

Board of Directors Meeting MINUTES

Date: September 27, 2022

Time: 5:30 PM

Location: Zoom

Chair: Ms. Sonia Green

Present: Ms. Eleanor Vachon, Ms. Sonia Green, Mr. Dennis Gushulak, Mr. John Frostiak, Ms. Dianne Pertoci, Ms. Arlene Swanwick, Ms. Holly Stamarski, Ms. Marion Whitton, Ms. Shawnda Norlock (Zoom), Mr. Marshall Dumontier

Staff: Ms. Hannah Kochuk, Ms. Allison Church (Zoom), Ms. Sue LeBeau, Ms. Amanda Kaczmarek, Dr. Diane Zielke (Zoom)

Regrets: Ms. Meghan Gilbert

1. CALL TO ORDER

Meeting was called to order by Ms. Sonia Green at 5:30 PM.

1.1. Quorum

Quorum was established.

1.2. Acceptance of Agenda

- Item 4.12 OHA and 4.13 CEO Recruitment were added to the agenda.

The following motion was brought forward:

MOTION NO: 22-27 Moved: A. Swanwick Seconded: E. Vachon

That the agenda for the September 27, 2022, meeting of the RLMCMH Board of Directors be accepted with the proposed changes.

Vote for motion: Carried.

1.3. Declaration of Conflict of Interest

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, May 24, 2022
- 2.2. Minutes, Board of Directors, June 28, 2022
- 2.3. Minutes, Quality Committee, May 10, 2022
- 2.4. Minutes, Resource and Planning Committee, May 17, 2022
- 2.5. Minutes, Resource and Planning Committee, June 21, 2022

The following motion was brought forward:

MOTION NO: 22-28 Moved: D. Gushulak Seconded: H. Stamarski
That the consent agenda of the September 27, 2022, meeting of the RLMCMH Board of Directors be accepted as presented.
Vote for motion: Carried.

3. BUSINESS ARISING

3.1. COVID Update

- The bivalent vaccine will be available to staff in the coming weeks for those who are eligible.
- The new Assessment Centre hours are posted on our website.

3.2. Ontario Health Team

- The Kiiwetinoong Healing Waters OHT will be coming together at the end of October for an in-person retreat to plan first-year objectives and to finalize the collaborative decision-making agreement.
- The OHT has focused on building relationships and trust.
- Ms. LeBeau, Ms. Church, Mr. McAuley and Ms. Kochuk have continued to be the leads for the administrative and financial work and will be reimbursed from the administration portion of the budget.

4. NEW BUSINESS

4.1. Financial Statements, August 2022

- Ms. Church is working with management to review variance reports. Variances are spread across all departments.
- As of August 31, 2022, there was a surplus of \$99,511. We typically see this high of a surplus this time of year.
- Our bad debt account is over budget due to WSIB claims as we could only go back and claim up to two years. We continue to review these quarterly.

The following motion was brought forward:

MOTION NO: 22-29 Moved: J. Frostiak Seconded: A. Swanwick

That the RLMCMH Board of Directors approves of the draft financial statements dated August 31, 20022, as presented.

Vote for motion: Carried.

4.2. Corporate Scorecard

- Ms. LeBeau and Ms. Kaczmarek discussed the corporate scorecard that was provided in the package for review.
- The Hospital held an all-staff meeting to talk about inter-team relationships. A small working group will be formed to address those soft skills that are important to quality and safety.
- NW Ontario region healthcare leaders worked together to prevent emergency department closures. We continue to find creative solutions for a temporary fix to a larger problem. We continue to work with the clinic to review top-ups and schedules.
- The number of medication errors with high-risk drugs which reached a patient was high for quarter 1. An improvement project in partnership with mandatory nursing training has begun. When the new Hospital Information System (HIS) system is installed and operational, these particular errors won't be possible.

The following motion was brought forward:

MOTION NO: 22-30 Moved: D. Gushulak Seconded: D. Pertoci

That the RLMCMH Board of Directors approves the quarter one scorecard as presented.

Vote for motion: Carried.

4.3. HSAA/MSAA Declaration of Compliance

The following motion was brought forward:

MOTION NO: 22-30 Moved: J. Frostiak Seconded: A. Swanwick

That the RLMCMH Board of Directors approves the HSAA and MSAA declaration of compliance as presented.

Vote for motion: Carried

4.4. Board Self-Assessment Results

- The Board self-assessment results were provided in the package for discussion.
- All items that were scored lower than the region's average were reviewed in further detail.
- After Ms. Green reviewed the options for addressing these issues, all Directors agreed to complete a work plan at an in-person retreat in November.

4.5. Committee Membership

- Changes to be made: Replace Alex McAuley with Allison Church
Add Dianne Pertoci to the Audit Committee

The following motion was brought forward:

MOTION NO: 22-31 Moved: J. Frostiak Seconded: A. Swanwick

That the RLMCMH Board of Directors approves the Committee Membership for 2022-2023, with proposed changes.

Vote for motion: Carried

4.6. Board Work Plan

- A few adjustments were made to the Board work plan for 2022-2023.
- The strategic planning will be deferred to April/May to allow the CEO time to evaluate.
- The ONCA work will be brought to Legal Counsel for review then to the Board. All Directors were asked to send any concerns or

adjustments regarding the by-laws to Ms. Kochuk for further discussion.

The following motion was brought forward:

MOTION NO: 22-32

Moved: J. Frostiak

Seconded: A. Swanwick

That the RLMCMH Board of Directors approves the Board Work plan for 2022-2023, with proposed changes.

Vote for motion: Carried

4.7. Board Education Planning

- The Quality Committee brought forth their recommendations for this fiscal year's Board education.
- Education that was added to the Board work plan calendar was: Cybersecurity in October, ONCA review in November, Safe Beds in January, and Ontario Health teams in February.

4.8. Emergency Department coverage

- Discussed in item 4.2.

4.9. Nursing Shortages

- The Hospital is starting to see and feel the impact of Nursing shortages that are not unique to our region.
- We have begun hiring agency nurses to fill empty shifts.
- Our management team has been flexible and supportive of coming in to help.
- A Personal Support Worker position was posted to be an aid when we are short on Nurses.

4.10. Annual Director Declaration & Consent

- Attached in the package for Directors to sign and submit back to Ms. Kochuk.

4.11. CCAS Advisory Committee Member

The following motion was brought forward:

MOTION NO: 22-33

Moved: J. Frostiak

Seconded: A. Swanwick

That the RLMCMH Board of Directors nominates Ms. Stamarski as the Patient Advisory Committee member with Mr. Dumontier as a secondary.

Vote for motion: Carried

4.12. Ontario Hospital Association

- OHA is offering their annual education designed for new Directors. There are three sessions which include governance building blocks, governance roles and responsibilities, and governance and management.
- Interest Directors will contact Ms. Kochuk to register.

4.13. CEO Recruitment

- The job posting is up on LinkedIn, CCHL, and Indeed until October 2nd. A few potential candidates have applied.
- A Red Lake area promotional video was shown at the Business Awards and will be good to use for recruitment.

5. CORRESPONDENCE/INFORMATION

5.1. MSAA Amendment- Safe Beds

- MSAA Amendment was included in the package to show the amount used for capital purchases this fiscal year.
- A small open house will be held at the end of October; which Board Members are encouraged to attend.

6. EMERGING ISSUES FOR DISCUSSION

6.1. Vacancies

- Previously discussed.

7. REPORTS

7.1. RLMCH Foundation

- Roughly \$236,000 was raised from the annual golf tournament in June.
- The Smile Cookie campaign was held last week where 9,264 cookies were sold.

- We are immensely grateful for our community's generosity

7.2. RLMCMH Auxiliary

- The Auxiliary continues their Catch the Ace and Nevada fundraiser at Mitchell's Midtown.
- \$4,000 was generously donated by the Second Chance store.
- A tag day will be held at IGA on Tuesday.
- Several Members assisted with Smile Cookies this year.

7.3. Medical Advisory Committee

- Dr. Lobb's start date is set for the middle of October.

7.4. Quality Committee Update

- An education on Cybersecurity was provided by Sudeep at the September meeting.
- Committee members were given a tour of the breezeway where students from the High School will begin growing plants.

7.5. R&P Committee Update

- Staff vacancies and recruitment efforts were discussed in further detail.

7.6. Chief Nursing Executive

- Deferred

7.7. Chief Executive Officer

- The CEO report was included in the package.

7.8. Regional Services Committee

- The Committee consists of a representative from each Hospital in Northern Ontario where Members share what's happening on a higher-level scale.
- The Committee hasn't convened in 8 months but there are plans to meet in the fall.

- They are still planning an education session for all Boards in the region.

8. MEETING EFFECTIVENESS SURVEY

8.1. Results, May 24, 2022

8.2. Survey for Today's Meeting

9. CELEBRATIONS

9.1. 50th Year

- Ms. Vachon, Ms. Swanwick, Mr. Frostiak, Dr. Zielke, and Ms. Bishop met over the summer to plan the Hospital's 50th year celebration.
- The events will be held July 21-23, 2023, during the Norsemen Festival.
- Ms. Bishop is connecting with RMC to perform at the event.
- Working on getting sponsors and a keynote speaker.

10. ADJOURNMENT

The meeting was adjourned by Ms. Swanwick at 7:59 pm.

11. DATE OF NEXT MEETING: October 25, 2022.



Ms. Sue LeBeau



Ms. Sonia Green