

Board of Directors Meeting MINUTES

Date: June 25, 2024

Time: 5:30 PM

Location: Board Room & Zoom

Chair: Mr. John Frostiak

Present: Mr. John Frostiak - Board Chair, Ms. Dianne Pertoci, Ms. Arlene Swanwick, Mr. Dennis Gushulak, Ms. Holly Stamarski, Ms. Marion Whitton, Mr. Trevor Zhukrovsky, Ms. Elenor Vachon (Joined at 5:45 pm), Ms. Jennifer Sedlacek.

Staff: Mr. Sumeet Kumar, Ms. Tovalyn Smith, Mr. Brent Maranzan (Zoom – joined at 6:20 pm), Dr. Diane Zielke (Zoom), Ms. Iris Pham.

External Presenter: Mr. David Price (Zoom – joined at 6:30 pm)

Regrets: N/a.

1. CALL TO ORDER

The meeting was called to order by Mr. John Frostiak at 5:31 PM.

1.1. Quorum

Quorum was established.

1.2. Acceptance of Agenda

The following motion was brought forward:

MOTION NO: 24-34

Moved: A. Swanwick

Seconded: D. Gushulak

That the agenda for the June 25, 2024, meeting of the RLMCMH Board of Directors be accepted.

Vote for motion: Carried.

1.3. Declaration of Conflict of Interest

Mr. Dennis Gushulak declared a conflict of interest for 5.7. Nominating Committee - Proposed Recommendations for Director approval.

2. CONSENT AGENDA

For the purpose of convenience and for expediting meetings, matters of business of repetitive or routine nature are included in the Consent Agenda and

all such matters of business contained in the Consent Agenda are voted on collectively. A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any Member. In the case of a separate vote, the excluded matter of business is served from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively.

- 2.1. Minutes, MAC Committee, May 30, 2024
- 2.2. Minutes, Board of Directors, May 28, 2024
- 2.3. Minutes, Resource and Planning, May 23, 2024
- 2.4. Minutes, Emergency Preparedness, May 21, 2024
- 2.5. Minutes, Quality Committee, May 14, 2024
- 2.6. Minutes, Health and Safety Committee, May 9, 2024
- 2.7. Minutes, Indigenous Working Group, May 7, 2024

The following motion was brought forward:

MOTION NO: 24-35

Moved: D. Pertoci

Seconded: J. Sedlacek

That the consent agenda of the June 25, 2024, meeting of the RLMCMH Board of Directors be accepted as amended.

Vote for motion: Carried.

3. EDUCATION

3.1. How to find meeting packages – Outlook Calendar

- Ms. Iris Pham presented Board education on how to access meeting packages using Outlook Calendar. Ms. Iris Pham also sent the video tutorial to the Board of Directors via email.

4. BUSINESS ARISING

4.1. Ontario College of Pharmacy Visit

- Ontario College of Pharmacy Visit has provided the Hospital with the report of the pharmacy audit findings. They revealed issues of expired medications in carts were not removed and a lack of documentation for adverse drug reactions due to personnel changes.
- Recommendations included implementing an index in controlled substance files for clearer tracking of signatures and names, addressing the absence of documented audits and the current lack of registered pharmacy professionals on site.
- A request for an extension of 60 days was made to address compliance issues highlighted in the audit, with a follow-up scheduled for September 6th.

4.2. Ministry of Labor Visit

- The Ministry of Labor conducted a recent visit, focusing on health and safety aspects across the organization. A detailed workplace wellness and risk assessment, consisting of approximately 94 to 96 questions covering all hospital areas, is required annually. The last comprehensive assessment was in 2022, a new assessment is planned to be done by the end of September 2024.

4.3. LEADS update

- The LEADS assessment, initially scheduled for March but delayed until May 27th. The assessment is now ongoing, with the final report and debriefing expected by July 22nd, including the development of a Leadership Development Plan based on the assessment outcomes.

5. NEW BUSINESS

5.1. H-SAA Declaration of Compliance, MSAA Declaration

The following motion was brought forward:

MOTION NO: 24-36

Moved: D. Gushulak

Seconded: E. Vachon

That the RLMCMH Board of Directors approved the H-SAA Declaration of Compliance and MSAA Declaration, as amended.

Vote for motion: Carried.

5.2. Attestation – BPSA Directives

The following motion was brought forward:

MOTION NO: 24-37

Moved: D. Gushulak

Seconded: E. Vachon

That the RLMCMH Board of Directors approved the Attestation for BPSA Directives, as amended.

Vote for motion: Carried.

5.3. Executive expenses report

- The executive expenses report was included in the package. Mr. Brent Maranzan will amend Ms. Joan Cameron's title to interim CNE.

5.4. Hospital Report on Consultant Use

- The term "consultant" is narrowly defined, specifically focusing on strategic consulting, which involves strategic planning and related services. It's essential to clarify that not all service providers the Hospital engage

with fall under this strict definition. Our financial review this year did not reveal any issues related to consultant expenses.

5.5. Review financial reports, investment statements

- Mr. Brent Maranzan reviewed the financial update, noting that we have just received our financial package from Ontario Health this week. The funding came in slightly higher than anticipated, which is positive news, though it doesn't cover all the gaps. Closing out last year's fiscal and managing this year's transactions remains a priority as we move forward.
- Audit Status: A meeting with our audit partner, was postponed due to a family medical emergency, but the audit is progressing smoothly and should meet the deadline. Planning is underway for an Audit Committee meeting around the July 7th deadline to discuss the finalized audit report and other related matters.

5.6. Review Capital Plan spending

- Minimal capital purchases have been made so far this year, including a food processor for approximately \$2,800 and a vein monitoring system for about \$10,000. Expectations are that more expenditure will be planned with the recent allocation.
- Hospital House Financial Update: It was noted that in the past, updates were provided to monitor financial status regarding the hospital house's revenue, but nothing has been received in the past year. Further follow-up is needed to gather this information.

5.7. Nominating Committee - Proposed Recommendations for Director approval

The following motion was brought forward:

MOTION NO: 24-38

Moved: E. Vachon

Seconded: A. Swanwick

That as recommended by the Nominating Committee, a one-year extension of Mr. John Frostiak's term as Board Chair for the term of 2024-2025 be approved, in that a Director may have their maximum term extended by Board resolution for the purpose of succeeding to the office of Chair or serving as Chair.

Vote for motion: Carried.

The following motion was brought forward:

MOTION NO: 24-39

Moved: A. Swanwick

Seconded: H. Stamarski

That as recommended by the Nominating Committee, Mr. Trevor Zhukrovsky be re-elected for a

two-year term for 2024-2026.

Vote for motion: Carried.

The following motion was brought forward:

MOTION NO: 24-40

Moved: E. Vachon

Seconded: D. Pertoci

That as recommended by the Nominating Committee, Mr. Dennis Gushulak be re-elected for a two-year term for 2024-2026.

Vote for motion: Carried.

The following motion was brought forward:

MOTION NO: 24-41

Moved: D. Pertoci

Seconded: E. Vachon

That as recommended by the Nominating Committee, Ms. Jennifer Sedlacek be elected for a two-year term for 2024-2026.

Vote for motion: Carried.

The following motion was brought forward:

MOTION NO: 24-42

Moved: A. Swanwick

Seconded: E. Vachon

That as recommended by the Nominating Committee, Mr. Raymond Hall be elected to complete the balance term of Mr. James Russell 2024-2025.

Vote for motion: Carried.

The following motion was brought forward:

MOTION NO: 24-43

Moved: A. Swanwick

Seconded: T. Zhukrovsky

That as recommended by the Nominating Committee, Mr. Scott Macumber be elected for a two-year term 2024-2026.

Vote for motion: Carried.

5.8. Annual Report

- The 2023-24 Annual Report was included in the package. The Chief of Staff section of the annual report will be corrected for all printed copies.

5.9. Briefing Note for CT Scan Proposal

- Mr. Sumeet Kumar informed the Board about the need to engage a CT scan consultant, Mr. David Price, with an estimated cost of \$30,000. Mr. Sumeet Kumar approached the Mayor to request funding support. The outcome from the Recruitment Committee Meeting will determine if the full amount or partial funding will be provided.

- In case full funding is not approved, Mr. Sumeet Kumar sought Board approval to proceed with the CT scan initiative.

The following motion was brought forward:

MOTION NO: 24-44

Moved: A. Swanwick

Seconded: E. Vachon

That the RLMCMH Board of Directors approved up to \$30,000 for engaging Mr. David Price to conduct the necessary legwork and to submit the CT application on behalf of RLMCMH.

Vote for motion: Carried.

5.10. CT Scan Proposal – External Presentation

- Mr. David Price discussed estimated costs, including equipment purchase and renovation expenses tailored to fit within the allocated physiotherapy space, with detailed plans for vendor-generated drawings and layout adjustments, aiming for operational readiness by fall 2026 under the best-case scenario.

5.11. Briefing Note for Accreditation Consultant

The following motion was brought forward:

MOTION NO: 24-45

Moved: D. Gushulak

Seconded: J. Sedlacek

That the RLMCMH Board of Directors approved to engage Medcura consulting firm to support the accreditation process. The total approved amount is \$62,000 (\$5,000 per month retention for 12 months – September 1, 2024 to September 20, 2025 + \$2,000 towards online Accreditation program) plus taxes plus accommodation and travel.

Vote for motion: Carried.

Note: Mr. Trevor Zhukrovsky abstained from voting.

6. CORRESPONDENCE/INFORMATION

7. EMERGING ISSUES FOR DISCUSSION

7.1. ED Closures: Probability/Risk Management/Thresholds

- Mr. Sumeet Kumar highlighted critical staffing gaps in emergency department coverage from July 2nd to July 10th. Immediate preparations have been initiated, including preparing Media Release and scheduling internal meetings with the Senior Leadership Teams and Family Health Team to address the situation comprehensively.

8. REPORTS

8.1. RLMCMH Foundation

- The recent golf tournament was a success, with 24 teams participating. Preliminary figures indicate over \$90,000 raised through donations and nearly \$25,000 from auction proceeds, alongside additional funds from events like the 50/50 draw.
- Smiley Cookie: Additionally, we received a contribution of approximately \$8,000 from the Smiley campaign.
- Catch the Ace: As we head into summer, our ongoing Catch the Ace initiative remains active, with the current jackpot nearing \$11,500.
- Nevada ticket sales will continue throughout the season.

8.2. RLMCMH Auxiliary

- The recent crafting gift show organized by the Auxiliary was highly successful. The treasurer is currently finalizing the exact revenue from the show.
- 50th Anniversary Plans: Plan for the September 50th Anniversary celebration of the Auxiliary is currently in progress. Details are being finalized, and more information will be shared as arrangements develop.
- Recent Event Success: The Auxiliary recently hosted a successful fish fry, raising over \$1,200 for their activities in Ear Falls.
- Summer Activities: Throughout the summer, efforts continue with regular plant watering schedules to maintain the environment.

8.3. Chief Nursing Executive

- Deferred.

8.4. Chief Executive Officer

- The CEO report was included in the package.

8.5. Chief of Staff

- Upcoming Challenges: Concerns were raised about staffing availability, with expectations to discuss potential top-up incentives at upcoming meetings.
- Recruiting new individuals remains a challenge. It was noted that the hospital lacks certain critical resources such as a CT scanner or surgical services, impacting the ability to attract additional medical staff or provide extensive emergency care.
- There's a new system allowing physicians with privileges at any hospital in the region to order CT scans at any other regional hospital. However, current credentialing processes pose challenges; while a physician might have privileges at one hospital, they may not at another where a scan is needed.

This issue is crucial for locums and visiting physicians who may face barriers in accessing necessary privileges quickly.

- Proposed Motion: A motion is needed at the upcoming Board meeting to streamline credentialing across all regional hospitals. This motion aims to ensure that physicians can efficiently access privileges for CT scans wherever needed within the region.

9. MEETING EFFECTIVENESS SURVEY

9.1. Results, May 28, 2024

9.2. Survey for Today's Meeting

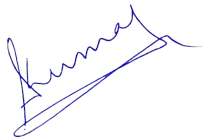
10. CELEBRATIONS

11. ADJOURNMENT

The meeting was adjourned by Mr. John Frostiak at 8:30 pm.

12. DATE OF NEXT MEETING: TBD.

13. IN CAMERA



Mr. Sumeet Kumar

President & CEO



Mr. John Frostiak

Board Chair