

**BOARD OF DIRECTORS
OPEN MINUTES**

Tuesday, February 25, 2020 at 1700 hours
Hospital Boardroom

Present:	Patricia Willard-Inglis, Acting Chair	
Elected Directors: (Voting)	Jim Rowe	Dan Fenety (via skype)
	Bruce Hawkins (via skype)	Richard Males
	Georgette Saxton	Denise Balch
Ex Officio Directors: (Non-Voting)	Mike Baker, Secretary	Erin Montgomery
	Dr. Colleen Davies	Dr. Nichole Currie
Also Present:	Andrew Brown (CFO)	
Recording Secretary:	Carla Scott	
Regrets:	Pascal Simard	Jocelyn Moreno
	Maurice Landriault	

Quorum - majority of Voting Members or 6 Voting Members

- 1. Call to Order** - The meeting was called to order at 1729 hours.
- 2. Declaration of Conflict of Interest** - None.
- 3. Approval of the Agenda** - The agenda was presented for approval. No objections noted.
- 4. Education Session**

Andrew Brown presented on the Statement of Financial Position (**Appendix A**) which is a picture of financial health of the organization at a point in time and generally seen as part of the audit package. An overview of assets, liabilities and net assets was provided including an explanation of remeasurement gains.
- 5. Approval of the Previous Minutes**

The minutes of the Open Board of Directors meeting of January 28, 2020 were taken as read and verified.
- 6. Board Chair Report – None.**
- 7. Administration Report**
 - 7.1. President & Chief Executive Officer's Report**

Pre-circulated for members' review was Mike Baker's report (**Appendix B**). Activities for the period of January 28 – March 24, 2020 were highlighted including: ONE Project, Occupancy, 40th Anniversary, Ministry of Health Measuring Hallway Medicine Teleconference, Temiskaming Health Team; and Pandemic Planning.

The operations scorecard for the period ending January 31, 2020 was pre-circulated for members' review (**Appendix C**). Mike Baker provided a brief update of the initiatives. The Ministry has redefined reporting requirements for occupancy which will mask the bed crisis.

An update on COVID-19 was provided by Mike Baker. As of February 24th, the rate of growth in new cases was declining and although the death rate was increasing, the rate of growth in the death rate was declining. While the rate of new cases continues to decline world-wide to 1.0% and in China to 0.5%, the death rate continues to climb to 3.3%. Several new countries in different regions are seeing outbreaks, including South Korea, Italy and Iran, which is causing the rate of increase in deaths to increase from 4.6% to 6.4%. The World Health Organization expressed concern at the beginning about the impact COVID-19 will have when it reaches countries with less developed health care and reporting systems and we are seeing that happen this weekend and again yesterday with the rise of cases and deaths in countries like Italy and Iran. Discussion was held.

7.2. Chief Nursing Executive's Report

The report (**Appendix D**) was pre-circulated for members' information which focused on: Patient Call Bell System Implementation, on-site Clinical Pharmacist, DI and Specialist Clinics eReferral, and Non-Urgent Patient Transportation.

7.3. Chief Financial Officer's Report

The report (**Appendix E**) was pre-circulated for members' information which focused on: December results and year end projection, capital project update, data / analytics update on food services and cafeteria revitalization.

8. Committees

8.1. Quality & Service Planning Committee

Pre-circulated for members' information were the minutes of the meeting held on February 11, 2020. Denise Balch provided a summary of the meeting. The draft 2020/21 Quality Improvement Plan will be posted for community feedback following the Board meeting.

Worklife Pulse Survey Comparison 2015 vs 2020

The Work Life Pulse Survey results are being discussed with staff at departmental meetings to obtain feedback for developing an action plan. The action plan must be completed prior to Accreditation.

Mike Baker described the comparison charts of the results from 2015 and 2020 that were pre-circulated for members' information (**Appendix F**). The total results mark a significant improvement with a reduction of the red category items from 49 to 4 and a reduction of yellow from 66 to 60. The corresponding increase to green was from 65 to 116, making up 64.4% of all possible scores, a dramatic increase from the 36% that the greens made up in 2015. Remarkably, the occupancy rate in 2015 was 68%, versus 2020 averaging 98%.

8.2. Finance & Resource Planning Committee

Pre-circulated for members' information were the minutes of the meeting held on February 18, 2020. Andrew Brown noted the hospital's year end projected operating deficit remains at \$85,786. Notably from the Human Resources report is the dramatic

improvement in sick days illustrated in the graph.

MOTION 1

Moved by: Georgette Saxton Seconded by: Richard Males
That the Board of Directors approves the use of up to \$276,450 on capital expenditures for FY 2020/21.

CARRIED

MOTION 2

Moved by: Denise Balch Seconded by: Jim Rowe
That the Report of the Treasurer be approved.

CARRIED

Mike Baker highlighted the trend of compensation parity chart with a notation that there is dramatic compression when comparing front line management and executives due to government policy.

MOTION 3

Moved by: Georgette Saxton Seconded by: Denise Balch
That the Board of Directors approves a 1.00% increase for administrative staff effective April 1, 2020.

CARRIED

8.3. Medical Advisory Committee

Pre-circulated for members' information were the minutes of the meeting held on February 11, 2020. Dr. Colleen Davies highlighted the meeting.

MOTION 4

Moved by: Richard Males Seconded by: Denise Balch
That the Board of Directors approves the Terms of Reference for the Medical Services Committee as presented.

CARRIED

9. Hospital Foundation Report

Georgette Saxton reported that the 6th Annual Radiothon raised \$31,700 for the purchase of two new ECG Machines.

10. Correspondence / For Information Purposes

Pre-circulated for information purposes:

- Newspaper Clippings
- Letter to Kate Fyfe Re: ONE/Meditech Expanse investment and the on-going incremental operational costs, February 6, 2020

11. In-Camera Business

MOTION 5

Moved by: Georgette Saxton Seconded by: Richard Males
That the meeting move in-camera at 1847 hours.

CARRIED

MOTION 6

Moved by: Georgette Saxton Seconded by: Jim Rowe
That the Open Board meeting reconvenes at 1856 hours with no report.

CARRIED

12. Date of Next Meeting

The next meeting will be held on Tuesday, March 24, 2020 at 1700 hours in the Hospital Boardroom.

13. Adjournment

There being no further business, the meeting was adjourned at 1856 hours.

Patricia Willard-Inglis, Acting Chair

Mike Baker, Secretary