

**CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL  
MINUTES OF THE BOARD OF DIRECTORS  
OPEN MEETING HELD ON  
WEDNESDAY, MARCH 30, 2022  
VIA ZOOM CONFERENCE**

**PRESENT:**

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

**REGRETS:**

X	G. Buckley
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**STAFF:**

√	R. Shaw
√	T. McLelland

**GUESTS:**

√	Linda McGreevy, CPDMH Foundation Chair
√	A. Champagne

<b>1.0</b>	<b>Call to Order</b>
	The Chair called the meeting to order at 6:33 pm.
<b>2.0</b>	<b>Constitution of Meeting</b>
	The Secretary confirmed that due notice was provided to the members and the meeting was therefore duly constituted.
<b>3.0</b>	<b>Declaration of Conflict of Interest</b>
	No conflicts were declared.
<b>4.0</b>	<b>Reminder to Consider Ethical Issues</b>
	Directors were reminded to consider ethical issues.
<b>5.0</b>	<b>Approval of Agenda</b>
	A request to add CPDMH Physician Wall of Honour as item 9.4 on the Agenda was made. It was noted that the supporting document is contained in the Foundation Report.  <b>IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED.</b>  <b><u>MOTION CARRIED</u></b>
<b>6.0</b>	<b>Chair's Remarks</b>
	C.A. Esnard addressed the following: <ul style="list-style-type: none"> <li>Noted with regret the passing of Marg Leblanc, a long serving and committed volunteer and Past President of the CPDMH Auxiliary whose dedicated service and leadership resulted in the raising of thousands of dollars to support patient care equipment and the new Emergency Department. Some Directors may remember Marg from attending Board meetings as the Auxiliary President. It was noted that flowers have been sent behalf of the Hospital and Foundation.</li> </ul>

	<ul style="list-style-type: none"> <li>Expressed that although a public announcement has not been made yet, Jamie Fullerton is attending his last meeting as Chief of Staff. J. Fullerton was thanked for dedicated service over the past two and a half years, in particular leadership provided during COVID, the positive reputation established as COS and the Hospital through engaged participation in regional Chief of Staff activities, and the work done along with counterparts at AGH to advance the Mississippi River Health Alliance.</li> <li>Informed Members that the meeting evaluation survey (in a Survey Monkey link) has been sent to them by T. McLelland to be completed after the meeting</li> <li>Informed Directors that the Annual General Meeting date has been set for June 15<sup>th</sup> and will be in-person at the AGH Octagon Room. Both AGH and CPDMH will hold their AGM's on the same night back to back.</li> <li>Asked L. McGreevy if there was anything to add to the Foundation report. L. McGreevy reported that the Foundation has approved the Capital Equipment request including new beds.</li> </ul>
<b>7.0</b>	<b>Consent Agenda Matters</b>
	<p><b>IT WAS MOVED AND SECONDED THAT THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA BE APPROVED:</b></p> <ul style="list-style-type: none"> <li>a. Minutes of the January 26, 2022 Board of Directors meetings</li> <li>b. Financial statements for the 9 months ending December 31, 2022</li> <li>c. Updated Policy III-6 Complaints (Patient Care and Others)</li> </ul> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>
<b>8.0</b>	<b>Business arising from the minutes</b>
	There was no business arising from the minutes.
<b>9.0</b>	<b>Matters Requiring Decision</b>
	<p><b>9.1 Hospital Service Accountability Amending Agreement March 31, 2022</b></p> <p>C. Snyder referred to memo included in the package requesting that the Board Chair and CEO sign the HSAA amending agreement extension to 2023. The H-SAA Agreement must be signed before March 31, 2022 to avoid interruption in funding. No concerns were raised.</p> <p><b>IT WAS MOVED AND SECONDED THAT THE BOARD AUTHORIZE THE BOARD CHAIR AND CEO TO SIGN THE H-SAA AMENDING AGREEMENT DATED MARCH 31, 2022.</b></p> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>
	<p><b>9.2 Spending Authority April 1 to June 30, 2022</b></p> <p>C. Snyder referred to the memo included in the package noting that Board approval of the operating budget is being deferred until June 30, 2022 and therefore interim spending authority is required to June 30, 2022. No concerns were raised.</p> <p><b>IT WAS MOVED BY C. SNYDER AND SECONDED BY P. STANIFORTH THAT THE BOARD AUTHORIZE THE CEO TO CONTINUE EXPENDITURE ON HOSPITAL OPERATIONS IN ACCORDANCE WITH THE 2021/22 OPERATING BUDGET UNTIL THE JUNE 2022 MEETING OF THE BOARD OF DIRECTORS.</b></p> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>
	<p><b>9.3 Borrowing Resolution</b></p> <p>C. Snyder referred to the memo included in the package and noted that the resolution follows the requirements in the Borrowing Policy. No concerns were raised.</p> <p><b>IT WAS MOVED AND SECONDED THAT THE BOARD AUTHORIZE ANY TWO OF THE VICE-CHAIR,</b></p>

**THE CEO AND THE CFO TO BORROW ON BEHALF OF THE CPDMH, AN AMOUNT NOT TO EXCEED \$ 1,280,000 FOR THE PERIOD OF APRIL 1, 2022 - APRIL 1, 2023 AT ANY ONE TIME TO MEET CURRENT EXPENDITURES OF THE CORPORATION UNTIL CURRENT REVENUES HAS BEEN RECEIVED, OR TO FUND CAPITAL EQUIPMENT PURCHASES BY UTILIZING ANY OF OPERATING CREDIT LINE, PROMISSORY NOTE, SCOTIA LEASING DOCUMENTS OR SCOTIA BUSINESS CARD AGREEMENT.**

**MOTION CARRIED**

#### **9.4 CPDMH Physician Wall of Honour**

The Chair referred to the memo included in the package regarding a CPDMH Physician Wall of Honour. Highlights of the memo included the following: The intention is to have a designated space in the new Emergency Department to create a “CPDMH Physician Wall of Honour.” This space is to be created in gratitude to all physicians who have devoted their career to the community and who have made significant contributions to CPDMH as a member of the medical team. The Chief of Staff will be the responsible person to curate a written description of the contributions of each physician honoured which will also include a photo.

Donations to the “CPDMH Physician Wall of Honour” will help fund the new Emergency Department while creating a display of gratitude to those who worked in the hospital and Emergency Department since the 1950s. Physicians eligible to appear on the wall will be based on a minimum of 30 years of service and/or outstanding contributions to the hospital and medical community in leadership, collegiality and clinical support<sup>1</sup>. This would include physicians who have long since passed through the hospital. The location requested for this new recognition piece is in the New Emergency Department building along the elevator wall of the stairs in the connecting hallway. This location is intentional as it represents a connection of the past and present of the hospital and creates a spirit of continuity for present and future physicians.

The COS thanked the Foundation Team for being very helpful in engaging in discussions to bring this proposal forward.

**IT WAS MOVED AND SECONDED THAT SPACE FOR A CPDMH PHYSICIAN WALL OF HONOUR BE APPROVED.**

**MOTION CARRIED**

#### **10.0 Matters for Discussion**

##### **10.1 Report of the Chief of Staff**

Chief of Staff J. Fullerton reported that a year the Medical Staff was experiencing a Human Resource issue and had a three point plan to replace the loses. So far they have filled two of the three spots. Dr. N. Lobo and Dr. E. Meyers have set up their practices. The Ministry has now allowed an expansion of FHO’s and a new Medical Building to house the family physicians is being planned.

J. Fullerton thanked everyone for their kind words and showed appreciation for the Directors’ dedicated volunteer efforts and expressed that it was an honour to work with the Senior Team.

##### **10.2 Report of the CEO and Senior Team**

President & CEO (the “CEO”) M. Wilson Trider noted that the Report was included in the package. The CEO expressed thanks to J. Fullerton from the Senior Team for his contributions and dedicated service as COS.

M. Wilson Trider noted that unavoidably, the new date of the Annual General Meeting falls on the same night as the CPDMH Foundation Board meeting. Gratitude was extended to the Foundation

	<p>for their funding support for equipment.</p> <p>J. Hann reported that in follow up to the CEO and Senior Team report, only three residents have tested positive but have not yet completed their isolation period. There was no escalation in care and Fairview Manor will be off outbreak in a few days.</p> <p>R. Shaw reported that the fire sprinkler system has been approved to move forward in the new fiscal year. The ED project Response to Questions and Comments document is now in review and is hopeful for approval to proceed to the Engagement Stage by next week.</p>
	<p><b>10.3 Quality of Care: Near Miss of the Month</b></p>
	<p>Vice President Patient/Resident Services J. Hann noted that a copy of the Near Miss of the Month for February has been included in the package for information.</p>
	<p><b>10.4 Quality of Care: Compliment/Concern</b></p>
	<p>J. Hann shared a concern received from a patient who was told to make an x-ray appointment and although they called and left several messages, was never called back. The patient decided to show up at CPDMH with a digital requisition which was not accepted. The patient expressed that they were disappointed with the level of resources available. The concern has been escalated and a process is being discussed to fix the issue.</p> <p>Mr. Hann shared positive feedback received from a parent who brought their 1 month old in with concerns they had since birth. The baby would need 20 diaper changes a day and show signs of dehydration. The baby had become cold and lethargic and the parents arrived at the ED. The ED team worked very hard to stabilize the baby and arrange transportation to CHEO. The parents experienced a very scary situation and were very thankful and appreciative of the good care provided by the CPDMH Emergency Department. The compliment was shared with staff.</p>
<b>11.0</b>	<b>Matters for Information</b>
	<p>C.A. Esnard noted that the OHA Board Chair Report and the CPDMH Board Workplan has been provided for information.</p>
<b>12.0</b>	<b>Other Business</b>
	<p>L. McGreevy informed the Directors that the Foundation is working on a social event that they hope to schedule as soon as possible so that they two Boards can get together to meet and be thanked for all the great work that they do.</p>
<b>13.0</b>	<b>Next Meeting</b>
	<p>The next meeting is scheduled for Wednesday, May 25, 2022.</p>
<b>14.0</b>	<b>Statutory Declaration &amp; Adjournment</b>
	<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 January 28, 2022.</p> <p>There being no further business, <b>IT WAS MOVED THAT THE MEETING BE ADJOURNED.</b></p>
	<p>_____</p> <p><b>C. A. Esnard, Board Chair</b></p>
	<p>_____</p> <p><b>M. Wilson Trider, Secretary</b></p>