

**CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL  
MINUTES OF THE BOARD OF DIRECTORS  
OPEN MEETING HELD ON  
WEDNESDAY, NOVEMBER 24, 2021  
VIA ZOOM CONFERENCE**

**PRESENT:**

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

**GUESTS:**

√	Mrs. L. Glover	√	Ms. L. McGreevy
---	----------------	---	-----------------

**STAFF:**

√	Mr. R. Shaw	√	Ms. T. McLelland
---	-------------	---	------------------

**Board Education Presentation: AGH Working Relationships with Unions - Presentation by Liz Glover, Integrated Director of Human Resources**

Ms. Esnard invited Mrs. Glover to provide a presentation on AGH Working Relationships with Unions. Mrs. Glover provided an overview on the unionized workforce which covered the following areas:

- Unionized Environment
- Collective Agreements
- Effects on Operations – Seniority, layoffs, scheduling, Contracting Out, Progressive Discipline/ Termination
- Integration Opportunities

Mrs. Glover answered questions and was thanked for her presentation which will be posted to the Sharepoint site and left the meeting.

<b>1.0</b>	<b>Call to Order</b>
	Ms. Esnard called the meeting to order at 7:00 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>
	Members were reminded to consider ethical issues.
<b>5.0</b>	<b>Approval of Agenda</b>
	<b>IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED.</b>
	<b><u>MOTION CARRIED</u></b>

6.0	<b>Chair's Remarks</b>
	<p>Ms. Esnard addressed the following:</p> <ul style="list-style-type: none"> <li>• Informed Members that the meeting evaluation survey (in a Survey Monkey link) has been sent to them by Ms. McLelland to be completed after the meeting</li> <li>• Thanked Ms. Moffa for representing the Hospital at the Carleton Place Remembrance Day service</li> <li>• Asked Members to send a picture to Ms. McLelland for the Board Christmas card to staff</li> <li>• Recognized Mr. Cooper, who resigned as a Board Member after the September meeting, for his four years of service on the Board</li> <li>• Invited Ms. McGreevy to add to the Foundation Report. Ms. McGreevy invited the Members to a Foundation reception being planned for December 16 at the Grand Hotel, COVID restrictions in place.</li> </ul>
7.0	<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 September 29, 2021 Board of Directors meetings</li> <li>b. Financial statements for the 6 months ending September 30, 2021</li> <li>c. Appointment of Mr. Greg Smith to the Joint Quality Committee</li> <li>d. Change in Mr. Peter Staniforth's status from External Member to Board Director on the Joint Capital Projects Committee</li> <li>e. Joint Governance &amp; Nominating Committee Terms of Reference</li> <li>f. Updated Executive Committee Terms of Reference</li> <li>g. Updated Policy II-4 CEO Performance Evaluation</li> <li>h. Updated Policy II-5 COS Performance Evaluation</li> <li>i. Updated Policy I-1 Strategic Planning</li> </ul> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>
8.0	<b>Business arising from the minutes</b>
	There was no business arising from the minutes.
9.0	<b>Matters Requiring Decision</b>
	<p><b>9.1 Draft Policy IV-6 Financial Objectives, Planning &amp; Performance</b></p> <p>Ms. Esnard referred to the policy included in the package. No concerns were raised.</p> <p><b>IT WAS MOVED AND SECONDED THAT POLICY IV-6 FINANCIAL OBJECTIVES, PLANNING &amp; PERFORMANCE BE APPROVED.</b></p> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>
	<p><b>9.2 Draft Policy IV-7 Borrowing</b></p> <p>Ms. Esnard referred to the policy included in the package. No concerns were raised.</p> <p><b>IT WAS MOVED AND SECONDED THAT POLICY IV-7 BORROWING BE APPROVED.</b></p> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>
	<p><b>9.3 Draft Policy IV-8 Asset Protection Plan</b></p> <p>Ms. Esnard referred to the policy included in the package. No concerns were raised.</p> <p><b>IT WAS MOVED AND SECONDED THAT POLICY IV-8 ASSET PROTECTION PLAN BE APPROVED.</b></p> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>

	<p><b>9.4 Draft Policy IV-9 External Audit and Non Audit Services</b></p> <p>Ms. Esnard referred to the policy included in the package. No concerns were raised.</p> <p><b>IT WAS MOVED AND SECONDED THAT POLICY IV-9 EXTERNAL AUDIT AND NON AUDIT SERVICES BE APPROVED.</b></p> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>
<b>10.0</b>	<b>Matters for Discussion</b>
	<p><b>10.1 Corporate Goals Update</b></p> <p>Mrs. Trider provided an update on the Corporate Goals and indicated that most goals are on schedule. She noted that in order for the Interprofessional Care Team to move forward Mrs. Morton needs to be freed up from the work she is doing managing the hospital’s services that support the pandemic response. A questions was raised regarding the possibility of recalibrating goals and Mrs. Trider suggested no and that the Organization’s leaders need to continue to be financially responsible and keep working hard to meet the goals as best as possible.</p>
	<p><b>10.2 Clinical Services Plan Update</b></p> <p>Mrs. Trider provided an update on the Clinical Services Plan. She noted that the booking/scheduling item is yellow due to the fact that although approval has been given to the Directors of Health Records to pursue the recommended approach, implementation will not be possible until the end of the fiscal year.</p>
	<p><b>10.3 Quality Improvement Plan Update</b></p> <p>Mr. Hann provided an update on the Quality Improvement Plan via a presentation of data. Questions were raised and answered.</p>
	<p><b>10.4 Report of the Chief of Staff</b></p> <p>Dr. Fullerton reported that the Medical Staff have been working with the CPSO on QIP initiatives and have closed the interventional aspect of Q1. The data is currently being compiled.</p> <p>Dr. Fullerton reported that Dr. Emélie Meyers has started providing service as a locum and will be joining the family physician group in the New Year. A second family physician is very close to completing the necessary paperwork and plans to join in April of 2022. He is also very optimistic about a new building to host the family physicians and has been in ongoing discussions with all players involved.</p> <p>The partnership with CHEO will commence with onsite surgeries beginning this week. Kudos was given to Ms. Harbord who was instrumental in its inception and to all those who helped to make it happen.</p>
	<p><b>10.5 Report of the CEO and Senior Team</b></p> <p>Mrs. Trider noted that the Report was included in the package and provided the following verbal updates:</p> <ul style="list-style-type: none"> <li>• Visitor Guidelines have been updated to align more closely with the city hospitals. Effective November 23 2 visitors a day will be allowed, 1 at a time, pre-booked and must be double vaccinated. The essential caregiver definition/criteria has also been updated.</li> <li>• The Ontario Health Team has received planning funds from the Government to help advance its agenda. A project Manager and staff will be hired for clinical priorities (orphaned patients and Mental Health &amp; Addictions Services). Other areas being discussed is a digital Health Committee to leverage technology and privacy and the creation of a PFAC Group.</li> </ul>

	<p><b>10.6 Quality of Care: Near Miss of the Month</b></p> <p>Mr. Hann noted that the Near Miss of the Month was included in the package for information.</p>
	<p><b>10.7 Quality of Care: Compliment/Concern</b></p> <p>Mr. Hann shared a concern that was received from the son of a mother who visited the ED. He informed that a Nurse was rude to his mother and expressed that unacceptable behavior was displayed. The Manager of the ED called the son and the patient, apologized and informed them that the employee was spoken to and they understood the concerns, reflected on their behavior and were reminded of expectations going forward.</p> <p>Mr. Hann shared a compliment that was received from a family member whose father passed away while in the hospital. He noted names of the staff members who were caring and compassionate and that one nurse in particular was exactly what nursing is supposed to be and that he will always remember her. Mrs. Trider noted that each staff member named in the letter was sent a memo informing them of the gratitude expressed by the family member.</p>
11.0	<p><b>Matters for Information</b></p>
	<p>Ms. Esnard noted that the Board Workplan has been included for information.</p>
12.0	<p><b>Other Business</b></p>
	<p>There was no other business.</p>
13.0	<p><b>Next Meeting</b></p>
	<p>The next meeting is scheduled for Wednesday, January 26, 2022.</p>
14.0	<p><b>Statutory Declaration &amp; Adjournment</b></p>
	<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 September 29, 2021.</p> <p>There being no further business, <b>IT WAS MOVED THAT THE MEETING BE ADJOURNED AT 8:12 PM.</b></p> <p>_____</p> <p><b>Ms. C. A. Esnard, Board Chair</b></p> <p>_____</p> <p><b>Mrs. M. Wilson Trider, Secretary</b></p>