# CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL MINUTES OF THE BOARD OF DIRECTORS OPEN MEETING HELD ON WEDNESDAY, SEPTEMBER 29, 2021 VIA ZOOM CONFERENCE

# **PRESENT:**

٧	Ms. C.A. Esnard, Chair	٧	Mr. J. Hann
٧	Mr. A. Bhatt	٧	Ms. K. Harbord
٧	Dr. G. Buckley	٧	Ms. T. Moffa
٧	Mr. R. Chmiel	٧	Mr. R. Probert
٧	Mr. R. Cooper	٧	Mr. G. Smith
٧	Mr. J. Fournier	٧	Ms. C. Snyder
٧	Dr. J. Fullerton	٧	Mr. P. Staniforth
		٧	Mrs. M. Wilson Trider

# **GUESTS:**

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#### STAFF:

# Board Education Presentation: Medical Staff Credentialing – Dr. J. Fullerton

Ms. Esnard invited Dr. Fullerton to provide a presentation on Medical Staff Credentialing.

A short discussion was held and Ms. Esnard thanked Dr. Fullerton for his presentation.

# Board Education Presentation: Update on the New ED Project - Mr. R. Shaw

Mr. Shaw was invited to provide an update on the New ED Project. Mr. Shaw showed various drawings from the architect and a virtual tour video. He indicated that the project is now over \$10 million due to inflation and to supply chain disruption due to COVID. A cost analysis is completed at every stage and shared with the Foundation. Once the shovel is in the ground it is expected to take 18 months to construct.

Mr. Shaw was thanked for his presentation.

1.0	Call to Order		
	Ms. Esnard called the meeting to order at 7:18 pm.		
2.0	2.0 Constitution of Meeting		
	The Secretary confirmed that due notice was provided to the members and the meeting was therefore duly constituted.		
3.0	Declaration of Conflict of Interest		
	No conflicts were declared.		
4.0	Reminder to Consider Ethical Issues		
	Members were reminded to consider ethical issues.		

5.0	Approval of Agenda		
	IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED.		
	MOTION CARRIED		
6.0	Chair's Remarks		
	Ms. Esnard addressed the following:		
	Asked Members to use the "Raise Hand" function if they wish to speak		
	<ul> <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> </ul>		
	<ul> <li>Thanked Ms. Moffa for being the Board representative on the Family Campaign for the new ED</li> <li>Thank Ms. Moffa and Mr. Staniforth for attending the Foundation AGM</li> </ul>		
	<ul> <li>Congratulated Ms. McGreevy on her election as Foundation Board Chair and thanked Mr. Grant for his service in that role</li> </ul>		
7.0	Consent Agenda Matters		
	IT WAS MOVED AND SECONDED THAT THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA BE APPROVED:		
	<ul><li>a. Minutes of the June 30, 2021 Pre and Post AGM Board of Directors meetings</li><li>b. Financial statements for the 4 months ending July 31, 2021</li></ul>		
	<ul> <li>c. Authorization of any two of the CPDMH Chair of the Board, the CEO and the CFO to borrow on behalf of the Carleton Place &amp; District Memorial Hospital, an amount not to exceed \$1,280,000 for the period April 1, 2021- April 1, 2022 at any one time to meet current expenditures of the Corporation until current revenue has been received, or to fund capital equipment purchases by utilizing any of: Operating Credit Line, Promissory Note, Scotia Leasing Documents, or Scotia Business Card Agreement</li> <li>d. Joint Board Quality Terms of Reference</li> </ul>		
	MOTION CARRIED		
8.0	Business arising from the minutes		
	There was no business arising from the minutes.		
9.0	Matters Requiring Decision		
	9.1 Banking Agreement & Scotiabank Resolution		
	Ms. Snyder referred to the memo included in the package and reviewed the motion. No concerns were raised.		
	IT WAS MOVED AND SECONDED THAT THE BOARD AUTHORIZE THE CPDMH CEO & CFO TO SIGN THE BANKING AGREEMENT AND PROPOSED SCOTIABANK RESOLUTION REGARDING SIGNING AUTHORITY.		
	MOTION CARRIED		
	9.2 2021-22 Board of Directors Workplan		
	Ms. Esnard referred to the draft Board Workplan included in the package. No questions or concerns were raised.		
	IT WAS MOVED AND SECONDED THAT THE 2021-22 BOARD WORKPLAN BE APPROVED.  MOTION CARRIED		

# 10.0 **Matters for Discussion** 10.1 Report of the Chief of Staff Dr. Fullerton reported that 100% of the medical staff at CPDMH has been vaccinated. Dr. Fullerton reported that the challenge still remains with regards to physician HR with three current vacancies in family medicine physicians who provide service at the hospital. The shortterm plan is to replace them with locums as recruitment continues. Once the spots are filled then a request for additional FHO spots will be made. There will be a need to find appropriate space for everyone. Questions were raised and answered. 10.2 Report of the CEO and Senior Team Mrs. Trider noted that the Report was included in the package. No questions were raised. 10.3 Quality of Care: Near Miss of the Month Mr. Hann noted that the Near Miss of the Month was included in the package for information. 10.4 Quality of Care: Compliment/Concern Mr. Hann shared a complaint that was received from a community member who had a friend visit the ED and had to wait 5.5 hours but noticed that a young child was also waiting with their mother for the same amount of time. The concern questioned if a Nurse Practitioner could be hired to take care of the minor cases. Mr. Hann indicated that the Nurse Manager responded to the concern indicating that it would be helpful however difficult to implement. The person was thankful for the follow up and information provided to her. Mr. Hann shared a compliment that was received from a patient who was thankful for the care and compassion shown to her grandmother prior to her death by the physician and provided a donation to the Foundation as a sign of her appreciation. 11.0 **Matters for Information** There were no matters for information. 12.0 **Other Business** There was no other business. 13.0 **Next Meeting** The next meeting is scheduled for Wednesday, November 24, 2021. 14.0 **Statutory Declaration & Adjournment** The Secretary advised that there were no other matters of which the Board should be aware at this time, and that the Hospital has fulfilled its statutory obligations since the regular meeting of the Hospital Board, held June 30, 2021. There being no further business, IT WAS MOVED THAT THE MEETING BE ADJOURNED.

Mrs. M. Wilson Trider, Secretary

Ms. C. A. Esnard, Board Chair