

**MINUTES OF THE ALLIED BOARDS OF DIRECTORS
MEETING HELD ON
TUESDAY, SEPTEMBER 26, 2023 AT 6:30 PM
CPDMH BOARDROOM – 211 LAKE AVE E, CARLETON PLACE**

PRESENT:

√	A. Bennett	√	T. Moffa
√	A. Champagne	√	D. Oosterhoff
√	C. A. Esnard	√	S. Pirie
√	J. Fournier	√	R. Probert
√	L. Gardiner	√	G. Smith
√	R. Larkin	√	S. Snow
√	L. Learmonth	√	M. Vermette
√	B. Lowry Bagshaw	√	M. Wilson Trider

REGRETS:

X	G. Buckley	X	B. Harvey
		X	B. Young

STAFF:

√	S. Cousineau	√	Linda McGreevy, CPDMH Foundation Chair
√	K. Harbord	√	Al Roberts, AGH Foundation Managing Director
√	T. McLelland		
√	R. Shaw		

GUESTS:

Demonstration of MRHA Website – T. McLelland

T. McLelland provided a demonstration of the new MRHA website. It was noted that some information is still pending from various people before it is ready to be launched. The website has been delayed due to many factors that have affected availability of time. J. Adams and T. McLelland continue to work on it daily and progress is now going well.

T. McLelland provided an overview of the Board portal and informed Directors that they will be sent their username and password information this coming week. Directors were asked to test their login as soon as possible so that any issues can be solved prior to their next committee meeting.

Suggestions were made regarding enabling Google Translate, an accessibility reader and whether there is a maintenance plan. T. McLelland will inquire with Blue Lemon regarding the first two items and noted that Managers are instructed at various times of the year to review and provide updates of any changes and that there are certain times of the year that updates are automatically flagged when compliance reports are due.

T. McLelland informed that the Patient & Family Advisory Committee and the FVM Family Council will be given the opportunity to provide feedback as well. It is hoped that the website will be ready to be launched in the next couple of months so long as the outstanding required information is received.

T. McLelland was thanked for the presentation.

1.0	Call to Order
	The Chair called the meeting to order at 6:50 pm.
2.0	Declaration of Conflict of Interest
	No conflicts were declared.

3.0	Reminder to Consider Ethical Issues
	Directors 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
	The Chair addressed the following: <ul style="list-style-type: none"> • Welcomed everyone to the 2023-24 Board year and reintroduced the three new Directors: Alex Bennett, Susan Snow and Steven Pirie • Expressed excitement in his new role as Chair and for the upcoming year with two projects well on their way to completion • Noted that since the Octagon Room is under construction and feedback from meeting evaluations had suggested using a room with better acoustics, the Board is trying this Boardroom so see if it suits the needs better. Everyone will have a chance to provide input in their meeting evaluation which T. McLelland will be sending out a Survey Monkey link after the meeting • Invited A. Roberts to provide additional information regarding the AGH Foundation: A. Roberts noted that Eddie and the Stingrays Dance is coming up with a chance to win a trip to the Dominican Republic • Invited L. McGreevy to provide additional information regarding the CPDMH Foundation: L. McGreevy noted the Foundation's Annual General Meeting which is being held at the new Art Gallery in Carleton Place.
6.0	Consent Agenda Matters
	IT WAS MOVED AND SECONDED THAT THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA BE APPROVED: <ol style="list-style-type: none"> Minutes of the Allied Boards of Directors Meeting held May 23, 2023 and Post AGM meeting held June 27, 2023 AGH Financial Statements for the four month period ended July 31, 2023 CPDMH Financial Statements for the four month period ended July 31, 2023 Updated Workplace Violence Reporting Targets on the 2023-2024 Quality Improvement Plans Quality Committee Terms of Reference <u>MOTION CARRIED</u>
7.0	Business Arising from the Minutes
	There was no business arising from the minutes.
8.0	Matters Requiring Decision
	8.1 2023/24 Board Workplan
	L. Gardiner referred to the 2023/24 Board Workplan included in the package and asked if there were any questions. No concerns were raised. IT WAS MOVED AND SECONDED THAT THE 2023/24 BOARD WORKPLAN BE APPROVED. <u>MOTION CARRIED</u>
	8.2 2022 Lanark County Paramedic Service Financial Statements
	R. Larkin referred to the draft LCPS Financial Statements for the year ending December 31, 2022 and provided a brief overview. It was noted that AGH pays LCPS expenses, including payroll, and is fully compensated for the expenses. AGH also receives an administration fee for services.

IT WAS MOVED AND SECONDED THAT THE 2022 LANARK COUNTY PARAMEDIC SERVICE FINANCIAL STATEMENTS BE APPROVED.

MOTION CARRIED

8.3 Governance & Nominating Committee Report

8.3.1 Potential Adjustment in Meeting Time to Make Time for More Strategy on the Agenda

C.A. Esnard referred to the Governance & Nominating Committee minutes included in the package and noted the feedback on the evaluations from the previous year stating dissatisfaction with strategic discussions and decisions occurring late at night. The Committee discussed how management of meetings could be improved and C.A. Esnard referred to the suggestions made.

The Directors considered the time change to 5:30 pm and starting the meeting with the In-Camera agenda with a hard stop at 7:00 pm to enable the Foundation guests to join the regular meeting. It was also suggested that timeframes be added to the agendas to help guide the length of the discussions.

IT WAS MOVED AND SECONDED THAT THE ALLIED BOARDS MEETING TIME CHANGE TO 5:30 PM WITH THE IN-CAMERA AGNEDA FIRST, A HARD STOP AT 7:00 PM TO ENABLE GUESTS TO JOIN FOR THE CONSENT AGENDA MEETING, AND THE ADDITION OF TIMEFRAMES TO THE AGENDA BE APPROVED.

MOTION CARRIED

8.3.2 Education Plan

C.A. Esnard referred to the Governance & Nominating Committee minutes and noted the proposed Allied Boards Education Plan consisting of the following:

- Demo of the new MRHA website by Ms. McLelland
- Cybersecurity Attacks – lessons learned from another Hospital who has experienced one
- Accreditation – Why, impact, costs and benefits
- Risk Management and mitigation – what does it mean
- Fiduciary Duties: Compliance with Health Acts, relationship with Foundations

Directors were invited to provide additional suggestions for education at any given time. No concerns were raised with the proposed Education Plan.

IT WAS MOVED AND SECONDED THAT THE 2023-24 ALLIED BOARDS EDUCATION PLAN BE APPROVED.

MOTION CARRIED

8.3.3 Communication Plan

C.A. Esnard referred to the Governance & Nominating Committee minutes and noted the discussion in respect to the updated Communications Plan. C.A. Esnard reported that a concern was raised regarding the effectiveness of the Plan, as there are not a lot of resources to action the plan. A discussion was held regarding the forecast initiatives in the plan, finding out what the community wants to know and how the patient satisfaction surveys may help.

IT WAS MOVED AND SECONDED THAT THE MRHA COMMUNICATIONS PLAN BE APPROVED.

MOTION CARRIED

9.0 Matters for Discussion

9.1 Report of the AGH Chief of Staff

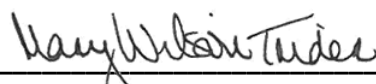
G. McKillop reported that the Anaesthesia training has been limited in physician availability for this year and that the Chief of Staff will be looking at offering the training again next year.

	<p>9.2 Report of the CPDMH Chief of Staff</p> <p>A. Champagne reported that the Health Hub lease is being signed in the next few days and the building constructor will be breaking ground in the next couple of weeks.</p>
	<p>9.3 Report of the CEO & Senior Team</p> <p>M. Wilson Trider noted that the Report was included in the package.</p> <p>L. Learmonth added that there is a COVID outbreak on the CCC unit with three patients affected but not seriously ill. L. Learmonth indicated that the MRHA is collaborating with Perth & Smiths Falls District Hospital as they are in a bed crisis due to COVID outbreaks.</p> <p>No questions were raised.</p>
	<p>9.4 Quality of Care – Good Catch</p> <p>The Vice President Patient & Resident Services and Chief Nursing Executive L. Learmonth noted the Good catch included in the package.</p>
	<p>9.5 Quality of Care - Patient Compliment/Concern</p> <p>L. Learmonth read from a concern received from a family member of a patient on the CCC unit who was concerned about staff not wearing their masks in clinical care situations. A subsequent email was received regarding masking for visitors as the patient is in a shared room. The family member encouraged Administration to change the masking requirements and follow guidance that other hospitals are implementing. L. Learmonth indicated that staff have been given reminders that they must wear a mask upon entering patient care areas. Further masking requirements will be discussed at the Senior Team meeting scheduled in the next week.</p> <p>L. Learmonth shared a compliment from a family member of a resident at FVM who expressed thanks to a housekeeper who fulfills their duty while also engaging with the resident respectfully and in a caring manner.</p>
<p>10.0</p>	<p>Matters for Information</p>
	<p>There were no matters for information</p>
<p>11.0</p>	<p>Other Business/Next Meeting</p> <p>There was no other business to discuss. The next meeting will be held on November 28, 2023.</p> <p>L. McGreevy and A. Roberts left the meeting.</p>
<p>12.0</p>	<p>Termination of Closed Session</p>
	<p>The Chair noted that the closed session has been terminated.</p>
<p>13.0</p>	<p>In-Camera Business</p>
	<p>IT WAS MOVED AND SECONDED THAT THE MEETING MOVE IN-CAMERA.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>

Approved Minutes signed by:



L. Gardiner, Allied Boards Chair



M. Wilson Trider, Allied Boards Secretary