

**ALMONTE GENERAL HOSPITAL
MINUTES OF THE BOARD OF DIRECTORS
OPEN MEETING HELD ON
MONDAY, MARCH 23, 2020
VIA TELECONFERENCE AT 7:00 PM**

PRESENT:

√	Mrs. F. Bird	√	Ms. B. Lowry Bagshaw
√	Ms. D. Bremner	√	Dr. U. McGarry
√	Dr. C. Deschenes	√	Mrs. S. Muston
√	Mr. L. Gardiner	√	Mr. D. Perley
√	Dr. L. Heslop	√	Mr. M. Vermette
√	Mr. R. Larkin - Chair	√	Mr. B. Young
√	Dr. M. Leonard	√	Mrs. M. Wilson Trider

REGRETS:

X	Mr. E. Williams

STAFF:

√	Ms. K. Harbord
√	Ms. T. McLelland
√	Mr. R. Shaw
√	Mr. A. Roberts

Presentation:

Mr. Larkin invited Mrs. Trider to provide the presentation on the CT Scan proposal that was given to the CLHIN Regional DI Community Group. Mrs. Trider noted that she along with Mr. Shaw and Ms. Varley presented the proposal which is the first step for approval. The information was also presented at the last Foundation meeting. The next step is to submit the business case to the LHIN.

Questions were raised regarding patient transfer costs, on call service and installation timing. Mr. Shaw reported that an RFP will need to be posted as renovation is needed for the space which could take 12 months.

Mr. Larkin thanked Mrs. Trider and Mr. Shaw for the presentation.

1.0	Call to Order
	Mr. Larkin 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
	Members were reminded to consider ethical issues.
4.0	Approval of Agenda
	COVID-19 Cross Credentialing was added to the Agenda. IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS AMENDED.
	<u>MOTION CARRIED</u>
5.0	Chair's Remarks
	Mr. Larkin addressed the following: <ul style="list-style-type: none"> • Asked Members to keep their phones muted when not speaking

	<ul style="list-style-type: none"> • Thanked all Hospital staff for preparedness of Covid-19 • Asked Mr. Roberts if he had anything to add to the Foundation report. <p>Mr. Roberts reported that the Foundation events are in abeyance and this unfortunately will have an impact on raising funds. The Foundation is making alternate fundraising plans and a budget but unsure at this point if budget will remain the same.</p>
6.0	<p>Consent Agenda Matters</p> <p>IT WAS MOVED AND SECONDED THAT THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA BE APPROVED:</p> <ul style="list-style-type: none"> a. Minutes of the January 27, 2020 Board of Directors meetings b. Minutes of the March 11, 2020 Special Board of Directors Meeting c. Financial statements for the 10 months period ended January 31, 2020 d. Purchase of an HRIS System for an amount not to exceed \$100,000 and the Imprivata IT solution in an amount not to exceed \$65,000 using Transformation Funding e. Updated Chief of Staff Job Description f. Medical Advisory Committee physician credentialing recommendations g. Endorsement of the Hospital’s participation in the Emergency Department Mentorship Program <p style="text-align: right;"><u>MOTION CARRIED</u></p>
7.0	<p>Business Arising from the Minutes</p> <p>There was no business arising from the minutes.</p>
8.0	<p>Matters Requiring Decision</p> <p>8.1 COVID-19 Pandemic Temporary Privileges</p> <p>Dr. Deschenes reported that the Champlain region’s Chiefs of Staff have agreed to work together to expedite the credentialing of medical staff at hospitals across the region to respond to the COVID-19 pandemic. She noted the recommended motion that will grant her as Chief of Staff the authority outlined in the pre-circulated memo. If approved, and if needed, a Letter of Good Standing from the physicians’ Primary Hospital at which they currently hold privileges will be received by the Almonte General Hospital. The letter of good standing will be applicable throughout the COVID-19 Pandemic period.</p> <p>IT WAS MOVED AND SECONDED THAT, IN RESPONSE TO THE COVID-19 PANDEMIC, THE CHIEF OF STAFF BE GRANTED THE ABILITY TO MAKE THE FOLLOWING CHANGES TO THE MEDICAL STAFF CREDENTIALING PROCESS EFFECTIVE MARCH 23, 2020 UNTIL THE PANDEMIC PERIOD ENDS AND THE CHIEF OF STAFF DETERMINES IT IS NO LONGER NEEDED.</p> <ol style="list-style-type: none"> 1. A NEW PRIVILEGING STATUS WILL BE CREATED TO ADDRESS THE INDIVIDUALS PRIVILEGED AS PER #2 BELOW. THIS STATUS WILL BE “COVID-19 TEMPORARY” AND WILL BE IN EFFECT THROUGHOUT THE PANDEMIC PERIOD AND UNTIL THE CHIEF OF STAFF DETERMINES THIS IS NO LONGER NEEDED. 2. CREDENTIALLED MEDICAL STAFF IN THE CHAMPLAIN REGION WHO ARE: <ul style="list-style-type: none"> ➤ CRITICAL CARE TRAINED ➤ EMERGENCY MEDICINE TRAINED ➤ ANESTHESIOLOGY TRAINED ➤ HOSPITALIST INTERNAL MEDICINE ➤ HOSPITALIST FAMILY PHYSICIANS ➤ OTHER SPECIALTIES, NOT CURRENTLY IDENTIFIED, DEEMED NECESSARY DURING THE PANDEMIC

AND WHO CURRENTLY HOLD PRIVILEGES IN GOOD STANDING AT THEIR PRIMARY HOSPITAL BE GIVEN TEMPORARY PRIVILEGES AT ALMONTE GENERAL HOSPITAL TO ASSIST WITH RAPID RESOURCE SHARING WHEN AND WHERE NECESSARY. A LETTER OF GOOD STANDING FROM THE PRIMARY HOSPITAL WILL BE PROVIDED WITH A LIST OF MEDICAL STAFF TO WHICH THIS APPLIES. A SIGNED CONFIDENTIALITY AGREEMENT WILL NOT BE REQUIRED AND ANY OTHER USUAL TEMPORARY PRIVILEGE REQUIREMENTS WILL BE WAIVED.

MOTION CARRIED

Dr. Deschenes referred to the memo included in the package requesting that the Board approve the granting of temporary privileges in the category of Courtesy Staff, with admitting privileges, to the family physicians who are members of the Active Medical Staff at CPDMH for the duration of the coronavirus pandemic. She further explained that by doing so this will help ensure medical coverage during various scenarios associated with the potential trajectory of COVID-19 cases through the communities served by the two hospitals. The goal is to ensure that arrangements are in place ahead of time, as much as possible, to be ready should a significant increase in patient volume and/or illness amongst our medical staffs occur. It was noted that CPDMH Drs. Higham and Drake already have courtesy staff with admitting privileges for the CCC unit.

IT WAS MOVED AND SECONDED THAT THE GRANTING OF TEMPORARY MEDICAL STAFF PRIVILEGES IN THE CATEGORY OF COURTESY STAFF WITH ADMITTING PRIVILEGES TO DRS. ASSAD AL-HINDAWI, GILLIAN BUCKLEY, ALLYSON CHAMPAGNE, ROB COURCHENE, CHRISTINA FERNANDEZ, JAMES FULLERTON, JANICE GRAY, DEN IVANOVICH, ERIN JAMIESON, JENNIFER LASKEY, MARC MARION, MARIA BASTIN-MILLAR, WILLIAM POTVIN, MARCIA SPOONER, CHRISTINE TAI AND STEPHEN WALKER FOR THE DURATION OF THE COVID-19 PANDEMIC BE APPROVED.

MOTION CARRIED

A question was raised regarding ventilator capacity at AGH. Dr. Deschenes reported that there are 4 anaesthesia machines (2 new and 2 older) that can be used as a short term solution until the patient is transferred out. AGH has two negative pressure rooms where patients can be ventilated.

A discussion was held regarding what the Board can do to support the staff and physicians. It was agreed that a thank you is always appreciated and that a letter from the Board Chair with that message could be sent by email and posted on the website. Mr. Larkin will draft the letter and send to Mrs. Trider.

8.2 2019 LSAA Declaration of Compliance

Mr. Gardiner referred to the 2019 Declaration of Compliance and noted that FVM was in compliance. No concerns were raised.

IT WAS MOVED AND SECONDED THAT THE PRESIDENT & CEO BE AUTHORIZED TO SIGN THE 2019 LONG TERM CARE HOME SERVICE ACCOUNTABILITY AGREEMENT DECLARATION OF COMPLIANCE.

MOTION CARRIED

8.3 2020/21 Capital Budget

Mr. Gardiner reviewed the memo outlining the 2020/21 Capital Budget. It was noted that the Senior Management Team is further requesting to establish a General Contingency of \$150,000. Questions regarding the contingency fund were raised and answered.

IT WAS MOVED AND SECONDED THAT THE 2020/21 CAPITAL SPENDING FOR 2020-21 IN THE AMOUNT OF \$200,000 TO PURCHASE CLINICAL EQUIPMENT AND \$150,000 TO ESTABLISH A GENERAL CONTINGENCY BE APPROVED.

MOTION CARRIED

	<p>8.4 2020/21 Operating Budget</p> <p>Mr. Gardiner referred to the memo outlining the 2020/21 Operating Budget. A questions was raised about Bill 124 and how it would cause a positive impact. Ms. Harbord explained the cost of living increase was lowered to 1% therefore causing a variance.</p> <p>IT WAS MOVED AND SECONDED THAT THE 2020-21 OPERATING BUDGET BE APPROVED AS PRESENTED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>8.5 2020/21 Quality Improvement Plan</p> <p>Mrs. Bird presented the draft 2020/21 Quality Improvement Plan indicating that input has been provided by the Medical Advisory Committee, Quality Improvement & Risk Management Committee and the Board Quality Committee who is recommending the plan for approval.</p> <p>IT WAS MOVED AND SECONDED THAT THE 2020-21 QUALITY IMPROVEMENT PLAN BE APPROVED AS PRESENTED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
9.0	<p>Matters for Discussion</p> <p>9.1 Report of the CEO & Senior Team</p> <p>Mrs. Trider noted that the Report was included in the package and provided a verbal update on the following:</p> <ul style="list-style-type: none"> • Discussion was held a few weeks ago at the LHIN CEO meeting regarding the new Home Care legislation which at that time was thought to be passed by early summer however due to the pandemic it is unsure if that timeline will still be met. The Board of Directors for Home Care is separate from Ontario Health until mature Health Teams are set. Renato Discenza, CEO of Central East, South East, Champlain LHINS stated that he aware of the pressures on hospitals but has was unable to provide any new information on the budget and or any certainty on what the evolution of the Ontario Health structure will look like. <p>9.2 Compliment/Concern – Quality Committee</p> <p>Mrs. Trider shared a concern received from a patient in the AGH ER department who was questioned several times about her choice to visit AGH instead of a hospital closer to her home. The Nurse Manager investigated, a letter of apology was sent to the patient and the concern was addressed with the staff.</p> <p>Mrs. Trider read a thank you card received from a Fairview Manor family, thanking staff for the compassion shown to their loved one noting that they were all in tears and had lined up on the last day to say their goodbyes.</p> <p>9.3 Near Miss of the Month</p> <p>Mrs. Trider noted that a copy of the Near Miss of the Month for February has been included in the package for information.</p>
10.0	<p>Matters for Information</p> <p>Mr. Larkin noted that the Board Workplan has been included in the package for information.</p>
11.0	<p>Other Business</p> <p>There was no other business.</p>

12.0	Next Meeting(s)
	<p>The next meetings are scheduled for:</p> <ul style="list-style-type: none">• Regular Board of Directors Meeting –May 25, 2020 <p>Mrs. Trider informed the Members that as a better user friendly way to meet, Ms. McLelland will be researching options for Board and Committee meetings such as Zoom or OTN.</p>
13.0	Adjournment
	<p>There being no further business, IT WAS MOVED THAT THE MEETING BE ADJOURNED.</p> <p>_____</p> <p>Mr. R. Larkin, Board Chair Mrs. M. Wilson Trider, Secretary</p>