

**ALMONTE GENERAL HOSPITAL  
MINUTES OF THE BOARD OF DIRECTORS  
OPEN MEETING HELD ON  
MONDAY, SEPTEMBER 28, 2020  
VIA ZOOM CONFERENCE**

**PRESENT:**

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

**GUESTS:**

√	CPDMH Board Members	√	Mr. A. Roberts
√	Mr. J. Hann	√	Ms. A. Zamboni, Studer Canada
√	Ms. M. McCafferty, Studer Canada		

**STAFF:**

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

**Board Education Presentation: Studer Update**

Mr. Perley welcomed the CPDMH Board Members and thanked them for joining the meeting for an update on Studer. Mr. Perley also welcomed Mr. Hann, the new Integrated Vice President Patient & Resident Services and Chief Nursing Executive who will be joining the team on October 19, 2020.

Mr. Perley invited Ms. Zamboni and Ms. McCafferty to present an update on Studer. Ms. Zamboni thanked the Directors for inviting herself and Ms. McCafferty to provide an update. She noted that AGH/CPDMH is one of the top utilizers of the What's Right in Healthcare resources:

Ms. Zamboni informed that the following actions have been implemented in the last three years:

- Creating alignment: board approved corporate goals, leaders goals aligned with corporate goals, quarterly/90 day plans, utilization of alignment software (LEM)
- Commitment to succeed: Alignment planning and coaching calls with the CEO and Sr. Management Team, validation of evidence based leadership practices including AIDET and Difficult Conversations
- Growing engagement: Rounding with Direct Reports, rounding with patients, Thank you/Recognition notes
- Learning Culture: Quarterly Leadership Development Institutes for all Leaders, facilitated shared leadership development, skills labs and external collaborative learning events

Ms. McCafferty referred to guiding principles which she explained as principles that influence how to think about crisis recovery based on past learnings and historical patterns of disruption. Four principles and implications were discussed.

1. Look for the silver lining
2. Safety and engagement: a new opportunity arises
3. Innovative leadership for VUCA times (**V**ision, **U**nderstanding, **C**ourage, **A**daptability)
4. Ask the questions?

She noted that not all behaviors are equal. Organizations need to observe, understand, and learn quickly to influence favorable behaviors that stick.

The question “What was your silver lining during Covid” was posed and various answers included the following:

- More family time
- Still alive
- Collaboration between the hospitals
- Ability to see patients and attend meetings from comfort of my home
- Building teams; working together
- High level of community support for our hospitals – concern for well-being of front line workers
- Improved relationships
- Resources available for innovation
- Unprecedented level of government support

The question of whether AGH/CPDMH has advanced as should be in the last years compared to other organizations was raised. Ms. McCafferty reported that the Organizations have made good progress over the first three years of the partnership. She noted that it is not easy to hardwire and that it needs to be built in to the day to day work.

Due to time constraints the presentation was ended and Mr. Perley thanked Ms. Zamboni and Ms. McCafferty for the update and the Joint Board session ended.

#### **Board Education Presentation: Hospital & Community Covid Experience**

Mr. Perley invited Dr. McKillop to provide a presentation on the Hospital & Community Covid Experience.

Dr. McKillop expressed that the numbers are heading in the wrong directions and that there is a high prevalence in the Ottawa area. Only ¼ is community spread and the hospital rate has been very low. The majority of cases have been in long term care homes, which is the most vulnerable population. Dr. McKillop reviewed the number of COVID-19 tests performed in the AGH Emergency Department indicating that the number is much less than at the CPDMH because Almonte has a Covid Assessment Centre and any covid-suspect cases have been referred there instead of being seen in the Emergency Department.

Dr. McKillop reviewed what is known:

- Physical distancing is one of the most important interventions
- Hand Hygiene/Respiratory etiquette and environmental cleaning and disinfection will break the chain of transmission
- Source masking has proven to provide some protection in the spread of COVID-19
- Office staff are not provided with full PPE as not considered appropriate for the environment and task they perform.

And that mitigating risks of unknowns must contain:

- Continuing surveillance of respiratory illness in the community and the hospital
- Providing support for staff to remain healthy (i.e., flu shot)
- Reinforcing IPAC measures (i.e., how to break the train of transmission)
- Remaining vigilant with precautions already in place

A short discussion was held and Mr. Perley thanked Dr. McKillop for his presentation.

<b>1.0</b>	<b>Call to Order</b>
	Mr. Perley called the meeting to order at 8:03 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. Perley addressed the following: <ul style="list-style-type: none"> <li>• Thanked the Members for attending the Foundation events</li> <li>• Welcomed Dr. McKillop and Mr. Hann to their first Board meetings</li> <li>• Thanked Mrs. Trider for her time in the Acting CNE role</li> <li>• Informed Members that he and Foundation Chair Rob Scott have committed to meeting monthly and that he and CPDMH Chair Carol Anne Esnard are also scheduled to meet monthly</li> <li>• Expressed his gratitude to the Hospital, Fairview Manor and LCPS staff for their amazing work throughout the pandemic</li> <li>• Confirmed that in accordance with Policy II-1 Succession Planning, the CEO has provided an updated letter of advice to the Board in the event of an unexpected and prolonged absence.</li> <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>• Remind Members who haven’t yet done so, to send Tina their signed Annual Declaration Form</li> <li>• Asked Mr. Roberts if he had anything to add to the Foundation report</li> <li>• Asked Dr. McKillop if he has anything to add to his report. Dr. McKillop did not have anything to add but reiterated that Members were welcome to call him at any time.</li> </ul>
<b>6.0</b>	<b>Consent Agenda Matters</b>
	<b>IT WAS MOVED AND SECONDED THAT THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA BE APPROVED:</b> <ol style="list-style-type: none"> <li>a. Minutes of the June 22, 2020 Board of Directors Pre and Post AGM meetings</li> <li>b. Finance &amp; Audit Committee Terms of Reference</li> <li>c. Financial statements for the 4 months ended July 31, 2020</li> <li>d. LCPS Audited Financial Statements for the year ended December 31, 2019</li> <li>e. Medical Advisory Committee physician credentialing recommendations</li> </ol> <b><u>MOTION CARRIED</u></b>
<b>7.0</b>	<b>Business Arising from the Minutes</b>
	There was no business arising from the minutes.
<b>8.0</b>	<b>Matters Requiring Decision</b>
	<b>8.1 2020-21 Board of Directors Workplan</b>
	It was noted that “2020/21 Budget Balancing Plan”, #2 on the Workplan, should be for review and not for approval. <b>IT WAS MOVED AND SECONDED THAT THE 2020-21 BOARD OF DIRECTORS WORKPLAN BE APPROVED AS AMENDED.</b> <b><u>MOTION CARRIED</u></b>

