



BOARD OF DIRECTORS MEETING – OPEN MEETING

March 4, 2020 at 4:30 p.m.

Location: Board Room

PRESENT; Varouj Eskedjian, Nancy French, Cathy Vosper, Liz Mathewson, Trish Wood, Kevin Huestis(Vice-Chair), Michael Bunn, Jeff Campbell-CM, Robbie Beattie, Bruce Thompson, Craig Hitchman, Heather Zak-TC, Dr. Kelly Parks

REGRETS; Paul Nichols, Dr. Bruce Bain, Valerie Przybilla, Patricia McAllister-CM, Sandra Chapman-CM, Karen MacGinnis

STAFF PRESENT;

RECORDER; Michelle Wellman EA to the CEO/Board

EDUCATION; PAVRO Survey Results - Volunteer Services Coordinator, Katelyn Stevenson

AGENDA ITEMS and DISCUSSION	DECISION POINTS
<p>1. CALL TO ORDER <u>OPEN MEETING SESSION</u></p> <ul style="list-style-type: none"> ➤ K. Stevenson, Volunteer Coordinator provided a presentation to the Board on Volunteers at CMH and the results of the recent PAVRO survey. 	<p>Nancy French called the meeting to order at 4:30 p.m.</p> <p>Kevin Huestis called the meeting to order at 5:21 p.m. following the education session.</p>
<p>1.1 Quorum</p>	<p>A quorum was confirmed.</p>
<p>1.2 Approval of Agenda</p>	<p>MOVED by Bruce Thompson; SECONDED by Craig Hitchman; and CARRIED that the agenda be approved.</p>
<p>1.3 Declaration of Conflicts</p>	<p>None Declared</p>
<p>2. Approval of Previous Meeting Minutes from <i>February 5, 2020</i></p>	<p>MOVED by Bruce Thompson; SECONDED by Craig Hitchman; and CARRIED that the minutes of <i>February 5, 2020</i> be approved.</p>
<p>3. Business Arising from Minutes</p>	

<p>3.1 Coronavirus Update</p> <p>V. Eskedjian provided an update to the Directors with regards to the Corona virus COVID-19.</p> <p>V. Eskedjian advised that we are receiving daily email information on behalf of the Ministry/Public Health, Emergency Operation, and the LHIN regarding numbers of infected patients as well as guidance documents to help prepare with a potential out-break.</p> <p>V. Eskedjian advised that a full-inventory was conducted on our supplies that include N95 Masks, gloves, gowns etc. He advised that staff have been updating their mask-fit testing, practising donning and doffing of the PPE as well as have been included in some ‘mock’ drills.</p> <p>V. Eskedjian advised that screening efforts continue at Triage. I.e. Symptoms and travel questions.</p> <p>V. Eskedjian advised that the CMH Pandemic/Contingency Plan has been reviewed to prepare for COVID-19.</p> <p>V. Eskedjian advised that CMH will not be processing any lab results for potential cases. He advised that the samples will be sent directly to the Public Health Lab for screening and the results should be received within 3-days. He advised that while test results are pending, patients are being instructed to isolate for 14-days at home.</p> <p>V. Eskedjian indicated that EMS and Family Physician Offices have agreed to provided notification to the hospital prior to transporting or sending a potentially infected patient.</p>	
<p>4. New Business</p>	
<p>4.1 Coverage of CMH by Trent Hills Now</p> <p>For Information purposes, this Agenda item has been tabled until the April 2020</p>	<p>Action: This Agenda Item will be discussed at the next scheduled Board meeting – April 2020.</p>

meeting.	
5. Strategic Matters	
<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"> ➤ Financial Leadership recruitment – complete ➤ CFO – 3-year contract ➤ 1-Senior Financial Analyst ➤ 1-Full-time Manager ➤ Recruitment efforts for a CNE (L. Mathewson will attend interviews) ➤ Recruitment – 4th Internal Medicine Physician to begin in August <p>V. Eskedjian advised that the new IM Physician from Texas, USA, will require supervision as instructed by the CPSO. He advised that she has accepted a 3-year contract and will provide clinical care as well as IM to the Inpatient Unit.</p> <p>V. Eskedjian noted that there is a succession plan in place to transition Financial staff through the leadership ranks.</p> <p>V. Eskedjian requested feedback from the Directors on the new structure of the agenda and the CEO Reporting template. He advised that the purpose for the change is to align the report(s) with our strategic priorities. Directors indicated they were pleased with the new format.</p> <p>V. Eskedjian advised that a Strategic Map has been added to the back of the In-Camera Meeting Agenda as a reference document for each meeting to help identify our strategic direction as well to adapt the concept of becoming a more strategic board.</p> <p>For information purposes, the newly developed Strategic Map was approved.</p>	<p>Action: M. Wellman to post the final Strategic Map on the Website.</p> <p>Action: M. Wellman to invite the Finance Leadership to the next Board meeting – April, 2020.</p> <p>Action: L. Mathewson agreed to attend the CNE interviews once established.</p>
5.2 Chief of Staff Report	

<p>V. Eskedjian provided an update on behalf of Dr. B. Bain.</p> <p>Areas of the report that were highlighted;</p> <ul style="list-style-type: none"> ➤ Identified issues in ED – Physician recruitment/retention ➤ Email sent to the LHIN for a long-term plan to cover the cost of Physician Residency (\$100,000.00-150,000.00) ➤ EDLP Program support potentially \$75,000.00/year to offset residency costs 	
<p>5.3 Foundation Report</p> <p>B. Thompson provide a review of the Foundation Report;</p> <p>Fundraising Activities;</p> <ul style="list-style-type: none"> ➤ Angels of Care Campaign ➤ X-Ray Campaign – within \$200,000.00 of target ➤ Last year but not this year letters – Contribution to the hospital <p>Items & Gifts of Note</p> <ul style="list-style-type: none"> ➤ \$1,000.00 from J. Sayles ➤ \$1,000.00 from Havelock Lions Club <p>Planned Giving Report;</p> <ul style="list-style-type: none"> ➤ January 10, 2020 – Estate of C. Anne Teefy (\$5,000.00) <p>Signature Events;</p> <ul style="list-style-type: none"> ➤ CDHS Music Programs annual Hospital Benefit ➤ 3rd Annual Ranney Gorge Run ➤ 21st Annual CMH Foundation Golf Classic ➤ Incredible Doctors Cook-Off <p>New;</p> <ul style="list-style-type: none"> ➤ Catch the Ace <p>B. Thompson advised that if anyone is interested in helping with the Catch the Ace event is to contact J. Russell.</p>	

<p>5.4 Auxiliary Report</p> <p>R. Beatty provided a review of the Auxiliary Report;</p> <ul style="list-style-type: none"> ➤ Exceeded commitment of \$35,000.00 ➤ Decision on donation will be at March 2020 meeting ➤ Polar Plunge - \$11,312.55 ➤ B. Thompson’s donation/challenge for double dippers - \$2,380.00 ➤ Valentines’ Day – the Auxiliary sponsored a donation of 147 carnations that were shared with staff throughout the hospital <p>Upcoming events;</p> <ul style="list-style-type: none"> ➤ The Gift Shop will be celebrating its 50th Anniversary – 50% off all items in the Gift Shop. ➤ Bunny Draw ➤ Fashion Show – being held at Campbellford Curling Club (Theme; “Putting on the Glitz”) ➤ Ranney Gorge Run <p>R. Beatty expressed thanks to the Foundation for providing them with access to on-line donations which has now been added to the Auxiliary Facebook page.</p>	
<p>6. Business/Committee Matters</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; n/a</p> <p>V. Eskedjian noted that the Provincial Budget will be announced on March 25th, 2020.</p>	
<p>7.2 Governance Committee; February 18, 2020</p> <p>L. Mathewson advised that the following policies have been approved by the</p>	<p>MOVED by Robbie Beattie; SECONDED by Joe Csafordi; and CARRIED to approve the said policies as presented.</p>

<p>Governance committee and will require final approval on behalf of the Board.</p> <ul style="list-style-type: none"> ➤ Open Board Meetings; 1-030 ➤ Confidentiality 1-130 ➤ Media Relations 6-010 	<p>Action: M. Bunn to forward all final copies of the policies to M. Wellman for posting.</p>
<p>7.3 Quality Committee; n/a</p>	
<p>8. Professional Staff Credentials</p> <p>Dr. Kelly Parks advised that there are no credentials to approve at this time. She advised that there are over 100 applicants to be reviewed and approved in April 2020. She noted that some Physicians have received temporary privileges particularly in Emerg.</p>	
<p>9. TERMINATION & Next Meeting;</p>	<p>MOVED by Bruce Thompson; SECONDED by Joe Csafordi; and CARRIED to terminate the meeting at 6:33 p.m.</p>
<p>10. In Camera Session with CEO (excluding staff). No minutes taken.</p> <p><i>Other (6:34 p.m.)</i> <i>The Directors brought forth a topic for discussion at the next Governance Committee Meeting that included vacancies on the Board and determining each Directors remaining tenure.</i></p>	<p>Action: M. Wellman to include the following topic for discussion at the next Governance Committee Meeting;</p> <ul style="list-style-type: none"> ➤ Slate of Officers
<p>11. Meeting without Management No minutes taken.</p>	<p>The Meeting was terminated at 6:54 p.m.</p>

Kevin Huestis for; Paul Nichols,
Chair, Board of Directors

Varouj Eskedjian,
Secretary, Board of Directors