

**ALMONTE GENERAL HOSPITAL
MINUTES OF THE BOARD OF DIRECTORS
OPEN MEETING HELD ON
MONDAY, NOVEMBER 22, 2021
VIA ZOOM CONFERENCE**

PRESENT:

√	Mrs. F. Bird	√	Dr. J. Milko
√	Mr. L. Gardiner	√	Mrs. S. Muston
√	Mr. J. Hann	√	Ms. D. Oosterhoff
√	Dr. L. Heslop	√	Mr. D. Perley- Chair
√	Mr. R. Larkin	√	Mr. M. Vermette
√	Ms. B. Lowry Bagshaw	√	Mrs. M. Wilson Trider
√	Dr. G. McKillop	√	Mr. B. Young

STAFF:

√	Ms. L. Glover		
√	Ms. K. Harbord	√	Mr. A. Roberts
√	Ms. T. McLelland	√	Mr. R. Shaw

Board Education Presentation: AGH Working Relationships with Unions - Presentation by Liz Glover, Integrated Director of Human Resources

Mr. Perley invited Mrs. Glover to provide a presentation on AGH Working Relationships with Unions. Mrs. Glover provided an overview on the unionized workforce which covered the following areas:

- Unionized Environment
- Collective Agreements
- Effects on Operations – Seniority, layoffs, scheduling, Contracting Out, Progressive Discipline/ Termination
- Integration Opportunities

Mrs. Glover answered questions and was thanked for her presentation which will be posted to the Sharepoint site and left the meeting.

1.0	Call to Order
	Mr. Perley called the meeting to order at 7:33 pm.
2.0	Declaration of Conflict of Interest
	No conflicts were declared.
3.0	Reminder to Consider Ethical Issues
	Members were reminded to consider ethical issues.
4.0	Approval of Agenda
	IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED.
	<u>MOTION CARRIED</u>
5.0	Chair's Remarks
	Mr. Perley addressed the following: <ul style="list-style-type: none"> • Informed Members that the meeting evaluation survey (in a Survey Monkey link) has been sent to them by Ms. McLelland to be completed after the meeting • Welcomed Dr. Jordan Milko, President of the Medical Staff to his first Board meeting • Noted that Members are being asked to send a picture to Ms. McLelland for the Board Christmas

	<p>card to staff</p> <ul style="list-style-type: none"> • Indicated that he was pleased to attend the Bert McIntyre Award presentation earlier this month which honoured former Hospital Board member Mrs. Betty Preston for her volunteer service to the Foundation, the Hospital and the community. • Praised the Board Members on how well the Joint Committee meetings have been going • Thanked Mr. Gardiner and Dr. Heslop for participating in the Virtual Gala and thanked Dr. McKillop and Mrs. Muston for donating tickets that were put into draws for staff and volunteers. • Asked Mr. Roberts if he had anything to add to the Foundation Report. <p>Mr. Roberts echoed thanks to those who attended the gala and expressed gratitude to Dr. Heslop who delivered meals and to Mr. Perley who also purchased a ticket to be raffled off to a staff member. He reported that he has received positive feedback and that the gala raised approximately \$8,000.</p> <p>Mr. Roberts reported that Mr. Shaw and Mrs. Trider spoke at a recent Cabinet Committee meeting to explain the Hospital process involved in moving the CT Scan application forward which Foundation Members found very interesting and informative.</p>
<p>6.0</p>	<p>Consent Agenda Matters</p> <p>IT WAS MOVED AND SECONDED THAT THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA BE APPROVED:</p> <ul style="list-style-type: none"> a. Minutes of the September 27, 2021 Board of Directors meeting b. Financial statements for the 6 months ended September 30, 2021 c. Updated Policy IV-8 Asset Protection Plan d. Updated Joint Governance & Nominating Committee Terms of Reference e. Updated Policy II-4 CEO Performance Evaluation f. Updated Policy I-1 Strategic Planning g. Medical Advisory Committee physician credentialing recommendations <p style="text-align: right;"><u>MOTION CARRIED</u></p>
<p>7.0</p>	<p>Business Arising from the Minutes</p> <p>There was no business arising from the minutes.</p>
<p>8.0</p>	<p>Matters Requiring Decision</p> <p>8.1 Draft Policy IV-6 Financial Objectives, Planning & Performance</p> <p>The policy was reviewed and no concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT POLICY IV-6 FINANCIAL OBJECTIVES, PLANNING & PERFORMANCE BE APPROVED AS PRESENTED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p> <p>8.2 Draft Policy IV-7 Borrowing</p> <p>The policy was reviewed and no concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT POLICY IV-7 BORROWING APPROVED AS PRESENTED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p> <p>8.3 Draft Policy IV-9 External Audit and Non Audit Services</p> <p>The policy was reviewed and no concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT POLICY IV-9 EXTERNAL AUDIT AND NON AUDIT SERVICES BE APPROVED AS PRESENTED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>

	<p>8.4 BMO Amending Letter of Agreement</p> <p>Mr. Gardiner reviewed the memo included in the package. No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT AUTHORIZATION OF THE CEO AND CFO TO SIGN THE BMO AMENDING LETTER OF AGREEMENT DATED OCTOBER 29, 2021 BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>8.5 HealthPRO 5 year contract – ECG supplier Natural Gas</p> <p>Mr. Gardiner reviewed the memo included in the package. Questions were raised regarding how Health Pro contracts work and the total amount of savings AGH will receive. Ms. Harbord and Mr. Shaw provided additional information. A discussion was held and follow up information will be provided at a later date.</p> <p>IT WAS MOVED AND SECONDED THAT AUTHORIZATION OF THE CFO TO SIGN THE HEALTHPRO CONTRACT FOR NATURAL GAS FOR A 5 YEAR TERM BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u> <u>1 OPPOSED</u></p>
<p>9.0</p>	<p>Matters for Discussion</p> <p>9.1 Corporate Goals Update</p> <p>Mrs. Trider provided an update on the Corporate Goals and indicated that most goals are on schedule. She noted that in order for the Interprofessional Care Team to move forward Mrs. Morton needs to be freed up from the work she is doing managing the hospital’s services that support the pandemic response. A questions was raised regarding low participation in the staff survey. Mrs. Trider indicated that each Leader carries the goal and will need to identify ways to encourage staff to participate.</p> <p>9.2 Clinical Services Plan Update</p> <p>Mrs. Trider provided an update on the Clinical Services Plan. She noted that the booking/scheduling item is yellow due to the fact that although approval has been given to the Directors of Health Records to pursue the recommended approach, implementation will not be possible until the end of the fiscal year. A question was raised regarding pediatric surgery for ENT and whether or not the children will be admitted as in-patients. Mrs. Trider explained that the Hospital is not set up for admitting children at this time so only out-patient day surgery will be scheduled.</p> <p>9.3 Quality Improvement Plan Update</p> <p>Mr. Hann provided an update on the Quality Improvement Plan via a presentation of data. Questions were raised and answered.</p> <p>9.4 Report of the CEO & Senior Team</p> <p>Mrs. Trider noted that the Report was included in the package and provided the following verbal updates:</p> <ul style="list-style-type: none"> • Visitor Guidelines have been updated to align more closely with the city hospitals. Effective November 23 2 visitors a day will be allowed, 1 at a time, pre-booked and must be double vaccinated. The essential caregiver definition/criteria has also been updated. • The Ontario Health Team has received planning funds from the Government to help advance its agenda. A project Manager and staff will be hired for clinical priorities (orphaned patients and Mental Health & Addictions Services). Other areas being discussed is a digital Health Committee to leverage technology and privacy and the creation of a PFAC Group. • Mr. Shaw provided an updated on the CT Project indicating that it has gone to Tender. Very

	<p>specific buying groups with expertise for supply and install who also hire the general contractor to support installation is the intended.</p>
	<p>9.5 Near Miss of the Month</p>
	<p>Mr. Hann noted that a copy of the Near Miss of the Month for August has been included in the package for information.</p>
	<p>9.6 Compliment/Concern – Quality Committee</p>
	<p>Mr. Hann shared a concern from a family member whose wife visited the Emergency Department and upon entry tripped over a wheelchair and inquired how it happened. A second concern from the same family member inquired about her limited mobility and the restrictions in place to join her in the ED. After an hour of waiting in his car he went back to the ED to speak to the screener on her status and was told the ED is very busy. A review of the essential caregiver guidelines was completed and process improvements were made to enable those with limited mobility to be accompanied by their caregiver. The family member was made aware and was thankful for the feedback.</p> <p>Mr. Hann shared positive feedback from a family member. When their loved one was nearing the end of life a request was made to bring them home to pass away. Although unsure if the paramedic service would be able to this, the physician followed protocol and LCPS arrived. The process was flawless and the loved one passed away shortly after with family at the bedside. The family was very grateful to both the Physician and LCPS staff who provided care.</p>
10.0	Matters for Information
	<p>There were no matters for information.</p>
11.0	Other Business
	<p>Mr. Perley noted that the Board Workplan was included in the package for information.</p>
12.0	Next Meeting(s)
	<p>The next meetings are scheduled for:</p> <ul style="list-style-type: none"> • Regular Board of Directors Meeting –January 24, 2022.
13.0	Adjournment
	<p>There being no further business, IT WAS MOVED THAT THE MEETING BE ADJOURNED.</p>
	<p>_____</p> <p>Mr. D. Perley, Board Chair</p>
	<p>_____</p> <p>Mrs. M. Wilson Trider, Secretary</p>