

Board of Directors Meeting MINUTES

Date: January 23, 2024

Time: 5:30 PM

Location: Board Room & Zoom

Chair: Mr. John Frostiak

Present: Mr. Dennis Gushulak (Zoom), Mr. Trevor Zhukrovsky, Ms. Arlene Swanwick, Mr. John Frostiak, Mr. James Russell, Ms. Dianne Pertoci, Ms. Holly Stamarski, Ms. Marion Whitton, Ms. Jennifer Sedlacek

Staff: Ms. Hannah Kochuk, Ms. Amanda Kaczmarek, Dr. Diane Zielke (Zoom), Mr. Sumeet Kumar

Regrets: Ms. Meghan Gilbert, Ms. Eleanor Vachon, Mr. Brent Maranzan

1. CALL TO ORDER

The meeting was called to order by Mr. John Frostiak at 5:27 PM.

1.1. Quorum

Quorum was established.

1.2. Acceptance of Agenda

The following motion was brought forward:

MOTION NO: 24-01 Moved: M. Whitton

Seconded: A. Swanwick

That the agenda for the January 23, 2024, meeting of the RLMCMH Board of Directors be accepted, as presented.

Vote for motion: Carried.

1.3. Declaration of Conflict of Interest

- None Declared

1.4. Appointment: Jennifer Sedlacek

- Ms. Sedlacek was introduced at this time and offered a brief overview of her professional background.

The following motion was brought forward:

MOTION NO: 24-02 Moved: A. Swanwick

Seconded: D. Gushulak

That the RLMCMH Board of Directors appoint Ms. Jennifer Sedlacek to fill the vacancy caused by the resignation of Mr. Dumontier to complete his term of office.

Vote for motion: Carried.

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, Board of Directors, November 28, 2023
- 2.2. Minutes, Quality Committee, November 14, 2023
- 2.3. Minutes, Resource and Planning Committee, November 21, 2023
- 2.4. Medical Advisory Committee, October 19, 2023
- 2.5. Medical Advisory Committee, November 23, 2023

The following motion was brought forward:

MOTION NO: 24-03

Moved: M. Whitton

Seconded: D. Pertoci

That the consent agenda of the January 23, 2024, meeting of the RLMCMH Board of Directors be accepted with proposed changes.

Vote for motion: Carried.

3. BUSINESS ARISING

3.1. Strategic Planning

- The agenda for the Board Retreat on January 26-27 has been circulated.
- The retreat will commence with dinner at 5:00pm on January 26.
- A Zoom link has been provided to Mr. Gushulak, allowing him to participate virtually in as many discussions as possible.

4. NEW BUSINESS

4.1. Financial Statements, November 2023

- The Ministry of Health has not provided any guidance regarding funding, base allocations, capital expenditures, or additional funding. Consequently, it is recommended that we defer the capital budget for the fiscal year 2024-2025 due to the uncertainty surrounding revenue projections.
- We are currently investigating whether implementing a policy of requesting status cards upon triage could help alleviate some of the issues related to bad debts.

- The Directors emphasized the importance of having a member of the finance team present at each board meeting to review financial statements and address any inquiries.

The following motion was brought forward:

MOTION NO: 24-04

Moved: A. Swanwick

Seconded: M. Whitton

That the RLMCMH Board of Directors accept the financial statements for December 2023, as presented.

Vote for motion: Carried.

4.2. Approve and Implement Assessment Process for Leadership Team and COS

- The Leads 360 assessment questions were included in the package. The assessment entails feedback from supervisors, peers, and subordinates, and provides insights into one's performance relative to established standards. The proposal is to extend this assessment to the entire leadership team, including the CEO and COS, utilizing the same questionnaire as the CCHL. Internally, we aim to conduct this assessment sometime in March.
- Some Directors expressed concerns regarding the confidentiality of the surveys, noting that this might inhibit respondents from providing candid responses. To address this, it's suggested that instead of disclosing individual comments, we record them and present a consensus view.
- Mr. Kumar will arrange a meeting with CCHL to discuss pricing and the process for a comprehensive review. Subsequently, the findings will be brought back to the Resource and Planning Committee for review and approval.

4.3. Auditor's General Report

- The condensed version of the Auditor's General Report was included in the package and emphasizes issues pertinent to Red Lake. This document underscores the disparities between Northern and Southern Ontario.
- Moving forward, the timeline for action will be established by OH (Ontario Health) and MOH (Ministry of Health). Expressing these findings in such a concise manner aims to urge them to take appropriate actions promptly.

4.4. Business Continuity Plan

- The BCP serves the crucial function of ensuring the continuity of essential operations during unforeseen disruptions.
- It was noted that the appendices in the document appear blank. This is because each department updates its own appendices, stored in

the SLT share drive.

- However, it was acknowledged that the plan lacks an IT component, as IT maintains its own recovery plan.
- It was decided that moving forward, the BCP item will be moved to an informational status only.

4.5. Updated Board of Directors Matrix

- The Board of Directors Matrix was included in the package as information only.

4.6. Organizational Culture Assessment Instrument

- The assessment aims to identify a blend of four different culture types within the organization, which outline symptoms experienced by the organization.
- The tool provided in the package consists of two sections: "Now" representing the current state and "Preferred" indicating the desired state.
- Participants are required to allocate weights to four questions, ensuring that the total weight adds up to 100.
- The analysis derived from the Senior Leadership Team (SLT) and the Board will be presented at the Board Retreat.
- Directors were requested to complete the document by the end of the day on Wednesday to allow sufficient time for analysis.

5. CORRESPONDENCE/INFORMATION

6. EMERGING ISSUES FOR DISCUSSION

6.1. ED Closures: probability/risk management/thresholds

- Currently, February 1st and 2nd lack Emergency Department coverage. On January 25, Mr. Kumar will attend the regional meeting and inform them of the potential closure on those dates. Additionally, the Family Health Team (FHT) is contacting Dr. Gloster to inquire if he can assist, and an HFO blast is underway.
- Local physicians have expressed concerns about the incentives given to locums to provide ED coverage. These provide benefits that are not necessarily available to all.
- It's important to note that the P4R funding is conditional upon avoiding ED closures.

7. REPORTS

7.1. RLMCH Foundation

- The cash lottery draw deadline is February 18. Directors will be sitting at the Balmer on January 25, to sell tickets on Australian Night.

7.2. RLMCH Auxiliary

- Progress continues with Nevada tickets, Catch the Ace at Mitchell's Midtown. Notably, the progressive pot has exceeded \$3,000.
- This month, the Auxiliary is conducting the meat draw at the legion.
- Additionally, the Auxiliary is organizing a pancake breakfast on the Sunday of the winter carnival.
- They are nearing the donation goal for the new heart monitoring system, highlighting considerable progress in fundraising efforts.

7.3. Chief Nursing Executive

- Deferred

7.4. Chief Executive Officer

- The CEO report was distributed with the meeting package.
- Concerns were raised by some Directors regarding the decision not to retain the HR Director as a casual employee. There is apprehension that redistributing the HR tasks among existing staff would increase their already full workload.
- Mr. Kumar will reassess the decision considering the concerns raised by certain Directors.

7.5. Chief of Staff

- Items previously discussed in agenda item 6.1.

8. MEETING EFFECTIVENESS SURVEY

8.1. Results, November 28, 2023

8.2. Survey for Today's Meeting

9. CELEBRATIONS


- An IT intern has been hired.
- RLMCMH received a \$5,000 award for the nursing huddle project. A survey will be sent to all staff to determine how to use the money.

10. ADJOURNMENT


The meeting was adjourned by Ms. Stamarski at 7:15 pm.

11. DATE OF NEXT MEETING: February 27, 2024

12. IN CAMERA



Mr. Sumeet Kumar



Mr. John Frostiak

President & CEO

Board Chair