

# Board of Directors Meeting MINUTES

Date: March 28, 2023

Time: 5:30 PM

Location: Board Room & Zoom

Chair: Ms. Sonia Green

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**Present:** Ms. Sonia Green, Mr. Dennis Gushulak (Zoom), Ms. Dianne Pertoci, Ms. Marion Whitton, Mr. Marshall Dumontier, Ms. Eleanor Vachon, Mr. Trevor Zhukrovsky, Ms. Arlene Swanwick, Ms. Holly Stamarski

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

**Regrets:** Mr. John Frostiak, Ms. Kira Kuzemchuk (Zoom)

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## 1. CALL TO ORDER

The meeting was called to order by Ms. Sonia Green at 5:36 PM.

### 1.1. Quorum

Quorum was established.

### 1.2. Acceptance of Agenda

- **Items added to the agenda**
  - **4.6. Committee Reports**
  - **4.7. Board Self-Assessment Tool**
  - **4.8. Board Package Pickup**

**The following motion was brought forward:**

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**MOTION NO: 23-16   Moved: E. Vachon   Seconded: A. Swanwick**

*That the agenda for the March 28, 2023, meeting of the RLMCMH Board of Directors be accepted with the proposed changes.*

**Vote for motion: Carried.**

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### 1.3. Declaration of Conflict of Interest

- Mr. McAuley declared conflict of interest for item 3.2. DRHC Financial Contract.

#### 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, February 28, 2023

2.2. Minutes, Quality Committee, February 14, 2023

2.3. Minutes, Resource and Planning Committee, February 21, 2023

2.4. Medical Advisory Committee, January 26, 2023

2.5. Patient and Family Advisory Committee, January 18, 2023

- Mr. Gushulak requested clarification on having a seconder recorded in regards to call for in-camera sessions to discuss item(s) and the requirement for a vote to move the motion to in-camera.
- Ms. Bishop will review previously approved policy and bring back to the next meeting

**The following motion was brought forward:**

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**MOTION NO: 23-17 Moved: M. Whitton    Seconded: M. Dumontier**

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

**Vote for motion: Carried.**

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### 3. BUSINESS ARISING

#### 3.1. CEO Recruitment

- The Recruitment Committee reviewed the final reference for Mr. Kumar. The feedback provided by the Committee was to move forward. The stipulation was removed from the contract and a final revised copy was sent for signature which has now been received by RLMCMH.
- An announcement was sent to Board, Staff, Foundation and Auxiliary and has been made public this week.
- Mr. Kumar will begin orientation on May 15, 2023, and assume the role on May 19, 2023.
- An invite will be sent to Mr. Kumar for the April Board meeting.

#### 3.2. DRHC Financial Services Contract

- The meeting was brought to the in-camera by Mr. Dumontier at 5:53 pm.
- The regular meeting recommenced at 6:07 pm by Ms. Green.

**The following motion was brought forward:**

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**MOTION NO: 23-18**      **Moved: A. Swanwick**    **Seconded: D. Gushulak**  
*That the RLMCMH Board of Directors approves the DRHC Financial Services counteroffer, as presented.*

**Vote for motion: Carried.**

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#### 3.3. HIS Financial Plan

- A meeting with CEOs and CFOs in the region was rescheduled to March 30.
- A final plan will be brought to the April Board meeting.

### 4. NEW BUSINESS

#### 4.1. Financial Statements, February 2023

- As of February 28, 2023, there was a surplus of roughly \$27,000. This is due to less-than-expected agency use, Ms. Gilbert assuming two roles, and extra revenues that have flown through.
- It is expected that the Hospital will remain in a surplus by fiscal year-end.
- The finance team continues to engage in multiple efforts to reduce bad debts.

**The following motion was brought forward:**

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**MOTION NO: 23-19      Moved: A. Swanwick    Seconded: D. Pertoci**

*That the RLMCMH Board of Directors approves the draft financial statements dated February 28, 2023, as presented.*

**Vote for motion: Carried.**

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## **4.2. Quality Improvement Plan**

### **4.2.1. 2023-2024**

- All three documents (Narrative, work plan, and briefing note) were included in the package for review.
- The 2023-2024 proposed QIP was reviewed in thorough detail by both the Quality Committee and the Patient and Family Advisory Committee.

### **4.2.2. Executive Compensation Performance Indicators**

- The two pieces tied to Executive compensation are interdepartmental communication and patients feeling like they have received enough information from Hospital staff upon discharge.
- A briefing note was included to provide more information on the survey results that are tied to Executive compensation.
- A mid-way checkpoint will be completed to ensure we are on the right track and to provide updates to the Board.

**The following motion was brought forward:**

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**MOTION NO: 23-20      Moved: H. Stamarski    Seconded: E. Vachon**

*That the RLMCMH Board of Directors approves the 2023-2024 Quality Improvement Plan as presented.*

**Vote for motion: Carried.**

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## **4.3. Honeywell Repayment Plan**

- Mr. McAuley provided an outline of RLMCMH's loan options for the Honeywell project. Options included 10, 15, and 20-year loans, with varying injections of cash.
- When the Honeywell project began, it was determined a loan would be necessary to pay for the majority of the cost. The best way to guarantee a low-interest rate was a Bankers' Acceptance

Swap.

- Roughly \$1.5 million of the loan has been used to fund the project. Current cash flows and HIRF funding were used to cover the remainder.
- Mr. McAuley recommended the use of earnings on investments for payments of an amortized 20-year loan. This option will provide minimal impact on cash flow to ensure coverage for unknowns as well as the HIS project.
- Mr. McAuley will include a total cost line as well as a breakdown of the interest paid on the 15-year and 20-year loans for the final recommendation.
- After a meeting with the bank, Mr. McAuley will provide the Resource and Planning Committee with a final version including the actual interest rate for a final recommendation.

#### **4.4. Board Emails**

- Ms. Bishop will connect with the regional Chief Information Officer to discuss best practices and a recommendation.

#### **4.5. Collaborative Health Governance Program**

- The Collaborative Health Governance Program was brought forth as a recommendation from Mr. Stungevicius and Ms. Green. Ms. Green suggested that Mr. Kumar and one Board Director enroll in this program.
- Directors expressed concerns as both professional development opportunities (CHGP, and Health Care Leadership Summit) are offered too close to Mr. Kumar's start date.
- Professional development discussion will be tabled for now due to timing.
- Ms. Bishop will review how often the Collaborative Health Governance Program runs and report to the Board.

#### **4.6. Committee Reports**

- To make the meetings shorter, the Directors agreed to remove Committee reports and allow the minutes to be used as a communication piece.
- The Foundation, The Auxiliary, CEO, and CNE reports will remain on the agenda.

#### **4.7. Board Self-Assessment Tool**

- Ms. Kochuk will send the checklist, link, and work plan to all Directors, once the checklist is complete.

#### **4.8. Board Package Pickup**

- A reminder to the Board that if someone else is picking up their Board package, they must provide Ms. Pinette with an adequate description to ensure the correct documents are received.

### **5. CORRESPONDENCE/INFORMATION**

### **6. EMERGING ISSUES FOR DISCUSSION**

### **7. REPORTS**

#### **7.1. RLMCH Foundation**

- The Foundation has been selected as the charity for the Smile Cookie fundraiser which will run from May 1-7 this year. A cheque of \$9,227 was provided by Tim Horton's for the 2022 fundraiser.
- The Annual Golf Tournament is scheduled for June 23-24, 2023
- The Foundation raised roughly \$8,700 at the bi-annual purse auction in March.

#### **7.2. RLMCH Auxiliary**

- The Auxiliary has been asked to run the annual NGI BBQ.
- The Auxiliary is still running Catch the Ace. The progressive pot is over \$6,000.
- The Auxiliary will be hosting the tradeshow on April 29th. Home Hardware donated a patio set.
- Ms. Gilbert joined the March meeting to provide a presentation on the Cardiac Monitoring System. The Auxiliary has committed to raising half of the funds.

#### **7.3. Medical Advisory Committee**

- The Emergency Department schedule is full for April.
- The MAC continues to discuss the future plans for the obstetric program. There is no update as of now.

#### **7.4. Quality Committee Update**

- Ms. O'Connor, from the Stores department, provided an educational session to the Committee.
- The Committee was invited to tour the new chemotherapy room.
- The Hospital kitchen renovations are now complete.

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

- All information was discussed at this meeting.

#### **7.6. Chief Nursing Executive**

- As of last weekend, one full-time and one part-time nurse resigned. The total nursing vacancy now stands at 8.
- A part-time Nurse vacancy was filled.
- One agency Nurse will be arriving this week and two will be arriving on April 2.
- RLMCMH has received some applications for the Nurse Management position.
- All Ward Clerk vacancies are filled.

#### **7.7. Chief Executive Officer**

- Ms. Bishop and the Board took the time to thank Ms. Gilbert for the amount of time and dedication she provides to the Hospital.
- RLMCMH signed a contract for a 2-bedroom rental. Agency nurses will be placed there for now.
- RLMCMH received a one-time funding letter for operating pressures for \$87,000 that can be applied towards anything.
- OHA shared the news about a 4% growth average for Hospital budgets. There was no specification on what each Hospital would receive. It is expected that memo will be received around June/July.
- Ms. Fleming attended a recruitment fair in March. Follow-up letters will be sent to remind potential applicants of the recruitment incentives.
- The Safe Bed house renovations are close to completion. The recruitment process has begun.

#### **7.8. Regional Services Committee**

- The next Committee meeting will be held in April.

## **8. MEETING EFFECTIVENESS SURVEY**

- 8.1.** Results, February 28, 2023
- 8.2.** Survey for Today's Meeting

## **9. CELEBRATIONS**

### **9.1. 50<sup>th</sup> Year**

- A meeting is scheduled for March 30.
- Funding applications were submitted to Kinross and the Municipality.
- Ms. Fleming has agreed to do the social media advertising.

## **10. ADJOURNMENT**

The meeting was adjourned by Mr. Dumontier at 8:17 pm.

**11. DATE OF NEXT MEETING:** April 25, 2023.

**12. IN CAMERA**



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Ms. Angela Bishop

**President & CEO**



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Mr. John Frostiak

**Board Chair**