

# Board of Director Meeting MINUTES

Date: March 23, 2021

Time: 5:30 PM

Location: Zoom

Chair: Ms. Eleanor Vachon

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**Present:** *Ms. Eleanor Vachon, Mr. Dennis Gushulak, Mr. John Frostiak, Mr. Trevor Zhukrovsky, Ms. Sue LeBeau, Ms. Meghan Gilbart, Ms. Audrey Blazek, Ms. Dianne Pertoci, Ms. Brenda Cooke, Ms. Sonia Green, Mr. Marshall Dumontier, Dr. Diane Zielke, Dr. Andrew Gloster*

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**Staff:** *Mr. Alex McAuley, Ms. Hannah Kochuk, Ms. Maleeha Sami*

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## 1. CALL TO ORDER

Meeting was called to order by Mr. T. Zhukrovsky at 5:30 PM

### 1.1. Quorum

Quorum was established.

### 1.2. Acceptance of Agenda

**The following motion was brought forward:**

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**MOTION NO: 21-07      Moved: J. Frostiak      Seconded: A. Blazek**

*That the agenda for the March 23, 2021, meeting of the RLMCMH Board of Directors be accepted, with proposed changes.*

**Vote for motion: Carried.**

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### 1.3. Declaration of Conflict of Interest

None Declared

## 2. EDUCATION

### 2.1. Accreditation Tracer

- Ms. Sami prepared questions with Ms. Vachon regarding potential questions that surveyors may ask.
- All members participated and were involved in answering.

### **3. 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*

Minor errors identified in The Board of Directors Meeting minutes.

3.1. Minutes, Board of Directors, Feb 23, 2021

3.2. Minutes, Quality Committee, Feb 9, 2021

3.3. Minutes, Resource and Planning Committee, Feb 16, 2021

**The following motion was brought forward:**

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**MOTION NO: 21-08      Moved: D. Gushulak      Seconded: A. Blazek**

*That the consent agenda for the March 23, 2021 meeting of the RLMCMH Board of Directors be accepted, as presented.*

**Vote for motion: Carried.**

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### **4. BUSINESS ARISING**

#### **4.1. Financial Statement, February 2021**

- Mr. McAuley discussed our financial statements.
- Larger variances were highlighted in the memo to break down all of our supplies budget.
- All food contracts stopped during COVID, which kept us under budget.
- One-time payments and variances are all related to COVID.
- Funding for assessment centres and COVID testing lab will continue past March.
- Still haven't heard whether or not funding will be given for PPE

**The following motion was brought forward:**

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**MOTION NO: 21-09      Moved: J. Frostiak      Seconded: D. Pertoci**

*That the RLMCMH Board of Directors approves the financial statements dated February 2021, as presented.*

**Vote for motion: Carried.**

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#### **4.2. Financing for Hospital House Repairs**

- Mr. McAuley summarized the options, where we plan on investing a set amount of money now that we will be able to prepare for hospital future repairs. The possible options are either Mutual Funds or a GIC.
- Mr. McAuley will present a formal briefing note to bring to the Board with two possible options

#### **4.3. Capital Purchases and Plan**

- Mr. McAuley provided an update on the nurse call and the real-time staff locator system which we are now HIRF funded. We were able to apply for an extension that was granted. Putting in for an additional HIRF to cover the rest of the project due to call orders.
- Capital Plan documents to be brought to an upcoming Board meeting and R&P meeting.

#### **4.4. Annual Budget**

- No significant changes to highlight at this time

#### **4.5. Quality Committee Terms of Reference**

- The Terms of Reference have been placed into the same format as all the other committees, and Ms. Sami condensed the content.
- Ms. Sami to email Board Members the document with marked changes.

**The following motion was brought forward:**

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**MOTION NO: 21-10      Moved: E. Vachon      Seconded: S. Green**

*That the RLMCMH Board of Directors approves the revised version of the Quality Committee Terms of Reference, as presented.*

**Vote for motion: Carried.**

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#### **4.6. Ethical Decision Making in a year of COVID**

- Ms. LeBeau showed SBAR documents to break down our ethical process for prioritization of staff groups for COVID vaccinations. The decisions were made regarding who will receive the vaccine first in the Hospital based on level of risk and Public Health guidelines. Staff at all levels were involved in decision making.
- Values of accessibility, fairness and inclusion came into play. In terms of law and standards and in terms of staff level of risk of infection.
- We respected people's right to decide and did not force in any direction to respect autonomy and choice.
- Through our process, we maintained integrity and trust with our staff.

### **5. NEW BUSINESS**

#### **5.1. COVID Update**

- All staff that wanted to be vaccinated from tier one and two have been able to access it, many from tier 3 have received their vaccine as well.
- We had our first case in Hospital, and we were satisfied that our staff reported feeling well supported and confident in dealing with the situation.
- Assessment centre is still seeing 15-20 tests a day, and the lab can process most tests within the day in the Hospital.

## **5.2. Accreditation Update**

- Ms. Sami went over accreditation standards where she mentioned all categories are mostly green.

## **6. CORRESPONDENCE**

### **6.1. HSAA and MSAA Extensions**

- Documents were given to Board Directors just for their information. No update or further information was needed.

## **7. EMERGING ISSUES FOR DISCUSSION**

None declared.

## **8. REPORTS**

### **8.1. RLMCH Foundation**

- Foundation is ready to pay out the \$500,000 when we receive an invoice for X-ray equipment.
- 50/50 is continuing to do very well.

### **8.2. RLMCH Auxiliary**

- Catch the Ace is at \$12,000 right now, and is currently the only fundraiser going on.

### **8.3. Medical Advisory Committee**

- Committee is feeling very encouraged in regards to the vaccines rolling out.
- Recently reviewed our Palliative Care protocols regarding how many visitors, so people

### **8.4. Quality Committee Update**

- The Isolation Centre had received a surprise visit from Public Health, where they passed their inspection.

### **8.5. R&P Committee Update**

- Nothing to add as all topics have been discussed prior in tonight's meeting.

### **8.6. Chief Nursing Executive**

- Palliative Care Committee is hosting a virtual training session with the public. We will be reviewing the power of attorney document.
- First community vaccine clinics started today, and several staff members have volunteered to assist.
- Continuing to work on updating our policies and procedures.

### **8.7. Chief Executive Officer**

- Ms. LeBeau provided an update on the Indigenous Patient Experience. The work continues, and will continue to work forward together. We have invited the Friendship Centre to co-facilitate our Hospital panel discussion for the Treaty #3 Healthcare Conference.
- Slowed our work on safe beds. The funding gap was too large to proceed. Funds have been transferred from Ear Falls to other communities that needed it more. NWLHIN continues to advocate for funding on our behalf.
- Started our IS/IT support to work with Thunder Bay Regional Centre and Dryden Regional Heath Team. Current temporary plan to support us with help desk issues and cybersecurity.

### **8.8. Nominating Committee**

- Committee met with two candidates for an interview. Board was seeking a Director with a fair degree of financial background. The interview had a few financial targeted questions. Applicants will be notified after the Board meeting when the Directors agree upon the candidate.

Left in-camera to bring motion to the Board

**The following motion was brought forward:**

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**MOTION NO: 21-11      Moved: T. Zhukrovsky      Seconded: M. Dumontier**

That the RLMCMH Board of Directors approve the Nominating Committee's recommendation of the election of Ms. Arlene Swanwick to fill the current Board Vacancy of Ms. Tanya Wilson, ending June 2021. The Board of Directors approve the recommendation that Ms. Arlene Swanwick stand for re-election in June 2021.

**Vote for motion: Carried.**

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- All Directors agreed to have the candidate start immediately
  - Committee discussed the June annual meeting. Board tenure needing to be looked at, whereas a few members will be up for re-election.

**9. DATE OF NEXT MEETING:** April 27, 2021

**10. ADJOURNMENT:** The meeting was adjourned by Mr. J Frostiak at 7:55 PM

Mr. Dumontier removed himself from the meeting at this time. The meeting was brought back where the following motion was presented:

**The following motion was brought forward:**

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**MOTION NO: 21-12      Moved: J. Frostiak      Seconded: A. Blazek**

WHEREAS sections 4.3(e) and 4.3(f) of the Corporate By-law disqualifies individuals from serving as a Director if they are a Family Member of an employee, unless the Board otherwise determines;

AND WHEREAS Mr. Dumontier is a Family Member (as defined in the Corporate By-law) of an employee of the Hospital, being the mother-in law of Mr. Dumontier, who is currently working at the Hospital's COVID-19 temporary Isolation Centre;

NOW THEREFORE RESOLVED that, in accordance with section 4.3(f) of the Corporate By-law, the Board approves, ratifies and confirms Mr. Dumontier's ongoing service as a Director on the Board.

**Vote for motion: Carried.**

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The off-camera meeting was adjourned at 9:40 PM by Ms. Sonia Green