

**BOARD OF DIRECTORS  
OPEN MINUTES**

Tuesday, October 27, 2020 at 1730 hours  
Hospital Boardroom / GoToMeeting

**Present:** Bruce Hawkins, Chair (via telecon) Denise Balch (via telecon)  
**Elected Directors:** Richard Males (via telecon) Dan Fenety (via telecon)  
**(Voting)** Pascal Simard (via telecon) Jim Rowe (via telecon)  
Georgette Saxton Bob Norris (via telecon)  
Sandra Perreault (via telecon)

**Ex Officio Directors:** Mike Baker, Secretary Erin Montgomery  
**(Non-Voting)** Dr. Colleen Davies (via telecon) Dr. Nichole Currie (via telecon)

**Guest:** Patrick Hawkins, BLG

**Recording Secretary:** Carla Scott

**Regrets:** Jocelyn Moreno

**Quorum** - majority of Voting Members or 6 Voting Members

***With the COVID-19 pandemic and the social distancing guidelines, the Board of Directors meeting is being held virtually via GoToMeeting.***

- 1. Call to Order** - The meeting was called to order at 1731 hours.
- 2. Declaration of Conflict of Interest** - None.
- 3. Approval of the Agenda** - The agenda was presented for approval with no objections.
- 4. Approval of the Previous Minutes**  
The minutes of the Open Board of Directors meeting of September 22, 2020 were taken as read and verified.
- 5. Education Session:**  
The presentation was pre-circulated for members review (**Appendix A**). Patrick Hawkins presented on the role of the board and quality committee in quality and patient safety. He elaborated on the evolving legislative framework, the governance role with critical incidents versus management's role and the importance of credentialing and performance reviews. The governance role relevant to quality is to appoint the right people, put the right processes in place, ask the right questions, ensure processes are followed, and make decisions on the strategic direction of the hospital. A question and answer period was held and the following is noteworthy:
  - Ensuring the right processes can be measured against best practices, standards or literature and educational activities.
  - The example was provided that Boards may be required to consider a physician's privileges, at a credentials hearing, regarding a particular matter in question which includes critical incidents and Board Directors must be impartial and unbiased.

- Critical incidents are reported in a high level summary of aggregated data by types of incidents, with the underlying situation and quality improvement initiatives, twice a year per legislation.
- 'Grocery store' encounters will occur in regards to matters that cannot be discussed. It's appropriate for Directors to ask if the hospital is aware and there is a process to deal with it.
- Under FIPPA legislation Board Director notes from meetings can be requested unless subject to exemptions/exclusions. A number of good practices were discussed.

**Patrick Hawkins exited the meeting at 1837 hours.**

## **6. Board Chair Report**

Bruce Hawkins' report was pre-circulated for members' information (**Appendix B**). Bruce welcomed Bob Norris and Sandra Perreault to the Board.

There remains one vacancy for a board appointed member on the CAT Scan Foundation. Pascal Simard expressed interest in participating.

### **MOTION 1**

*Moved by: Richard Males Seconded by: Dan Fenety  
That the Board of Directors appoints Pascal Simard as a board appointed member of the CAT Scan Foundation.*

**CARRIED**

## **7. Administration Report**

### **7.1. President & Chief Executive Officer's Report**

Pre-circulated for members' review was Mike Baker's report (**Appendix C**) which focused on the ONE project, Timiskaming Health Team, budget planning, capital management system and the pandemic situation. COVID trend charts were pre-circulated for members' information and updates provided at the meeting.

A memorandum of understanding for the ONE project is being finalized with a target to present to the Board in January 2021. An update on this project will be provided at the November Board meeting.

The operations scorecard for the period ending September 30, 2020 was pre-circulated for members' review (**Appendix D**).

### **7.2. Chief Nursing Executive's Report**

The report (**Appendix E**) was pre-circulated for members' information which focused on: in-patient occupancy and capacity, critical care nursing education with HSN, and nurse call/communication system implementation.

As old beds require replacement, Smart Beds are purchased that have integrating capabilities into the nurse call/communication system that enhances patient safety, decreases risk and improves communication between the patient and staff.

## **8. Committees**

### **8.1. Quality & Service Planning Committee**

Pre-circulated for members' information were the minutes of the meeting held on October 14, 2020. Denise Balch reported on the meeting. The annual flu shot

campaign has been initiated with communication on its importance given the pandemic. The committee reviewed the audit process for hand washing.

### **8.2. Finance & Resource Planning Committee**

Pre-circulated for members' information were the minutes of the meeting held on October 20, 2020. The OHA survey results on the impact of COVID-19 on hospital finances reporting for 123 hospitals noted a total deficit to July 2020 is at \$(855 Million). The OHA continues to put pressure on the government. Pascal Simard noted the hospital's year end projected operating deficit has decreased from July's projection to \$1,806,966. Mike Baker spoke to the significant impact of COVID-19 on operations and the detailed report included.

#### **MOTION 2**

Moved by: Richard Males Seconded by: Denise Balch  
*That the Report of the Treasurer be approved.*

**CARRIED**

### **8.3. Medical Advisory Committee**

Pre-circulated for members' information were the minutes of the meeting held on October 13, 2020.

### **9. Hospital Foundation Report**

Jim Rowe reported the Foundation engaged a third party to undertake a 50/50 fundraiser that will begin in December. As a result, the Christmas mailer was deferred for 2020 as the 50/50 draw will be held during its timeframe. Due to the impact of COVID-19 on the ability to fundraise, the Care Close to Home campaign was extended for a year. The investments have grown by \$130K and a transfer was approved to meet the equipment commitments for 2020/21. Pursuing the Radiothon is being investigated for February in terms of the pandemic situation

### **10. Correspondence / For Information Purposes**

Pre-circulated for information purposes:

- Newspaper Clippings & Facebook Posts
- OHA Letter to Minister of Finance, October 23, 2020
- OHA Health System Update on New Proposed Legislation Respecting COVID-Related Legal Claims, October 22, 2020

### **11. In-Camera Business**

#### **MOTION 3**

Moved by: Pascal Simard Seconded by: Georgette Saxton  
*That the meeting move in-camera at 1948 hours.*

**CARRIED**

#### **MOTION 4**

Moved by: Pascal Simard Seconded by: Richard Males  
*That the Open Board meeting reconvenes at 1954 hours with no report.*

**CARRIED**

### **12. Date of Next Meeting**

The next meeting will be held on Tuesday, November 24, 2020.

### **13. Adjournment**

There being no further business, the meeting was adjourned at 1955 hours.

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Bruce Hawkins, Chair

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Mike Baker, Secretary