

**MINUTES OF THE ALLIED BOARDS OF DIRECTORS
MEETING HELD ON
TUESDAY, MAY 23, 2023 AT 6:30 PM
AGH OCTAGON ROOM – 95 SPRING STREET, ALMONTE**

PRESENT:

√	F. Bird	√	G. McKillop
√	A. Champagne	√	D. Oosterhoff
√	C. A. Esnard - Chair	√	D. Perley
√	J. Fournier	√	R. Probert
√	L. Gardiner	√	G. Smith
√	L. Heslop	√	M. Vermette
√	R. Larkin	√	M. Wilson Trider
√	L. Learmonth	√	B. Young
√	B. Lowry Bagshaw		

REGRETS:

X	G. Buckley	X	T. Moffa
X	J. Milko	X	C. Snyder

STAFF:

√	S. Cousineau
√	K. Harbord
√	T. McLelland
√	R. Shaw

GUESTS:

√	L. McGreevy, CPDMH Foundation Chair
√	A. Roberts, AGH Foundation Managing Director
√	Patti Morton, Integrated Director of Allied Health Services

Board Education: Interprofessional Model of Care – Patti Morton, Integrated Director of Allied Health Services

The Chair introduced P. Morton who proceeded to provide an overview of the Interprofessional Model of Care. The following was highlighted:

- Background information
- Definition of Interprofessional Care
- Model used – Sunnybrook Framework
- Methods – Identify Stakeholders, Survey, Consultation, Focus Group
- Projects completed since January 2023
- Current Projects
- Opportunities/Corporate Goals

A discussion was held. P. Morton was thanked for providing a very informative presentation and left the meeting.

1.0	Call to Order
	The Chair called the meeting to order at 7:03 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 noted that item 8.1 was not an item for approval and a request to move it to item 9.1 for discussion

	<p>was made.</p> <p>IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
5.0	Chair’s Remarks
	<p>The Chair addressed the following:</p> <ul style="list-style-type: none"> • Thanked MPP John Jordan for being supportive and visiting FVM to announce the Local Priorities Funding of \$90,000 for specialized equipment for FVM • Thanked all those who participated in Accreditation activities – both preparation and during the Survey. The Surveyor was impressed with the Governance session. • Reminded Directors that the meeting evaluation survey (in a Survey Monkey link) has been sent by T. McLelland to be completed after the meeting. • Invited A. Roberts to provide additional information regarding the AGH Foundation. A. Roberts informed every one of two upcoming events – The Run for Women’s Health and The House & Garden Tour and encouraged Directors to attend • Invited L. McGreevy to provide additional information regarding the CPDMH Foundation. L. McGreevy thanked everyone for their continued support for the Capital Campaign and for being great ambassadors in the community.
6.0	Consent Agenda Matters
	<p>IT WAS MOVED AND SECONDED THAT THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA BE APPROVED:</p> <ol style="list-style-type: none"> a. Minutes of the March 28, 2023 Allied Boards of Directors meeting b. AGH Financial statements for the fiscal year ended March 31, 2023 c. CPDMH Financial statements for the fiscal year ended March 31, 2023 d. Authorization of the Allied Boards Chair and CEO to sign the 2022/23 Broader Public Sector Accountability Act Attestation Report on behalf of the AGH e. Authorization of the Allied Boards Chair and CEO to sign the 2022/23 Broader Public Sector Accountability Act Attestation Report on behalf of the CPDMH f. Authorization of the Allied Boards Chair to sign the AGH H-SAA Declaration of Compliance for the period April 1, 2022– March 31, 2023 g. Authorization of the Allied Boards Chair to sign the CPDMH H-SAA Declaration of Compliance for the period April 1, 2022– March 31, 2023 h. Policy III-7 Cyber Security i. Policy III-5 Risk Appetite Statement j. Policy III-1 Integrated Quality Management Framework k. Policy III-2 Ethical Framework l. Policy III-6 Complaints Patient Care and Others m. Policy VI-2 Support and Relationship between the Corporations and the Foundations n. Policy VI-4 Official Spokesperson for the Allied Boards of Directors <p style="text-align: right;"><u>MOTION CARRIED</u></p> <p>A question was raised regarding bringing back the Volunteer Program. M. Wilson Trider reported that some volunteers are back at AGH and as CPDMH is a little more challenging due to the physical layout, considerations are being worked out. CPDMH no longer has an auxiliary and it is unsure if a representative from the AGH Volunteer Services group will attend Board meetings. The Student Volunteer program at AGH will resume again this summer.</p>

7.0	Business Arising from the Minutes
	There was no business arising from the minutes.
8.0	Matters Requiring Decision
	8.1 2022/23 AGH Audited Financial Statements
	<p>L. Gardiner referred to audited statements for AGH included in the package. A discussion was held regarding the note disclosure changes, new auditing standards, asset retirement obligations and its impact, capital assets and the Ambulance Base fire. It was noted that AGH received a clean audit opinion.</p> <p>IT WAS MOVED AND SECONDED THAT THE DRAFT AGH AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2023 BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE AGH ANNUAL GENERAL MEETING.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>8.2 AGH Auditor for Year Ending March 31, 2024</p> <p>L. Gardiner reported that FRAC and Management are pleased with the service and support of KPMG and a recommendation to re-appoint KPMG as auditors is being presented. No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT RE-APPOINTMENT OF KPMG AS AUDITORS FOR THE AGH CORPORATION FOR THE FISCAL YEAR ENDING MARCH 31, 2024 BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE AGH ANNUAL GENERAL MEETING.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>8.3 2022/23 CPDMH Audited Financial Statements</p> <p>L. Gardiner referred to audited statements for CPDMH included in the package. Similar to AGH, a discussion was held regarding the note disclosure changes, new auditing standards, asset retirement obligations and its impact and capital assets. It was noted that CPDMH received a clean audit opinion.</p> <p>IT WAS MOVED AND SECONDED THAT THE DRAFT CPDMH AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2023 BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE CPDMH ANNUAL GENERAL MEETING.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>8.4 CPDMH Auditor for Year Ending March 31, 2024</p> <p>L. Gardiner reported that FRAC and Management are pleased with the service and support of BDO and a recommendation to re-appoint BDO as auditors is being presented.</p> <p>A question was raised regarding having the same auditor for both Corporations. It was noted that it is possible however, the corporations are still two separate entities and that BDO's contract term is until March 2025. Although not legally binding, the tender call was for a five year commitment with fixed pricing. No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT RE-APPOINTMENT OF BDO AS AUDITORS FOR THE CPDMH CORPORATION FOR THE FISCAL YEAR ENDING MARCH 31, 2024 BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE CPDMH ANNUAL GENERAL MEETING.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>8.5 AGH 2023/24 Capital Budget</p> <p>L. Gardiner referred to the memo included in the package and noted that the priority of clinical</p>

equipment was reviewed with Department Managers, Chief of Staff and Chief of Emergency. Non-clinical equipment was reviewed with the Senior Management Team. L. Gardiner thanked the Foundation who has committed to fund the full Hospital clinical equipment needs in the amount of \$400,000. K. Harbord noted that the IT project does not presently have a funding source but that Ontario Health will be approached to discuss possible funding.

No concerns were raised.

IT WAS MOVED AND SECONDED THAT THE AGH 2023/24 CAPITAL BUDGET AS PRESENTED INCLUDING A \$150,000 GENERAL CONTINGENCY BE APPROVED.

MOTION CARRIED

8.6 Letter of Appreciation for outgoing Chiefs of Departments

C.A. Esnard reminded Directors of the reports from A. Champagne and G. McKillop at the April Special meeting at which a motion was passed to appoint a new Chief of Perioperative Medicine at AGH and a new Chief of Emergency Medicine at CPDMH.

As a thank you for their service a motion was suggested to send a letter to the outgoing Chiefs expressing the Boards appreciation.

IT WAS MOVED AND SECONDED THAT AUTHORIZATION OF THE ALLIED BOARDS CHAIR TO SEND AN APPRECIATION LETTER TO DR. MARCIA SPOONER FOR SERVICE PROVIDED AS THE CHIEF OF CPDMH EMERGENCY MEDICINE

AND

THAT AUTHORIZATION THE ALLIED BOARDS CHAIR TO SEND AN APPRECIATION LETTER TO DR. HEATHER ABRAMENKO FOR SERVICE PROVIDED AS THE CHIEF OF AGH PERIOPERATIVE MEDICINE BE APPROVED.

MOTION CARRIED

9.0 Matters for Discussion

9.1 2022/23 Corporate Goals Year End Report

M. Wilson Trider provided the results of the 2022/23 Corporate Goals and noted that the Goals cascade down to the Senior Team and then the Leadership Team through the LEM. All are accountable through 90 day plans on how the goals are achieved. COVID, attention and effort into Accreditation and turnover in leadership had an effect on achievement and implementation of some of the goals. No concerns were raised.

9.2 Report of the CPDMH Chief of Staff

The Chair noted that the CPDMH Chief of Staff Report was included in the package and asked if A. Champagne had anything further to report. No questions were raised.

9.3 Report of the CEO & Senior Team

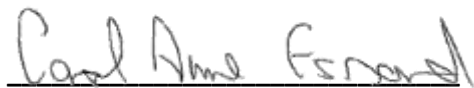
M. Wilson Trider noted that the Report was included in the package. No questions were raised. The CEO thanked all Directors who participated in the Accreditation meetings.

9.4 Quality of Care – Good Catch

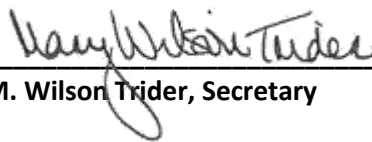
The Vice President Patient & Resident Services and Chief Nursing Executive (the “CNE”) L. Learmonth reported that a good catch was submitted from the Day Hospital when the stove top was left on and a toaster had migrated towards it. Maintenance secured a lock out switch for the stovetop and a sign has been posted reminding everyone to keep items clear of the stove. The Physio Team was awarded with a \$10 Cafeteria gift card.

	<p>9.5 Quality of Care - Patient Compliment/Concern</p> <p>L. Learmonth shared a letter written by the parent of a child who presented to the AGH Emergency Department with a sore throat over the Easter holiday weekend. Upon investigation, it was discovered that the issue was the time of the patient ED visit not coinciding with the time of courier specimen pickup. The mother felt a rapid strep test would have been better and deliver a faster result. L. Learmonth noted accuracy concerns with the rapid test. It was also noted that the mother works in health care and wished to offer a suggestion to improve rather than a criticism.</p> <p>L. Learmonth shared a compliment from a Resident's family member who found a poem in the Resident's personal paperwork. The poem was shared by the family as it was very meaningful to their loved one and they felt it reflected their feelings about the FVM staff. The family also left treats for staff to share as a token of their appreciation.</p>
10.0	Matters for Information
	<p>10.1 Board Workplan</p> <p>The Chair noted that the Board Workplan was included for information.</p>
11.0	Other Business/Next Meeting
	The Chair noted that the next meeting will be held on June 27, 2023. A. Roberts and L. McGreevy were thanked for their time and left the meeting.
12.0	Termination of Closed Session
	The Chair noted that the closed session has been terminated.
13.0	In-Camera Business
	<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:



C. A. Esnard, Board Chair



M. Wilson Trider, Secretary