

**CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL
MINUTES OF THE BOARD OF DIRECTORS
OPEN MEETING HELD ON
WEDNESDAY, JANUARY 26, 2022
VIA ZOOM CONFERENCE**

PRESENT:

√	C.A. Esnard, Chair	√	K. Harbord
√	A. Bhatt	√	T. Moffa
√	G. Buckley	√	R. Probert
√	R. Chmiel	√	G. Smith
√	J. Fournier	√	C. Snyder
√	J. Fullerton	√	P. Staniforth
√	J. Hann	√	M. Wilson Trider

GUESTS:

√	T. Mellema - LCPS Chief	√	L. McGreevy – Foundation Chair
		√	R. Arseneau- Foundation Executive Director

STAFF:

√	R. Shaw	√	T. McLelland
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Board Education Presentation: Community Paramedicine Program: Presentation By LCPS Chief Travis Mellema

The Board Chair invited Chief Mellema to provide a presentation on the Community Paramedicine (CP) Program which the Chief defined as a model of care whereby “paramedics apply their training and skills in non-traditional community-based environments outside of the usual emergency response/transport model.”

The presentation covered the following areas:

- Benefits of the program
- Trend of population growth
- Brief History/Evolution of CP in Lanark County
- Lanark County 911 trends
- Temporary pilot funding streams
- Demonstrated need and utilization of CP
- Distribution of CP referrals in 2020
- Bringing healthcare into patients homes
- 911 calls pre and post enrollment of CP program
- Remote patient monitoring
- CP program at a glance 2021
- CP Covid-19 Response
- New CP office
- Testimonials

Chief Mellema answered questions, was thanked for providing great leadership and for a very informative presentation. Chief Mellema left the meeting.

1.0	Call to Order
	The Chair called the meeting to order at 6:57 pm.
2.0	Constitution of Meeting
	The Secretary confirmed that due notice was provided to the members and the meeting was therefore

	duly constituted.
3.0	Declaration of Conflict of Interest
	No conflicts were declared.
4.0	Reminder to Consider Ethical Issues
	Directors were reminded to consider ethical issues.
5.0	Approval of Agenda
	IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED. <u>MOTION CARRIED</u>
6.0	Chair's Remarks
	C.A. Esnard addressed the following: <ul style="list-style-type: none"> • 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 • Asked L. McGreevy if she had anything to add to the Foundation Report – L. McGreevy thanked T. Moffa for her commitment of time to the Family Campaign and thanked P. Staniforth who has volunteered to attend Foundation Board meetings as the Hospital representative and noted that they are very pleased to have the support.
7.0	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 November 24, 2021 Board of Directors meetings Financial statements for the 8 months ending November 30, 2021 Updated Policy III-3 Integrated Risk Management Framework MRHA Integrated Communications Plan <u>MOTION CARRIED</u>
8.0	Business arising from the minutes
	There was no business arising from the minutes.
9.0	Matters Requiring Decision
	9.1 Updated Policy IV-1 Signing Authority
	Chair Esnard referred to the policy included in the package. No concerns were raised. IT WAS MOVED AND SECONDED THAT POLICY IV-1 SIGNING AUTHORITY BE APPROVED. <u>MOTION CARRIED</u>
	9.2 Kids Come First Ontario Health Team – Collaborative Decision Making Arrangement
	The President & CEO (the “CEO”) referred to the document included in the package and noted that CPDMH’s role is not active on a continuous basis but rather episodic. No concerns were raised. IT WAS MOVED AND SECONDED THAT AUTHORIZATION OF THE BOARD CHAIR TO SIGN THE KIDS COME FIRST HEALTH TEAM COLLABORATIVE DECISION MAKING ARRANGEMENT AND PARTICIPATION CONFIRMATION DOCUMENTS BE APPROVED. <u>MOTION CARRIED</u>

10.0	Matters for Discussion
	10.1 Report of the Chief of Staff
	<p>The Chief of Staff reported the following:</p> <ul style="list-style-type: none"> • Dr. Meyers, family physician has now taken over Dr. Caragianis’s clinic • Discussions continue with Town of Carleton Place representatives and the builder of a new Medical Clinic. Physician input will be requested in the near future. • With the ongoing staffing issues and availability of beds, Hospital staff was credited for managing COVID patients and keeping patients in local Hospital as best as they can
	10.2 Report of the CEO and Senior Team
	<p>The CEO noted that the Report was included in the package and the following verbal updates were provided:</p> <ul style="list-style-type: none"> • The Vice President Patient & Resident Services and Chief Nursing Executive (the “CNE”) J. Hann updated the Directors that since the Report another three Residents have tested positive for COVID for a total of 12. (10%). They are localized on one unit and are mildly ill. No further staff have tested positive since the Report was written. Communication is being managed well with families • The CEO indicated that the Presentation provided to Lanark County Council was positively received <p>A question was raised regarding the Cyber Security Response Simulation. Vice President Harbord noted that leaders were asked to think about what could happen, worked through operational issues and Information was gathered to understand gaps in current information and documents. A policy regarding ransom demands will need to be drafted and require Board approval.</p>
	10.3 Quality of Care: Near Miss of the Month
	J. Hann noted that the Near Miss of the Month for December was included in the package for information.
	10.4 Quality of Care: Compliment/Concern
	<p>J. Hann shared a complaint that was received from a patient who reported leaving several voice messages with the Booking Department and never receiving a response back and wanting to know why. The patient was contacted and an apology was made. Booking procedures are being reviewed and the Department will soon be implementing the process of going paperless.</p> <p>The CNE shared a compliment that was received from a donor who made a very generous donation because they felt the nursing staff were amazing when caring for their parents who use the hospital services regularly.</p>
11.0	Matters for Information
	<p>The Chair noted that the Board Workplan has been included for information.</p> <p>C.A. Esnard thanked Directors Fournier and Smith for their education reports which were included for information. It was noted that if anyone was interested in receiving the slide decks that they could contact T. McLelland.</p>
12.0	Other Business
	There was no other business.

13.0	Next Meeting
	The next meeting is scheduled for Wednesday, March 30, 2022.
14.0	Statutory Declaration & Adjournment
	<p>The Secretary advised that there were no other matters of which the Board should be aware at this time, and that the Hospital has fulfilled its statutory obligations since the regular meeting of the Hospital Board, held November 24 2021.</p> <p>There being no further business, IT WAS MOVED THAT THE MEETING BE ADJOURNED.</p> <p>_____</p> <p>C. A. Esnard, Board Chair</p> <p>_____</p> <p>M. Wilson Trider, Secretary</p>