to increased demand ➤ Summer occupancy rates (46-patients 135% occupancy rate month of July 2020) ➤ Scopes were cancelled in the summer due to acuity ➤ CMH had 1-COVID positive patient admitted ➤ Dr. Kip Millitz – New Chief of Radiology (from PRHC) ➤ Epic <p>Dr. B. Bain advised that he continues to work with Dr. L Mikula on physician engagement in the EPIC project. He advised that some physicians have expressed some concerns surrounding functionality of the system as well as the increased workload associated with the working groups.</p> <p>Dr. B. Bain was encouraged by the Board to continue to champion Epic with physicians at CMH.</p>	
<p>5.3 Foundation Report</p> <p>The monthly Foundation Report was included in the meeting package for reference.</p> <p>V. Eskedjian advised that J. Russell and the Foundation are diligently working on the ‘Catch the Ace’ campaign despite their challenges with the pandemic.</p>	
<p>5.4 Auxiliary Report</p> <p>R. Beatty provided a review of the Auxiliary Report and noted that the on-line auction raised \$8,000.00 (approx.)</p> <p>Additional information that was provided included;</p> <ul style="list-style-type: none"> ➤ The Auxiliary plan to meet in October 2020 	

<ul style="list-style-type: none"> ➤ All meetings will be done virtually at this time ➤ The Auxiliary members are keen on making their yearly objective <p>R. Beatty expressed thanks to the Directors for their continued support.</p>	
<p>6. Business/Committee Matters</p>	
<p>6.1 Executive Committee</p>	
<p>7. The Materials (Any Board Member may request that any of “The Materials” be moved to the Board Meeting Agenda)</p>	
<p>7.1 Finance / Audit Committee</p>	
<p>7.2 Governance Committee – Minutes of September 10, 2020</p> <p><i>Governance Committee TOR;</i> L. Mathewson advised that the Governance Committee TOR was revised to reflect our strategic priorities as well as the Committee’s functions.</p> <p><i>Governance Improvement Action Plan;</i> L. Mathewson advised that the Governance Improvement action plan was included in the meeting package for the Directors to have an opportunity to make suggestions and/or approve the plan as presented. She advised that the plan was developed based upon the annual ‘Board Evaluation’ results to set priorities.</p>	<p>MOVED by Karen MacGinnis; SECONDED by Michael Bunn; and CARRIED to approve the Governance Committee Terms of Reference.</p>
<p>7.3 Quality Committee</p>	
<p>8. Professional Staff Credentials</p> <p>On behalf of Dr. Kelly Parks, V. Eskedjian presented the list of applicants who require approval from the Board of Directors.</p>	<p>MOVED by Valerie Przybilla; SECONDED by Trish Wood; and CARRIED to approve the applications for Professional Staff Credentials as presented.</p>
<p>9. TERMINATION & Next Meeting; October 29, 2020 at 4:30 (tentative)</p>	<p>MOVED by Valerie Przybilla; SECONDED by Robbie Beatty; and CARRIED to terminate the meeting at 6:42 p.m.</p>
<p>10. In Camera Session with CEO (excluding staff). No minutes taken.</p>	
<p>11. Meeting without Management</p>	

No minutes taken.

Paul Nichols,
Chair, Board of Directors

Varouj Eskedjian,
Secretary, Board of Directors