

Board of Directors Meeting MINUTES

Date: February 28, 2023

Time: 5:30 PM

Location: Hospital House & Zoom

Chair: Ms. Sonia Green

Present: Ms. Sonia Green, Mr. Dennis Gushulak (Zoom), Mr. John Frostiak, Ms. Dianne Pertoci, Ms. Marion Whitton, Mr. Marshall Dumontier, Ms. Eleanor Vachon, Mr. Trevor Zhukrovsky

Staff: Ms. Hannah Kochuk, Ms. Kira Kuzemchuk (Zoom), Ms. Angela Bishop, Ms. Amanda Kaczmarek, Mr. Alex McAuley (Zoom), Dr. Diane Zielke (Zoom)

Regrets: Ms. Arlene Swanwick, Ms. Meghan Gilbert, Ms. Holly Stamarski

1. CALL TO ORDER

The meeting was called to order by Ms. Sonia Green at 6:15 PM.

1.1. Quorum

Quorum was established.

1.2. Acceptance of Agenda

- **Item 4.1. ONCA- By-Law and Policy Review was removed from the agenda**

The following motion was brought forward:

MOTION NO: 23-07 Moved: D. Gushulak Seconded: M. Dumontier
That the agenda for the February 28, 2023, meeting of the RLMCMH Board of Directors be accepted with the proposed changes.

Vote for motion: Carried.

1.3. Declaration of Conflict of Interest

1.4. Statement

As a participant of the meeting, please raise your hand and wait for an invitation from the Chair to speak to ensure all discussion can be heard and to foster participation.

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, January 24, 2023
- 2.2. Minutes, Quality Committee, January 10, 2023
- 2.3. Minutes, Resource and Planning Committee, January 17, 2023
- 2.4. Patient and Family Advisory Committee, October 19, 2022
- 2.5. Medical Advisory Committee, September 28, 2022
- 2.6. Medical Advisory Committee, October 27, 2022
- 2.7. Medical Advisory Committee, November 17, 2022

The following motion was brought forward:

MOTION NO: 23-08 Moved: M. Whitton Seconded: D. Pertoci

That the consent agenda of the February 28, 2023, meeting of the RLMCMH Board of Directors be accepted with proposed changes.

Vote for motion: Carried.

3. BUSINESS ARISING

3.1. CEO Recruitment

- The Recruitment Committee convened prior to the Board meeting to discuss three options provided by the Recruiter. The recommendation was to reintroduce Mr. Kumar as an applicant.

The following motion was brought forward:

MOTION NO: 23-09 Moved: D. Gushulak Seconded: E. Vachon

That the RLMCMH Board of Directors present a conditional CEO position offer to Mr. Sumeet Kumar with proposed changes.

Vote for motion: Carried.

Mr. Dumontier abstained from voting.

4. NEW BUSINESS

4.1. Financial Statements, January 2023

- As of January 31, 2023, there was a deficit of roughly \$33,000.
- Salaries and wages remain under budget due to vacancies throughout the organization and a decrease in the usage of other positions.
- Ms. Bishop and Mr. McAuley are continuing to look at solutions to minimize bad debt accounts.

The following motion was brought forward:

MOTION NO: 23-10 Moved: J. Frostiak Seconded: M. Dumontier

That the RLMCMH Board of Directors approves the draft financial statements dated January 31, 2023, as presented.

Vote for motion: Carried.

4.2. Capital Budget and Wishlist

- RLMCMH has roughly \$54,000 to spend on capital equipment for the fiscal year 2023-2024. These funds will be applied towards IT equipment.
- The Dryden Rotary Club has agreed to purchase the EKG machine.
- The RLMCHF has committed to raise the funds for the Chemistry Analyzer as well as 50% the Cardiac Monitor System.
- Ms. Gilbert will be presenting a request to the Auxiliary to commit to raise funds for the other 50% of the Cardiac Monitor System which will be purchased in two years.
- The finalized capital plan will be brought to the March meeting for approval.

4.3. Bank Daily Limit

- RLMCMH currently has an authorized daily limit of \$260,000.
- Over the years we have had to make numerous requests to increase the limit as payroll and vendors cannot be paid out on the same date.
- Request that the limit is increased to \$600,000.

The following motion was brought forward:

MOTION NO: 23-11 Moved: J. Frostiak Seconded: M. Dumontier
That the RLMCMH Board of Directors approves the recommendation that the daily limit be increased to \$600,000.
Vote for motion: Carried.

4.4. Policy Approval

4.4.1. Procedures for Open & In-Camera Meetings, BG-MTG-03

4.4.2. Complaints Re: Chief of Staff or CEO, BG-CEO-01

4.4.3. Investment Policy Statement, BG-FIN-01

The following motion was brought forward:

MOTION NO: 23-12 Moved: D. Pertoci Seconded: D. Gushulak
That the RLMCMH Board of Directors approves the policies, Procedures for Open & In-Camera Meetings, BG-MTG-03, Complaints Re: Chief of Staff or CEO, BG-CEO-01, and Investment Policy Statement, BG-FIN-01 as amended.
Vote for motion: Carried.

4.5. Scorecard Q3

- RLMCMH has begun to see an increase in Indigenous patient feedback.
- An increase in falls was reported in quarter two and decreased in quarter three. The physiotherapist is required to sign off and note any recommendations before an incident report is closed.

The following motion was brought forward:

MOTION NO: 23-13

Moved: M. Whitton Seconded: M. Dumontier

That the RLMCMH Board of Directors approves the Scorecard for quarter three as presented.

Vote for motion: Carried.

4.6. Ultrasound Technologist Position

- Ms. Bishop worked with Ms. Sanna-White to create a Diagnostic Imaging Staffing schedule that will improve Patient care and Employee work-life balance. This has been structured in a way to have minimal impact on the budget.
- As requested by the Board, a .8 position has been added on a 6-month trial basis to extend evening hours. This was extended from a 2-month trial basis to ensure a fair assessment.
- Indicators will be tracked and reviewed, to potentially keep this position as part-time.

The following motion was brought forward:

MOTION NO: 23-14

Moved: D. Gushulak

Seconded: M. Whitton

That the RLMCMH Board of Directors approves the addition of a .8 Ultrasound Technologist position.

Vote for motion: Carried.

4.7. 2021 Employment Services Special Report

The following motion was brought forward:

MOTION NO: 23-15

Moved: J. Frostiak

Seconded: E. Vachon

That the RLMCMH Board of Directors approves the 2021 Employment Services Special Report as presented.

Vote for motion: Carried.

5. CORRESPONDENCE/INFORMATION

6. EMERGING ISSUES FOR DISCUSSION

7. REPORTS

7.1. RLMCH Foundation

- The bi-annual purse and jewelry auction will be held at the Super 8 on March 4.
- The Foundation has committed to fundraise for the Cardiac Monitor System.

7.2. RLMCH Auxiliary

- The Auxiliary has been asked to run the annual NGI BBQ.
- The Auxiliary will be hosting the tradeshow on April 29th. Home Hardware donated a patio set.

7.3. Medical Advisory Committee

- The MAC reviewed directives and discussed medications in Pharmacy.

7.4. Quality Committee Update

- The Quality Committee will propose the QIP items to be tied to Executive compensation in March.

7.5. R&P Committee Update

- Mr. Bob Wong, from CIBC, joined the RP Committee meeting in February to provide an overview of the RLMCMH investments for the year 2022 and proposed recommendations moving forward.

7.6. Chief Nursing Executive

- Deferred.

7.7. Chief Executive Officer

- Deferred.

7.8. Regional Services Committee

- The next Committee meeting will be held in April.

8. MEETING EFFECTIVENESS SURVEY

8.1. Results, January 24, 2023

8.2. Survey for Today's Meeting

9. CELEBRATIONS

9.1. 50th Year

- A report will be brought to the next meeting.

10. ADJOURNMENT

The meeting was adjourned by Mr. Dumontier at 7:58 pm.

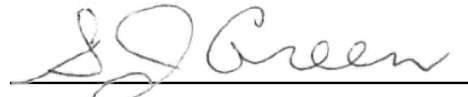
11. **DATE OF NEXT MEETING:** March 28, 2023.

12. **IN CAMERA**



Ms. Angela Bishop

President & CEO



Ms. Sonia Green

Board Chair