

# Board of Directors Meeting MINUTES

Date: October 25, 2022

Time: 5:30 PM

Location: Board Room & Zoom

Chair: Ms. Sonia Green

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

**Staff:** Ms. Hannah Kochuk, Ms. Allison Church (Zoom), Ms. Sue LeBeau, Ms. Amanda Kaczmarek, Ms. Meghan Gilbert

**Absent:** Dr. Diane Zielke

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## 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 6.2 was moved to in-camera.

**The following motion was brought forward:**

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**MOTION NO: 22-34**

**Moved: J. Frostiak**

**Seconded: S. Norlock**

*That the agenda for the October 25, 2022, 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

## 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, September 27, 2022
- 2.2. Minutes, Quality Committee, September 13, 2022
- 2.3. Minutes, Resource and Planning Committee, September 20, 2022
- 2.4. Patient and Family Advisory Committee, May 21, 2022
- 2.5. Medical Advisory Committee, June 23, 2022
- 2.6. Medical Advisory Committee, April 12, 2022
- 2.7. Medical Advisory Committee, May 19, 2022

**The following motion was brought forward:**

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**MOTION NO: 22-35      Moved: M. Whitton      Seconded: M. Dumontier**

*That the consent agenda of the October 25, 2022, meeting of the RLMCMH Board of Directors be accepted as presented.*

**Vote for motion: Carried.**

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### **3. BUSINESS ARISING**

#### **3.1. COVID Update**

- The bivalent vaccine is now available.
- The Hospital has not made any recent changes to our protocols.
- The Assessment Centre is still operating on reduced hours.

#### **3.2. Ontario Health Team**

- The Kiiwetinoong Healing Waters OHT will have their first in-person meetings on October 27-28.
- Pat Delf has accepted the offer of Executive Lead on a temporary 18-month contract.

#### **3.3. CEO Recruitment**

- Mr. Stungevicius joined earlier this evening to discuss the 5 candidates that were interviewed Friday and Monday.

- All Directors agreed to bring the top 2 candidates in mid-November for an in-person interview and see the community.
- Hannah will send out the itinerary and coordinate accommodations and flights.

#### **4. NEW BUSINESS**

##### **4.1. Financial Statements, September 2022**

- As of September 30, 2022, there was a surplus of \$73,000.
- One-time payments include any funding received that wasn't budgeted for.
- The Nurse retention bonus is included under the wages line.

**The following motion was brought forward:**

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**MOTION NO: 22-36                      Moved: D. Gushulak                      Seconded: A. Swanwick**

*That the RLMCMH Board of Directors approves the draft financial statements dated September 30, 2022, as presented.*

**Vote for motion: Carried.**

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##### **4.2. Review Capital Spending Plan**

**The following motion was brought forward:**

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**MOTION NO: 22-37                      Moved: M. Dumontier                      Seconded: D. Pertoci**

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

**Vote for motion: Carried.**

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##### **4.3. Policy Approval**

**4.3.1. Board Chair Role Description, BG-ID-04**

**4.3.2. Executive Limitations/Protection of Assets, BG-CEO-02**

**4.3.3. Executive Limitations/Significant Service Changes, BGCEO-05**

**4.3.4. Confidentiality**

**4.3.5. Statement of Roles and Responsibilities**

- Edits to the policies were recorded and will be adjusted prior to uploading.

**The following motion was brought forward:**

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**MOTION NO: 22-38****Moved: J. Frostiak****Seconded: A. Swanwick**

*That the RLMCMH Board of Directors approves the policies Board Chair Role Description, BG-JD-04, Executive Limitations/Protection of Assets, BG-CEO-02, Executive Limitations/Significant Service Changes, BGCEO-05, Confidentiality, and Statement of Roles and Responsibilities with proposed changes.*

**Vote for motion: Carried**

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#### **4.4. Risk Management**

- Deferred until November and January.

#### **4.5. Safe Bed Open House**

- The Safe Bed open house was held today.
- There was a turnout of close to 70 people who were able to ask questions and view the space. Attendees' input was overwhelmingly positive and supportive.
- We are still in the process of hiring a manager who will then hire their staff. The job posting will be updated in the coming weeks.

#### **4.6. BPSA Attestation**

**The following motion was brought forward:**

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**MOTION NO: 22-39****Moved: A. Swanwick****Seconded: J. Frostiak**

*That the RLMCMH Board of Directors approves the BPSA Attestation as presented.*

**Vote for motion: Carried.**

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#### **4.7. Executive Compensation**

**The following motion was brought forward:**

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**MOTION NO: 22-40****Moved: A. Swanwick****Seconded: S. Norlock**

*That the RLMCMH Board of Directors approves the release of the executive compensation for Ms. Gilbert and Ms. LeBeau as presented.*

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**Vote for motion: Carried**

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**5. CORRESPONDENCE/INFORMATION**

- Legal will join our November Board meeting to provide an educational session on ONCA.

**6. EMERGING ISSUES FOR DISCUSSION**

**6.1. Vacancies**

- The Hospital currently has two temporary full-time and four permanent part-time nursing vacancies, and one ward clerk vacancy which is causing strain on the department.
- An RN started their contract on Monday.

The meeting moved to in-camera at 6:50 pm.

The in-camera session adjourned at 8:04 pm.

**7. REPORTS**

**7.1. RLMCH Foundation**

- Deferred

**7.2. RLMCH Auxiliary**

- The Auxiliary is continuing with the Catch the Ace fundraiser.
- The tag day was very successful in Balmertown, Red Lake and Ear Falls.
- A table has been booked for the Christmas craft show in Ear Falls.

**7.3. Medical Advisory Committee**

- Deferred

**7.4. Quality Committee Update**

- Ms. Scarrow provided an education session regarding the programs available at Community Counselling.

**7.5. R&P Committee Update**

- All agenda items were previously discussed in tonight's Board meeting.

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

- The Hospital had several site visits from our regional programs in September and October
- Training this year has increased. CPI training started with front-line staff and will soon be offered to all staff.
- The new NP started this week and will be working on Withdrawal management.

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

- The CEO report was included in the package as information.

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

- Deferred.

### **8. MEETING EFFECTIVENESS SURVEY**

8.1. Results, September 27, 2022

8.2. Survey for Today's Meeting

### **9. CELEBRATIONS**

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

- John, Trevor, Lisa, Angie and Eleanor joined a planning meeting earlier this month.
- The focus was on the photos that were needed and the logistics of how to make them bigger. Hannah will look for the photos this month.
- Angie followed up with RMC and will provide an update.
- The Committee is looking for medical supplies for display at the event.

### **10. ADJOURNMENT**

The meeting was adjourned by Mr. Frostiak at 8:22 pm.

### **11. DATE OF NEXT MEETING: November 30, 2022**



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Ms. Sue LeBeau

**President & CEO**



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Ms. Sonia Green

**Committee Chair**