

 HANOVER &
DISTRICT
HOSPITAL
MINUTES OF THE REGULAR BOARD MEETING

DATE: Tuesday, May 25, 2021

TIME: 1700 hours

PLACE: GoToMeeting

PRESENT: **Voting Governors:** Lorna Eadie Hocking (Chair), Corwin Leifso (Co-Vice Chair), Tina Shier (Co-Vice Chair), Tim Kraemer (Treasurer), Rejane Dunn, Terry Leis, Pam Matheson, Chris Prues, Cathy Rahn, Nikki Zeh

Non-Voting Governors: Dana Howes (President and CEO), Mary Rae (Acting Vice President of Patient Care Services/CNO), Dr. Randy Montag (Chief of Staff), Dr. Nick Abell (President of Medical Staff), Dr. Tim Heerema (Vice President of Medical Staff)

Invited Staff: Susan Grubb (Support Services Charge), Tasha Hamel (Patient Care Manager), Eric McCallum (Executive Manager of Human Resources/ Physician Recruitment), Kim Mighton (Vice President of Finance & Operations), Victoria Cumming (Recording Secretary)

REGRETS: **Voting Governors:**

Non-Voting Governors: Michelle Scime-Summers (Vice President of Patient Care Services/CNO)

1. CALL TO ORDER

L. Eadie Hocking called the meeting to order at 1700 hours.

2. OPENING REMARKS

L. Eadie Hocking welcomed everyone to the meeting and shared opening remarks.

3. APPROVAL OF AGENDA

Moved and Seconded

THAT the agenda be approved as presented.

MOTION CARRIED

4. DECLARATION OF ANY CONFLICT OF INTEREST

No conflicts were declared.

5. MISSION, VISION, VALUES

The Board reviewed the Mission, Vision, and Values and were asked to keep them in mind throughout the meeting.

6. PRESENTATION: HEMODIALYSIS SPOTLIGHT

T. Hamel, Patient Care Manager and S. Grubb, Support Services Charge were introduced to the group and provided a presentation highlighting the Environmental Services Department which included the following;

- Roles and responsibilities;
- Where do infections come from;
- PIDAC standards;
- HDH MRDA Statistics and Nosocomial rates;
- UV light technology;
- Quality Assurance; and

- Changes since COVID-19.

It was questioned if processes will go back to how they were previously when the pandemic is over. HDH is unsure what processes will look like at that time as the end has not been reached. Cleaning standards will continue to be followed pivoting when necessary. It is expected that the future will look different than it did previously.

With more deep cleans being completed is the time increase significant for staff? On a day-to-day basis the number of terminal cleans (deep cleans) has increased. Staff also rotate terminal cleans in order to capture the entire hospital. An additional 4 hour shift has been added daily and performs some of those deep cleans in high traffic areas like the COVID-19 Assessment Centre.

Dr. T. Heerema entered the meeting

S. Grubb and T. Hamel left the meeting

7. STRATEGIC MATTERS

7.1 Grey- Bruce Ontario Health Team (GB OHT) Update

D. Howes provided a written briefing note in the agenda that highlighted;

- The Collaborative Decision Making Arrangement (CDMA) Sub-Committee held a virtual Board Information and Discussion Session that hosted 60 attendees. Breakout sessions allowed for great discussion and a chance for Board members in Grey Bruce to meet, many for the first time;
- The Engagement Sub-Committee is currently focusing on establishing the Community Council. Over 200 applications were received and 25 interviews were held to select members. 10 names will be recommended to the planning committee for approval;
- D. Howes has filled her term for co-chair and the GB OHT Planning Committee voted in new co-chairs on May 25, 2021 as Michael Barrett (South Bruce Grey Health Centre, CEO) and Alex Hector (South East Grey Community Health Centre, CEO); and
- The GB OHT Planning Committee will be submitting their report back template to the Ministry in early June, in time to be considered as part of cohort 3 applications.

The Board asked what the next steps for the Grey-Bruce Ontario Health Team Planning Committee are and it was explained that the approval process will be next. Once the GB OHT is approved it is permitted to move forward with year 1 objectives. Currently, the group is still working on governance and engagement. After approval there is some funding associated that does not amount to a lot. The OHT's are truly meant to be about collaboration and working together to deliver health to serve the community better.

OFFICER REPORTS

8.1 Board Chair Report

L. Eadie Hocking provided a report in the agenda outlining the events/meetings she has participated in from April 23, 2021 to May 20, 2021. She noted that she volunteered at the Hanover COVID-19 Vaccine Hub. There was no further discussion.

8.2 President/CEO Report

D. Howes provided a written report in the agenda and highlighted;

- With the Cerner upgrade in place, HDH is moving forward with implementing a cybersecurity solution to protect our information technology infrastructure from cyber-attacks. The software is Cohesity platform and will be in place by June 1, 2021;
- The hospital is striving to ensure its leadership is well equipped with the knowledge and tools to support the frontline in the provision of exceptional care. HDH has partnered with Huron (formerly The Studer Group) to provide a series of monthly Leadership

Development Institute sessions. This kicked off in the month of May with a session on Fostering Positivity;

- The COVID-19 Assessment Centre continue to operate Monday – Saturday. Volumes have dropped substantially and HDH will be meeting with hospital partners in Grey-Bruce to determine a new and more efficient approach;
- At this time HDH has not been further mandated by Ontario Health to accept patients from other regions. HDH continues to ensure capacity on the Acute Care Unit in order to respond swiftly if required. It was noted that Manitoba is currently in crisis and it is expected that Ontario Health West will assist with accepting patients to alleviate Manitoba hospitals. A registered nurse member has been deployed to support Grey Bruce Health Services' Critical Care Department;
- Staff members who have been deemed high priority will be receiving their second COVID-19 vaccine while other staff, moderate or low risk will access their second dose at one of the hubs as directed by Public Health. It was noted that the HDH Board Chair did submit a letter as part of a letter writing campaign to advocate for this. More complete and accurate vaccine date should be available via Public Health this fall.

It was clarified that COVID-19 Assessment Centre operating hours can be adjusted by removing days open and possible alternating them with other hospital sites. The minimum HDH is able to schedule due to employment standard rules is a four hour window. HDH takes direction from the Ministry on the operation of the COVID-19 Assessment Centre.

8. BUSINESS/COMMITTEE MATTERS

9.1 Finance/Audit & Property Committee Report

T. Kraemer reported that The Finance/Audit & Property Committee met on May 20, 2021 and received the draft audited financial statements and audit findings for the 2020/21 fiscal year. The committee recommended that the draft audited financial statements be brought forward to the Board.

Moved and Seconded

THAT the Board of Governors recommend the 2020/21 Audited Financial Statements to the Annual General Meeting of the Corporation for approval as presented.

MOTION CARRIED

The Finance/Audit & Property Committee also reviewed the Attestation Report 2020/21 and the Report on Consultants Use 2020/21.

Moved and Seconded

THAT the Board of Governors approve the Attestation Report 2020/21 and the Report on Consultants Use 2020/21 as presented.

MOTION CARRIED

9.2 Fiscal Advisory Committee Report

Nothing to report at this time.

9.3 Public Relations Committee Report

Nothing to report at this time.

9.4 By-Law Committee Report

C. Leifso reported that the By-Law Committee met on February 25, 2021. The revisions to the Corporation and Professional/Staff By-laws were tabled from the April 27, 2021 meeting for

approval at this meeting.

There was no discussion around the revisions made to the Corporate By-Laws.

Moved and Seconded

THAT the Board of Governors recommend the Corporate By-laws to the Annual General Meeting of the Corporation for approval as tabled from the April 27, 2021 Board Meeting.

MOTION CARRIED

Clarification was provided around Article 12 – Obligatory Consults being removed entirely from the Professional/Staff By-Laws. It was explained that this article was originally added due to a legal matter over a decade ago. It no longer applies and only applied to one area of practice. There were no further questions.

Moved and Seconded

THAT the Board of Governors recommend the Professional/Staff By-laws to the Annual General Meeting of the Corporation for approval as tabled from the April 27, 2021 Board Meeting.

MOTION CARRIED

9.5 Nominating Committee Report

C. Leifso reported that the Nominating Committee met on May 7, 2021 to review board succession and recruitment, a draft board chair evaluation and board committee and mentor lists for 2021-22. The Committee list and mentor list will be brought to the June meeting for review/approval.

There will be no new Governors brought forward for election at the Annual General Meeting. Governors up for election include Tina Shier, Lorna Eadie Hocking and Pamela Matheson who will all stand for a 3-year term. No resignations were brought forward to the Nominating Committee.

Moved and Seconded

THAT the Board of Governors approve the Nominating Committee to present Tina Shier, Lorna Eadie Hocking and Pamela Matheson for a 3 year term at the Annual General Meeting.

MOTION CARRIED

9. CONSENT AGENDA

Item 10.3 (a) Finance & Property report was removed from the consent agenda for discussion;

Clarification was sought around the amount of bad debts as it was higher this year. It was explained that the Ministry directed hospitals to not bill non-residents when the pandemic started. HDH was not able to charge anyone without an OHIP card. The Ministry was to reimburse for these expenses but no communication was received on the process for this. HDH took a conservative approach and recorded this as a bad debt as it is unknown if this will be collected. If HDH is able to collect the funds it will be recorded as revenue in 2021-22. Around 30-40% of non-residents fees owing were seen at the COVID-19 Assessment Centre. The process for regular collection of outstanding funds was then reviewed by the group.

Moved and Seconded

THAT the Board of Governors accept Item 10.3 (a) Finance & Property Report as presented.

MOTION CARRIED

Item 10.4 Correspondence – Thank You (Trillium Gift of Life Network (TGLN)) was removed from the consent agenda for discussion;

The amount of organ donations since partnering with TGLN was asked for. There has been one eye donation this year. It was noted that April was organ donation awareness month and HDH raised the TGLN flag in the month of April.

Moved and Seconded

THAT the Board of Governors accept Item 10.4 Correspondence – Thank you (TGLN) as presented.
MOTION CARRIED

Moved and Seconded

THAT the items on the consent agenda are approved as follows;

10.1 Open Board Session Minutes - Board Open Session Minutes – April 27, 2021

10.2 Board Committee Reports

(a) Finance/Property Committee Minutes – April 22, 2021

(b) Quality Governance & Risk Management – April 27, 2021

(c) Medical Advisory Committee Minutes – April 1, 2021

10.3 Reports

(b) VP of Patient Care Services/CNO Report

(c) Chief of Staff Report

MOTION CARRIED

10. ROUND TABLE

No further discussion.

11. NEXT MEETING

Annual General Meeting - Tuesday, June 22, 2021 at 5:00pm

12. COMPLETION OF BOARD MEETING EVALUATION

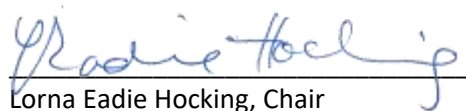
L. Eadie Hocking reminded the group to complete the Board Meeting Evaluation.

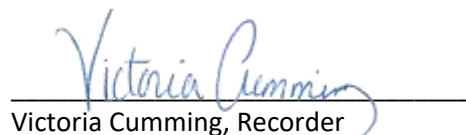
13. ADJOURNMENT

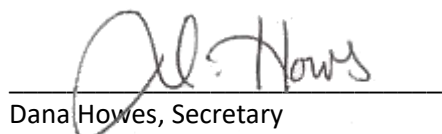
The meeting adjourned at 1800 hours.

NOTICE OF IN-CAMERA SESSION

An in-camera session was held following the open board session to discuss matters as outlined in Board Policy # 400.


Lorna Eadie Hocking, Chair


Victoria Cumming, Recorder


Dana Howes, Secretary