

**ALMONTE GENERAL HOSPITAL  
MINUTES OF THE BOARD OF DIRECTORS  
OPEN MEETING HELD ON  
MONDAY, MAY 27, 2019  
IN THE AGH BOARDROOM**

**PRESENT:**

√	Mrs. F. Bird	√	Ms. B. Lowry Bagshaw
√	Dr. C. Deschenes	√	Dr. U. McGarry
√	Mr. L. Gardiner	√	Mrs. S. Muston
√	Dr. L. Heslop	√	Mr. D. Perley
√	Ms. C. Hobbs	√	Ms. J. Rolph
√	Mr. R. Larkin - Chair	√	Mr. E. Williams
√	Dr. M. Leonard	√	Mrs. M. Wilson Trider

**REGRETS:**

X	Ms. D. Bremner		
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**STAFF:**

**GUESTS:**

√	Ms. K. Harbord	√	Kevin Clouthier, Executive Director: Open Doors for Lanark Children and Youth
√	Ms. T. McLelland	√	Rob Scott, Foundation Chair
√	Mr. R. Shaw		
√	Mr. A. Roberts		

**Presentation:**

Mr. Larkin introduced Kevin Clouthier, Executive Director: Open Doors for Lanark Children and Youth who provided an overview of the clinical staff complement, demand for service, direct service delivery and innovations, service offerings (direct clinical and community) and their hopes to expanding to Almonte.

Mr. Larkin thanked Mr. Clouthier for his presentation and he left the meeting.

<b>1.0</b>	<b>Call to Order</b>
	Mr. Larkin called the meeting to order at 7:40 pm.
<b>2.0</b>	<b>Declaration of Conflict of Interest</b>
	No conflicts were declared.
<b>3.0</b>	<b>Reminder to Consider Ethical Issues</b>
	Members were reminded to consider ethical issues.
<b>4.0</b>	<b>Approval of Agenda</b>
	<b>IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED.</b>
	<b><u>MOTION CARRIED</u></b>
<b>5.0</b>	<b>Chair's Remarks</b>
	Mr. Larkin invited Mr. Rob Scott, Foundation Chair to address the Members. Mr. Scott reported the following:

	<ul style="list-style-type: none"> <li>• He and Mr. Perley have been meeting regularly to discuss the Board to Board relationship and getting messages back to the Hospital Board to seek assistance in getting messages out to the community</li> <li>• Foundation Board has completed a strategic planning process where they have focused on messaging</li> <li>• Grass roots level of the community need to know/understand what the needs of the Hospital are and why, and that there is still more work to do</li> <li>• The Foundation is proud of the money raised so far but needs to continue</li> <li>• Radio-thon on Lake 88 was a great success</li> <li>• Importance to stay networked</li> <li>• Asked the Board Members to help populate a list of people who can help provide names for the Foundation to seek out and explain the current campaign and healthcare system funding.</li> </ul> <p>Mr. Scott was thanked for his and the Foundation Board’s time and dedication in raising funds for the Hospital and Manor.</p> <p>Mr. Perley added that the Golf Tournament is approaching and that those Board Members who are unable to play can join for dinner and network with the donors who will be in attendance. He noted that there is also an online auction that everyone can participate in. The link will be provided and can be shared with friends and family.</p> <p>Mr. Scott left the meeting.</p>
<p><b>6.0</b></p>	<p><b>Consent Agenda Matters</b></p> <p>It was requested that the minutes reflect the attendance of Mr. Gardiner at the March 24<sup>th</sup> meeting.</p> <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 March 25 (as amended) and May 6, 2019 Board of Directors meetings</li> <li>b. Financial statements for the 12 months ended March 31, 2019</li> <li>c. Authorize the Board Chair to sign the BPSAA Attestation Report for the period of April 1, 2018 to March 31, 2019</li> <li>d. HSAA Attestation Report for the period April 1, 2018 – March 31, 2019</li> <li>e. Dispense with individual communications plans and use the Alliance Communication Plan as the guiding document for the two organizations both individually and collectively</li> <li>f. Policy V-A-1 Board Roles and Responsibilities</li> <li>g. Policy V-A-4 Board Standing and Special Committees</li> <li>h. Policy VI-1 Naming of Almonte General Hospital Corporation Assets</li> <li>i. Medical Advisory Committee physician credentialing recommendations</li> </ul> <p style="text-align: right;"><b><u>MOTION CARRIED</u></b></p>
<p><b>7.0</b></p>	<p><b>Business Arising from the Minutes</b></p> <p>There was no business arising from the minutes.</p>
<p><b>8.0</b></p>	<p><b>Matters Requiring Decision</b></p> <p><b>8.1 Audited Financial Statements</b></p> <p>Dr. Heslop reported that KPMG has audited the year-end Financial Statements and that Andrew Newman, the Partner responsible for the Hospital’s audit met with the Board Finance &amp; Audit Committee to present the Findings Report. He reported that the audit had gone smoothly, that there were no outstanding issues with management and no internal control improvement opportunities</p>

identified. Dr. Heslop noted that the audit opinion is unqualified. No concerns were raised.

**IT WAS MOVED AND SECONDED THAT THE AUDITED FINANCIAL STATEMENTS FOR THE 12 MONTHS ENDED MARCH 31, 2019 BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE ANNUAL GENERAL MEETING.**

**MOTION CARRIED**

#### **8.2 Auditor for year ending March 31, 2020**

Dr. Heslop reported that a good discussion was held at the Board Finance & Audit Committee meeting regarding the recommendation of an Auditor for the coming year. It was noted that they are happy with the services of KPMG.

**T WAS MOVED AND SECONDED THAT THE BOARD OF DIRECTORS RECOMMEND RE-APPOINTMENT OF KPMG AS AUDITORS FOR THE CORPORATION FOR THE FISCAL YEAR ENDING MARCH 31, 2020 TO THE MEMBERS FOR APPROVAL AT THE ANNUAL GENERAL MEETING.**

**MOTION CARRIED**

#### **8.3 Senior Friendly Plan 2019-20**

Mrs. Bird referred to the Senior Friendly Plan which has been recommended by the Quality Committee to the Board of Directors for approval. No concerns were raised.

**IT WAS MOVED AND SECONDED THAT THE 2019-20 SENIOR FRIENDLY PLAN BE APPROVED.**

**MOTION CARRIED**

#### **8.4 Patient Safety Plan 2019-20**

Mrs. Bird referred to the Patient Safety Plan which has been recommended by the Quality Committee to the Board of Directors for approval. No concerns were raised.

**IT WAS MOVED BY MRS. BIRD AND SECONDED BY MS. LOWRY BAGSHAW THAT THE 2019-20 PATIENT SAFETY PLAN BE APPROVED.**

**MOTION CARRIED**

#### **8.5 Draft Policy V-A-10 Community Representatives on Board Committees**

Mrs. Trider reported that the Governance Committee has reviewed a policy that exists at CPDMH but not as AGH and is being recommended by the Governance Committee for approval by the Board of Directors.

**IT WAS MOVED AND SECONDED THAT POLICY # V-A-10 COMMUNITY REPRESENTATIVES ON BOARD COMMITTEES BE APPROVED.**

**MOTION CARRIED**

#### **8.6 Integrated President & CEO Job Description**

Mr. Perley reported that the Integrated President and CEO Job Description was reviewed by the HR committee which recommended to the MRHA committee to add the sentence "goals and objectives are realized with a focus on quality of care and safety for patients, residents, visitors, staff, physicians and volunteers".

**IT WAS MOVED AND SECONDED THAT THE INTEGRATED PRESIDENT & CHIEF EXECUTIVE OFFICER JOB DESCRIPTION BE APPROVED AS PRESENTED.**

**MOTION CARRIED**

<b>9.0</b>	<b>Matters for Discussion</b>
	<p data-bbox="228 197 686 224"><b>9.1 Report of the CEO &amp; Senior Team</b></p> <p data-bbox="293 254 1520 352">Mrs. Trider noted that the Report was included in the package. No questions were raised. Mrs. Trider thanked the Board Members who participated in the Accreditation Sessions with the Surveyor. Thoughts and observations from those who participated were discussed.</p> <p data-bbox="293 380 1520 478">Mrs. Trider informed the Members that the annual Board photo will be taken prior to the June Board meeting which is being held at 5:30 pm as the AGM begins at 7:00 pm. A message will be sent as a reminder and to inform them of the location.</p>
	<p data-bbox="228 506 805 533"><b>9.2 Compliment/Concern – Quality Committee</b></p> <p data-bbox="293 554 1495 688">Ms. Rolph shared a concern received from a community member who had surgery at AGH and provided suggestions to improve the discharge process. As a result post-op phone calls will be made and a phone number will be provided on the discharge information sheet so that patients can call the hospital if they have any questions before they receive the post-op call.</p> <p data-bbox="293 716 1520 814">Ms. Rolph shared positive feedback from an Emergency Department patient who commended the staff on their hard work and care for her husband. It was noted that he was referred to a surgeon right away who deciphered that his wrist was broken and that he is now recovering very well.</p>
<b>10.0</b>	<b>Matters for Information</b>
	Mr. Larkin noted that the Board Workplan has been included in the package for information.
<b>11.0</b>	<b>Other Business</b>
	There was no other business.
<b>12.0</b>	<b>Next Meeting(s)</b>
	<p data-bbox="228 1115 672 1142">The next meetings are scheduled for:</p> <ul data-bbox="277 1150 1377 1178" style="list-style-type: none"> <li>• Regular Board of Directors Meeting –June 24, 2019 at 5:30 pm at the OFVHT Boardroom.</li> </ul>
<b>13.0</b>	<b>Adjournment</b>
	<p data-bbox="261 1268 1292 1295">There being no further business, <b>IT WAS MOVED THAT THE MEETING BE ADJOURNED.</b></p> <p data-bbox="261 1331 583 1358">_____ <b>Mr. R. Larkin, Board Chair</b></p> <p data-bbox="818 1331 1214 1358">_____ <b>Mrs. M. Wilson Trider, Secretary</b></p>