

OPEN SESSION MINUTES OF THE AHI & TDMH JOINT BOARD OF DIRECTORS' MEETING
Wednesday, October 27, 2021
Virtually

PRESENT:*AHI*

Don Campbell (Co-Chair) Ian Blain Michelle Franklin Harold Matthews Tanya Pirie Todd Ross

TDMH

Ruby Withington (Co-Chair) Diane Kleer Carrie Lewis Ann Loker Barbara Morgan Heather Spanjers (vacancy)

EX-OFFICIOS

Dr. Jamie Cluett Sandy Jansen Cheryl Pfaff Dr. Michael Surkont Dr. Jay Taylor

GUEST: Maria Sanchez-Keane, Centre for Organizational Effectiveness (Item 2. Board Education)

REGRETS: *AHI* - Dr. Amy Blake Stephanie Nevins

RESOURCE: Mike Bastow, Chief Operating Officer and VP People and Finance; Lorelee Heemskerk, Recording Secretary

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<p>1. CALL TO ORDER</p> <p>1.1 Quorum</p> <p>1.2 Conflict of Interest</p> <p>1.3 Approval of Agenda</p>	<p>Don Campbell called the open session meeting to order at 5:31 pm.</p> <p>A quorum was present for both organizations.</p> <p>There were no conflicts to declare.</p> <p><u>MOTION:</u> Moved by Michelle Franklin Seconded by Ann Loker</p> <p>RESOLVED that the agenda be approved, including consent items, as circulated. Carried.</p>	

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<p>2. BOARD CONTINUING EDUCATION SESSION : Governance & Emerging Best Practices by Maria Sanchez-Keane, Centre for Organizational Effectiveness</p> <p>3. BUSINESS ARISING FROM CONSENT AGENDA - There is no business arising from the consent agenda.</p> <p>4. MATTERS FOR DECISION/DISCUSSION/INFORMATION</p> <p>4.1 TDMH Joint Health and Safety Minutes – October 20, 2021</p>	<p>Consent Agenda Items:</p> <ul style="list-style-type: none"> • Approval of previous open session minutes - September 29, 2021 • CNE and VP Clinical Services, Quality and Safety Report • COO and VP People and Finance Report • AHI Joint Health and Safety Minutes – September 28, 2021 • Governance Steering Committee – October 14, 2021 <ul style="list-style-type: none"> ○ Item 5.2 Approval of board application for membership (AHI and TDMH revisions) ○ Item 5.3 Approval of board policies: Board Attendance and Confidentiality <p>The presentation provided an overview of governance as leadership and the three modes of governance: fiduciary, strategic and generative. The importance of aligning decisions with the mission, vision and values of the organization was noted.</p> <p>The Ministry of Labour (MOL) visited TDMH based on an anonymous complaint about safety devices for immediate assistance in the emergency department (ED). It is not unusual for complaints to be anonymous and the ministry is still required to investigate. There is the opportunity for staff to address concerns with hospital leaders, or they can go directly to the MOL. It would be beneficial if the MOL had more detail before acting on an anonymous complaint. Our philosophy is that these visits allow us an opportunity to learn from the inspector and improve our processes.</p>	<p>Obtain original signature on meeting minutes (L. Heemskerk)</p>

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<p>4.2 President and CEO Report</p>	<p>Following the site visit and discussion with staff the ministry delivered two orders on Oct. 19th to leadership:</p> <ol style="list-style-type: none"> 1. Although screamers or panic buttons were available, not all staff were properly trained nor did we have devices located where it is mandatory. We have commenced staff training immediately on screamers and anticipate completion by the November 5th deadline. Staff training was initially provided a while ago however we've had new hires and training was not prioritized in anticipation of implementation of our new staff duress system. 2. Workplace violence policy was last updated in Dec. 2018. Since then we have had 20 incidents of workplace violence in the ED. Order issued to update the policy and we are reviewing document with the ED staff to ensure all concerns are addressed. <p>During the site visit there was discussion with the inspector about the new staff duress system with an anticipated project completion date of mid-November. The staff duress system has been implemented at AHI and TDMH will mirror the implementation and staff training process. The staff duress button is not voluntary and will be treated as mandatory, similar to personal protection equipment. Escalating violence in the EDs is a concern across the province.</p> <p>It was noted that we do conduct quality safety rounds monthly and visit every department annually with face to face conversations about staff safety concerns.</p> <p>Report provided an overview of provincial and local COVID landscape. It was noted that the South West Public Health Unit has had the highest increase in COVID cases than any other health unit in the province. Over 70% of Ontario hospitals have or are moving towards mandatory vaccinations for staff and physicians.</p>	<p>AHI physician training follow-up (M. Bastow)</p>

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<p>4.3 Patient Story</p> <p>4.4 Governance Steering Committee – Oct. 14/21</p> <p>4.5 Corporate Planning and Finance Committee – October 18, 2021</p>	<p>OneChart Phase II costs are substantial and still require significant review. The Cerner Program is integrated throughout 10 hospitals in the South West region. Ontario Health Team participants have different platforms and will also need to eventually integrate their systems in order to provide comprehensive care.</p> <p>Kudos was received from local residents regarding the excellent care received at AHI during an ED visit and admission. Confirmation that staff kudos do get shared with individuals/departments involved with granted permission. Concerns and compliments are all tracked in our on line incident reporting system.</p> <p>The Oxford & Area Ontario Health Team Virtual Town Hall scheduled for Wednesday, November 10th from 5:00 – 6:30 pm is being postponed until the New Year.</p> <p>Meeting highlights:</p> <ul style="list-style-type: none"> • Even under the assumption of AHI receiving full reimbursement for COVID expenses for the full fiscal year, forecasting to have an operating deficit of approximately \$150,000-\$200,000. Staff overtime is significantly higher and the need to utilize a nursing agency is costly. • We have received revenue for the COVID Assessment Centre and, if COVID expenses are reimbursed for the full fiscal year, TDMH will be forecasting a balanced budget. • AHI generator – committee weighed the financial risk vs risk of operating with only one 40 year old generator. AHI is going to proceed with purchase of two generators to ensure back-up which is important for patient care. Hospitals apply annually for Health Infrastructure Renewal Funding (HIRF) for infrastructure upgrades. 20-21 HIRF was directed towards roofs and air conditioning. Application for exceptional circumstance funding for the generators which is over and above the regular funding was approved for \$525,000 with approximately \$450-475,000 being spent before year-end on generator design and switch gear equipment. 	

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<p>4.6 Ethics Committee – October 1, 2021</p> <p>5. NEW BUSINESS</p> <p>6. MOTION TO MOVE TO IN-CAMERA SESSION</p>	<p>A recommendation is forthcoming from the committee recommending a donation of \$1,000 to each respective organization for staff appreciation initiatives.</p> <p><u>MOTION:</u> Moved by Harold Matthews Seconded by Ian Blain</p> <p>RESOLVED that the AHI Board of Directors approve a \$1,000 donation for staff appreciation initiative. Carried.</p> <p><u>MOTION:</u> Moved by Ruby Withington Seconded by Heather Spanjers</p> <p>RESOLVED that the TDMH Board of Directors approve a \$1,000 donation for staff appreciation initiative. Carried.</p> <p>Dr. Butcher, Ethicist attended and discussed minor amendments to the ethical decision-making framework to be brought forward to the board for approval at a later date. There was also extensive discussion around mandatory vaccination from a human rights perspective.</p> <p>There is no new business to address.</p> <p><u>MOTION:</u> Moved by Barb Morgan Seconded by Ian Blain</p> <p>RESOLVED to move into the in-camera session at 6:50 pm to receive reports on items pursuant to the Board of Director’s In-camera policy. Carried.</p>	

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	The meeting terminated at the completion of the closed session.	

Sandy Jansen,
President and CEO

Don Campbell,
AHI Joint Board Co-Chair