

**OPEN SESSION MINUTES OF THE AHI & TDMH JOINT BOARD OF DIRECTORS' MEETING**  
**Wednesday, April 24, 2019 at 5:30 pm**  
**TDMH 2<sup>nd</sup> Boardroom**

**PRESENT:**

*AHI*  
 Ian Blain (Co-Chair)      Don Campbell      Martha Di Carlantonio      Al Lauzon      Tanya Pirie      Carol Smith-Gee

*TDMH*  
 Cheryl Buchner (Co-Chair)      Gary Foerster      Mel Getty      Jenny Good      Barbara Morgan      Ruby Withington

*EX-OFFICIOS*  
 Dr. Kim Baker      Dr. Jamie Cluett      Sandy Jansen      Cheryl Pfaff      Dr. Joel Wohlgenut

**REGRETS:**

*AHI*      Kristie McCulligh  
*TDMH*      Dr. John Andrew      Diane Kleer

**RESOURCE:** Mike Bastow, Chief Operating Officer and VP Finance; Loralee Heemskerk, Recording Secretary

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<b>OPEN SESSION</b>  <b>BOARD CONTINUING EDUCATION SESSION</b>	<p><u>Privacy Education by Cheryl Pfaff, Chief Nursing Executive &amp; VP Clinical Services, Quality and Safety</u>                      Presentation provided an overview of our privacy education including obligations under the Personal Health Information Protection Act, regional initiatives and auditing processes. Privacy breaches are reported annually to the Privacy Commissioner. During discussion the following was noted:</p>	

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<p><b>1. CALL TO ORDER</b></p> <p><b>1.1 Quorum</b></p> <p><b>1.2 Conflict of Interest</b></p> <p><b>1.3 Approval of Agenda</b></p>	<ul style="list-style-type: none"> <li>• One breach at TDMH with information going to the wrong patient, otherwise no issues.</li> <li>• Safeguards are in place for hard copy patient charts, e.g. secure location, sign out process. If there are risk concerns regarding a particular incident, patient chart is locked.</li> <li>• Random audits are conducted every other month. Audits can be requested and do occur on occasion.</li> <li>• Legislation is not keeping up with technology. Physicians ask patient’s permission before health information is emailed using non-secure service.</li> <li>• Mitigation strategies to ensure privacy, e.g. “no use of camera/video” signage within hospital, private location for physician/patient discussions.</li> </ul> <p>Cheryl Buchner called the open session meeting to order at 6:08 pm.</p> <p>A quorum was present for both organizations.</p> <p>There were no conflicts to declare.</p> <p>Clarification that target reduction to 80% for the Patient Satisfaction Survey question on the Quality Improvement Plan was also made on the Pay for Performance.</p> <p><b><u>MOTION:</u></b>  <b>Moved by Al Lauzon</b>  <b>Seconded by Martha Di Carlantonio</b></p> <p><b>RESOLVED that the agenda be approved, including consent items, as circulated. Carried.</b></p>	

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<p>2. <b>BUSINESS ARISING FROM CONSENT</b></p> <p>3. <b>MATTERS FOR DECISION/DISCUSSION /INFORMATION</b></p> <p>3.1 <b>President and CEO Report</b></p>	<p>Consent Agenda Items:</p> <ul style="list-style-type: none"> <li>• Approval of previous open session minutes – March 27, 2019</li> <li>• CNE and VP Clinical Services, Quality and Safety Report</li> <li>• COO and VP People and Finance Report</li> <li>• AHI Joint Health and Safety Minutes – March 28, 2019</li> <li>• TDMH Joint Health and Safety Minutes – March 20, 2019</li> </ul> <p>There is no business arising from the consent agenda.</p> <p><u>Government’s Ontario Health Team (OHT) Initiative</u>  The Ministry of Health defines OHT’s as groups of providers and organizations that are clinically and fiscally accountable for delivering a full and coordinated continuum of care to a defined geographic population. Highlights:</p> <ul style="list-style-type: none"> <li>• Every healthcare service provider will somehow be aligned with an OHT.</li> <li>• OHTs will provide or contract healthcare services to the geographic members of that population.</li> <li>• Oxford Health Team has 17 different service providers; working on self-assessment submission; need to define terms of reference and memorandums of understanding.</li> <li>• Eventually one governance for all participating groups and single funding envelope.</li> <li>• Government has not addressed implications for agency Foundations.</li> <li>• Partnering agencies take on each other’s debt and liability.</li> <li>• TDMH and AHI have recently hired an individual to assist in program development and system transformation work.</li> </ul>	<p>Obtain original signature on meeting minutes (L. Heemskerck)</p>

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<p><b>3.2 Quality Highlights</b></p> <p><b>3.3 Corporate Planning and Finance Committee – April 18, 2019</b></p>	<p><u>AHI-TDMH Lab Services</u> Lab testing for microbiology and special laboratory medicines will be transferred to London Health Sciences Centre which is supported by a large team of specialists. This transition will not result in any layoffs or staffing changes at AHI or TDMH. Woodstock Hospital will maintain pathology services.</p> <p><u>AHI Accreditation Status Report</u></p> <ul style="list-style-type: none"> <li>• Survey Date: September 9, 10, 11, 2019.</li> <li>• Front line self-assessments to rate standards have been deployed; results will inform action plan and education for our staff.</li> <li>• AHI board completed self-assessment tool; areas of focus for additional follow-up include client engagement as members, ethics framework, adopting patient safety as written strategic priority, summary reports of complaints to governing body.</li> <li>• Overall to date we have 83% compliance with standards; teams continue to meet every two weeks.</li> </ul> <p>Meeting highlights:</p> <ul style="list-style-type: none"> <li>• TDMH inventory update</li> <li>• Clin Doc implementation</li> <li>• Physician recruitment</li> <li>• Energy savings initiative.</li> </ul> <p><u>Item 4.1 Installation of TDMH Generators</u> Recommendation forthcoming to proceed with replacement of our 40-year-old generators. H&amp;H Angus has provided a quote to coordinate the project, tender process, drawings, etc. If we receive 2019-20 Healthcare Infrastructure Renewal Funding from the government, it will be applied to this project.</p>	

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<p>4. NEW BUSINESS</p> <p>5. MOTION TO MOVE TO IN-CAMERA SESSION</p>	<p><b>MOTION:</b>  <b>Moved by Barb Morgan</b>  <b>Seconded by Gary Foerster</b></p> <p><b>RESOLVED</b> that the TDMH Board of Directors proceed with hiring HH Angus at a cost of \$80,010.00 plus applicable taxes to oversee the installation of the two new generators. Carried.</p> <p>There is no new business to address.</p> <p><b>MOTION:</b>  <b>Moved by Mel Getty</b>  <b>Seconded by Ian Blain</b></p> <p><b>RESOLVED</b> to move into the in-camera session at 6:48 pm to receive reports on items pursuant to the Board of Director's In-camera policy. Carried.</p> <p>The meeting terminated at the completion of the closed session.</p>	<p>Follow-up (M. Bastow)</p>

Sandy Jansen,  
President and CEO

Cheryl Buchner,  
TDMH Joint Board Co-Chair