

**ALMONTE GENERAL HOSPITAL
MINUTES OF THE BOARD OF DIRECTORS
OPEN MEETING HELD ON
MONDAY, MAY 24, 2022
VIA ZOOM CONFERENCE**

PRESENT:

√	F. Bird – Vice Chair	√	S. Muston
√	L. Gardiner	√	D. Oosterhoff
√	J. Hann	√	M. Vermette
√	L. Heslop	√	M. Wilson Trider
√	R. Larkin	√	B. Young
√	B. Lowry Bagshaw		

REGRETS:

X	Dr. G. McKillop	X	D. Perley
X	J. Milko		

STAFF:

GUESTS:

√	K. Harbord		
√	T. McLelland	√	L. Hachey
√	R. Shaw		

1.0	Call to Order
	The Vice Chair called the meeting to order at 7:13pm.
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	Vice Chair's Remarks
	<p>F. Bird addressed the following:</p> <ul style="list-style-type: none"> • Asked Members to use the "Raise Hand" function if they wish to speak • Informed Directors that the meeting evaluation survey (in a Survey Monkey link) has been sent to them by T. McLelland to be completed after the meeting • In keeping with Ministry compliance, as volunteers of the hospital, Board Directors are required to complete Accessibility Training. A link to 5 videos will be provided by T, McLelland which Directors will be asked to complete no later than June 17, 2022 • Thanks to D. Perley, although unable to attend the meeting, for his leadership as Chair for the last two years. • Thanked Susan Muston for time and dedication given as a Board Director for the last 6 years (2016/17). S. Muston has served as a Human Resources Committee member all 6 years and was also a member of the Finance & Audit Committee and Family Health Team Board during this

	<p>time. S. Muston was wished all the best and thanked again for dedicated service to the Hospital</p> <ul style="list-style-type: none"> • F. Bird thanked the Directors for taking the time to complete the Board Evaluations and providing feedback on opportunities to improve. R. Larkin was invited to provide a short report on the results. • R. Larkin reported the following: <ul style="list-style-type: none"> • The Governance Committee was not surprised that D. Perley received phenomenal results, similar to last year, on the Board Chair Survey and congratulated and thanked the Board Chair for stellar leadership. It was noted that numerous positive comments were included. • The Board evaluation results were excellent across all sections and noted the comments referring to the collaborative nature and smooth transition to joint meetings • The Board Self-evaluation results were positive across all sections and R. Larkin thanked the Board Directors for their dedication. Suggestions for education were noted and will be provided to the Joint Governance & Nominating Committee next year • F. Bird thanked R. Larkin for the report.
6.0	Consent Agenda Matters
	<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 March 28, 2022 Board of Directors meetings b. Financial statements for the 12 months ended March 31, 2022 c. Authorization of the Board Chair and CEO to sign the 2021/22 Broader Public Sector Accountability Act Attestation Report d. Authorization of the Board Chair to sign the H-SAA Declaration of Compliance for the period April 1, 2021 – March 31, 2022 e. Physician Credentialing Recommendations <p style="text-align: right;"><u>MOTION CARRIED</u></p>
7.0	Business arising from the minutes
	There was no business arising from the minutes.
8.0	Matters Requiring Decision
	<p>8.1 2021/22 Audited Financial Statements</p> <p>L. Gardiner referred to draft 2021/22 Audited Financial Statements which were included in the package and noted that the audit went well, that there were no outstanding issues with management and no internal control improvement opportunities identified. The audit opinion contains no qualifications. L. Gardiner reviewed some of the highlights.</p> <p>No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT THE AUDITED FINANCIAL STATEMENTS FOR THE 12 MONTHS ENDED MARCH 31, 2022 BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE ANNUAL GENERAL MEETING.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>8.2 Auditor for year ending March 31, 2023</p> <p>L. Gardiner reported that a discussion was held at the Joint Finance, Resources and Audit Committee meeting regarding the recommendation of an Auditor for the coming year. It was noted that they are pleased with the relationship and services of KPMG and recommend re-</p>

appointment for the year ending March 31, 2023. No concerns were raised.

IT WAS MOVED AND SECONDED THAT RE-APPOINTMENT OF KPMG AS AUDITORS FOR THE CORPORATION FOR THE FISCAL YEAR ENDING MARCH 31, 2023 BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE ANNUAL GENERAL MEETING.

MOTION CARRIED

8.3 2022/23 Capital Budget

L. Gardiner reviewed the 2022/23 Capital Budget.

M. Wilson Trider reported that she had a discussion with the Foundation Board regarding the potential to cover the costs of the cardiac monitoring system. The Foundation indicated that they are ready and prepared for the request if needed.

IT WAS MOVED AND SECONDED THAT THE 2022/23 CAPITAL BUDGET AS PRESENTED INCLUDING A \$150,000 GENERAL CONTINGENCY AND A \$325,000 CONTINGENCY FOR CARDIAC MONITORING SYSTEM BE APPROVED.

MOTION CARRIED

8.4 2022/23 Joint QIP for AGH/CPDMH/FVM

J. Hann referred to the information included in the package and provided highlights of the 2022/23 Joint QIP. No concerns were raised.

IT WAS MOVED AND SECONDED THAT THE 2022/23 JOINT QUALITY IMPROVEMENT PLAN BE APPROVED.

MOTION CARRIED

8.5 Paramedic Week – Letter of Appreciation

The Vice Chair referred to the Press Release included in the package and noted that it is Paramedic Week. A motion was suggested to authorize the Board Chair to send a letter of appreciation to the Lanark County Paramedic Service on behalf of the Board of Directors.

IT WAS MOVED AND SECONDED THAT AUTHORIZATION OF THE BOARD CHAIR TO SEND AN APPRECIATION LETTER TO THE LANARK COUNTY PARAMEDIC SERVICE DURING PARAMEDIC WEEK MAY 23 – 29, 2022 BE APPROVED.

MOTION CARRIED

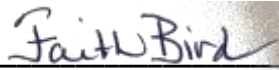
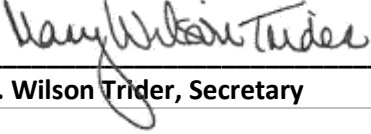
9.0 Matters for Discussion

9.1 2021/22 Corporate Goals Results

M. Wilson Trider presented the results of the 2021/22 Corporate Goals. The CEO explained the various challenges in certain areas and the effect that COVID had in some of the areas as well. A discussion was held.

9.2 Report of the CEO and Senior Team

M. Wilson Trider noted that the Report was included in the package. A question was raised regarding the progress on the CT Project. R. Shaw reported that answers to the most recent questions required by the Ministry had been submitted but that the Ministry had some follow up questions which have since been answered. The hospital will continue to work with the MOH to seek approval to tender a turn-key solution that includes the design and implementation stages of the project.

	<p>9.3 Quality of Care: Near Miss of the Month</p> <p>The Vice President Patient & Resident Services and Chief Nursing Executive (the “CNE”) J. Hann noted that a copy of the Near Miss of the Month for March has been included in the package for information.</p>
	<p>9.4 Quality of Care: Compliment/Concern</p> <p>J. Hann shared a concern received from a patient who came to the Hospital to pay for an Ambulance bill. On their first attempt to leave an envelope at a screening desk they were redirected to the ED/Registration Desk where staff process payments. The person discovered a line of people waiting at the registration desk and decided to mail the payment instead of waiting in line. The manager of Registration reminded staff and screeners to accept payments whenever possible to avoid having people stand in line.</p> <p>J. Hann shared positive feedback received from a 58 year old patient who was admitted to the M/S unit with tremendous health issues. The compliment recognized LCPS paramedics, nursing staff and Dr. Karen Turcotte for the exceptional care received.</p>
<p>10.0</p>	<p>Matters for Information</p>
	<p>The Vice Chair thanked D. Oosterhoff for her education report and noted that the Board Workplan has been provided for information.</p>
<p>11.0</p>	<p>Other Business</p>
	<p>There was no other business.</p>
<p>12.0</p>	<p>Next Meeting</p>
	<p>The next meeting will be the Annual General Meeting held on June 15, 2022 in the AGH Octagon Room.</p>
<p>13.0</p>	<p>Statutory Declaration & Adjournment</p>
	<p>There being no further business, IT WAS MOVED THAT THE MEETING BE ADJOURNED.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%; border: 0.5px solid black;"/> <p>F. Bird, Board Vice Chair</p> </div> <div style="text-align: center;">  <hr style="width: 100%; border: 0.5px solid black;"/> <p>M. Wilson Trider, Secretary</p> </div> </div>