

**ALMONTE GENERAL HOSPITAL
MINUTES OF THE BOARD OF DIRECTORS
OPEN MEETING HELD ON
MONDAY, MAY 25, 2020
VIA ZOOM CONFERENCE**

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
√	Mr. R. Larkin - Chair	√	Mr. M. Vermette
√	Dr. M. Leonard	√	Mr. B. Young
		√	Mrs. M. Wilson Trider

REGRETS:

X	Ms. D. Bremner
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STAFF:

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

1.0	Call to Order
	Mr. Larkin called the meeting to order at 7:04 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
	IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED.
	<u>MOTION CARRIED</u>
5.0	Chair's Remarks
	<p>Mr. Larkin addressed the following:</p> <ul style="list-style-type: none"> • Informed Members that resignation notices were received from Mr. Williams and Ms. Bremner indicating that time constraints and work obligations has caused them to have limited time to devote to the Board. Mr. Williams has resigned effective immediately and Ms. Bremner will leave the Board after the June AGM. • 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 • Asked Mr. Roberts if he had anything to add to the Foundation report.

<p>6.0</p>	<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 March 23, 2020 Board of Directors meetings b. Financial statements for the 12 months ended March 31, 2020 c. Authority for the Board Chair and CFO to sign the Broader Public Sector Accountability Act Attestation for the period April 1, 2019 to March 31, 2020 d. Election of Bruce Young as a Hospital member on the Ottawa Valley Family Health Team Board of Directors e. Defer the filling of the two vacant Director positions f. Medical Advisory Committee physician credentialing recommendations <p style="text-align: right;"><u>MOTION CARRIED</u></p>
<p>7.0</p>	<p>Business Arising from the Minutes</p> <p>There was no business arising from the minutes.</p>
<p>8.0</p>	<p>Matters Requiring Decision</p> <p>8.1 2019/20 Audited Financial Statements</p> <p>Mr. Gardiner reported that KPMG has audited the year-end Financial Statements and that Ms. Nicole van Oosten, the Senior Manager responsible for the Hospital’s audit met with the Board Finance & 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 identified. Mr. Gardiner noted that the audit opinion is unqualified. No concerns were raised. It was noted that the added statement regarding COVID expenses which began accumulating before the fiscal year is not unique to AGH.</p> <p>Mr. Gardiner thanked Ms. Harbord and her team for all their efforts which helped make the process go very smooth and without delay.</p> <p>IT WAS MOVED AND SECONDED THAT THE AUDITED FINANCIAL STATEMENTS FOR THE 12 MONTHS ENDED MARCH 31, 2020 TO BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE ANNUAL GENERAL MEETING.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p> <p>8.2 Auditor for year ending March 31, 2021</p> <p>Mr. Gardiner reported that a discussion was held at a Special Board Finance & Audit Committee meeting held prior to this meeting regarding the recommendation of an Auditor for the coming year. It was noted that they are happy with the services of KPMG.</p> <p>IT WAS MOVED AND SECONDED THAT RE-APPOINTMENT OF KPMG AS AUDITORS FOR THE CORPORATION FOR THE FISCAL YEAR ENDING MARCH 31, 2021 BE RECOMMENDED TO THE MEMBERS FOR APPROVAL AT THE ANNUAL GENERAL MEETING</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p> <p>8.3 HSAA Attestation Report for the period April 1, 2019 – March 21, 2020</p> <p>Mr. Gardiner reported that a discussion was held at a Special Board Finance & Audit Committee meeting held prior to this meeting noting that the Hospital has fulfilled its obligations under the HSAA.</p> <p>IT WAS MOVED AND SECONDED THAT THE BOARD AUTHORIZE THE BOARD CHAIR TO SIGN THE HSAA DECLARATION OF COMPLIANCE FOR THE PERIOD APRIL 1, 2019 – MARCH 31, 2020.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>

	<p>8.4 2020/21 Corporate Goal Amendment</p> <p>Mrs. Trider referred to the memo included in the package. A discussion was held.</p> <p>IT WAS MOVED AND SECONDED THAT THE REDUCTION OF THE 2020-21 CORPORATE GOAL FOR OBSTETRICAL VOLUME FROM 450 BIRTHS TO 430 BIRTHS IN THE 2020/21 FISCAL YEAR BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
9.0	Matters for Discussion
	9.1 2019/20 Corporate Goals Update
	Mrs. Trider reviewed the results of the 2019-20 Corporate Goals. No concerns were raised.
	9.2 Report of the CEO & Senior Team
	Mrs. Trider noted that the Report was included in the package. Mrs. Trider provided an update regarding the outbreak at FVM indicating that no further staff or residents have tested positive but that FVM is still reported by Public Health as having an outbreak. Two home units have been closed and residents have been placed on isolation. Ms. Bunes has been keeping the families updated.
	9.3 Compliment/Concern – Quality Committee
	<p>Mrs. Trider shared a concern received from a family member of a Resident of Fairview Manor. It was noted that the letter-writer was not the POA for the Resident and the complaint illustrated the challenges when working with family relationship dynamics. It was shared that the FVM Director of Care worked with the POA and the sibling to develop a plan where all were comfortable with a three-way call to keep the siblings up to date on the condition of their parent.</p> <p>Mrs. Trider shared positive feedback from a POA of a Fairview Manor Resident, thanking staff for the compassion shown to their loved one. The letter mentioned how additional staff members in nursing and housekeeping shared nice stories of the Resident with his family. Mrs. Trider noted that the concern and compliment came from two members of the same family.</p>
	9.4 Near Miss of the Month
	Mrs. Trider noted that a copy of the Near Miss of the Month for March has been included in the package for information.
10.0	Matters for Information
	Mr. Larkin noted that the Board Workplan has been included in the package for information.
11.0	Other Business
	There was no other business.
12.0	Next Meeting(s)
	The next meetings are scheduled for: <ul style="list-style-type: none"> Regular Board of Directors Meeting –June 22, 2020 AGH to follow immediately after.
13.0	Adjournment
	There being no further business, IT WAS MOVED THAT THE MEETING BE ADJOURNED.
	<p>_____</p> <p>Mr. R. Larkin, Board Chair</p> <p>_____</p> <p>Mrs. M. Wilson Trider, Secretary</p>