

**Minutes
Board of Directors Meeting
May 4th, 2022
Zoom Audio/Visual Conference**

Present: B. Heikkila (Chair), Z. Ashley, P. Austin, J. Bagshaw, S. Dowler, D. Dunn, D. Harris, L. Hastie, B. MacDonald, M. Barrett

Staff: D. Braithwaite, Vice President of Corporate Services / Chief Financial Officer
M. Dobson, Director Clinical Support & Ambulatory Care Services
A. King, Director, Human Resources
M. Legge, Manager, Communications, Engagement and Patient Experience

Guests: H. Wilhelm – Walkerton & District Hospital Foundation
B. Haines – Interim Patient Care Manager, Kincardine
P. Kerr, Media

Regrets: J. Haggarty, T. McFarlane, L. Roth

Recording Secretary: M. Curry

1.0 Call to Order

The Chair called the meeting to order at 1731 hours with a quorum present.

2.0 Presentations

2.1 Walkerton & District Hospital Foundation

H. Wilhelm, Coordinator of the Walkerton & District Hospital Foundation (WDHF), provided an update to the Board on behalf of the Foundation.

- The WDHF is pleased to be hosting the upcoming 'Evening Under the Stars' gala on June 4th, 2022.
- Other upcoming events include: Run for Health, Annual Golf Tournament

D. Braithwaite and M. Dobson entered the meeting at 1734 hours.

H. Wilhelm and the Walkerton & District Hospital Foundation were thanked for their ongoing support.

2.2 Patient Story – Kincardine Nursing

B. Haines, Interim Kincardine Patient Care Manager presented a patient story from the Kincardine Nursing Department.

- B. Haines recounted an incident where a multidisciplinary team collaborated to support the creation of a bariatric care plan, including education for all care providers involved.
- Following extensive research and the conduction of a needs analysis, a new bariatric bed was purchased for the Kincardine site with enhanced carrying capacity limits. This purchase was made through the support of the Kincardine Foundation.
- B. Haines and her team were thanked for their efforts to ensure the successful care of this patient population.

L. Hastie entered the meeting at 1744 hours.

B. Haines and H. Wilhelm exited the meeting at 1747 hours.

3.0 Approval of Agenda

Additions/Changes to Agenda: none.

(Motion 1)

MOVED by: D. Dunn
SECONDED by: P. Austin
THAT the Agenda be approved as presented.
Question called – Motion CARRIED.

4.0 Disclosure of Conflict of interest

There was no conflict of interest declared.

The Chair reviewed the Mission, Vision, and Values, and members were reminded to consider them in decision making during the meeting.

5.0 Business/ Committee Matters

5.1 Quality Improvement Committee Report

J. Bagshaw, Quality Improvement Committee Chair provided an update to the Board from the most recent meeting on April 19th, 2022.

- M. Connolly, Manager of Health Records, Registration, and Privacy Officer, provided a presentation on Privacy prevention, education, monitoring, and reporting. SBGHC's incident reporting responsibilities were outlined.
- An adjustment has been made to the Quality Performance Dashboard to remove the yellow target code.
- Communication on wait at triage remains a targeted indicator. Advancements continue.
- Despite voluntary nature of submission, a recommendation for the approval of QIP Indicators and 2022/23 QIP will be brought to the upcoming Board meeting on June 1st.

5.2 Corporate Resources Committee Report

D. Harris, Corporate Resources Committee Chair provided an update to the Board from the most recent meeting on March 28th, 2022.

- It has been communicated that the ministry will discontinue COVID-19 funding post March 31st, 2022. Financial impact relative to budget was noted as \$500K.
- Health Infrastructure Investment Funding (HIRF), Foundation, and Exceptional Circumstance Project (ECP) funded projects were reviewed.
- Two risks were reviewed through SBGHC's risk register, including Infection Prevention and Control (IPAC) cleaning standards and flood risks.
- By accepting the CRC minutes of April 25th within the consent agenda, the Board will be approving the March compliance statements.

5.3 Governance Committee Report

B. Heikkila, Chair of the Governance Committee provided an update to the Board from the most recent meeting on April 19th, 2022.

- An update was provided from the Recruitment Sub-Committee of the Board. Interviews ongoing for 2022/23 Board membership.
- Employee Excellence Award recipients to be selected at upcoming special meeting.
- Representative selected for non-voting membership on the Kincardine Physician Recruitment Committee.

5.3.1 Board Goals

- By accepting the Governance Committee minutes of April 19th within the consent Agenda, the Board will be approving the 2022/23 Board Goals.

5.3.2 By-Law and Policy Review Sub-Committee

- By-Law & Policy Approval process map reviewed and discussed.
- To date, 7 policies and 1 form have been completed by the sub-committee.

5.4 Kincardine Redevelopment Oversight Committee Report

B. Heikkila, Chair of the Committee, provided an update:

- KROC did not hold a regular meeting in April 2022.
- B. Heikkila provided a high level update on the recent project developments, including approval of stage 2 of Kincardine Redevelopment Project, and the approval of the tender of the CT suite addition.

5.5 Audit Committee Report

- No report.

5.6 CEO Report

- M. Barrett provided an overview of the Board decision to resume select services at SBGHC's Walkerton & Chesley sites, including the key principles for decision, and risks associated.
- The Board was provided with a review of the recent provincial budget which was tabled with significant investments to healthcare noted.
- Provincial Physician ED Coverage challenges were discussed.
- Ministry of Health approval was granted for stage 2 of the Kincardine Redevelopment Project, advancing SBGHC to Stage 3.1 of the Capital Planning Process.

5.7 Chief of Staff Report

L. Roth sent her regrets.

(Motion 2)

MOVED by: J. Bagshaw

SECONDED by: B. MacDonald

THAT the Board of Directors approve the Chief of Staff report as presented.

Question called – Motion CARRIED.

5.8 Director of Clinical Services/CNE Report

H. Al reported.

- H. Al provided a clinical leadership update, welcoming K. Beninger as the new

Chesley/Durham Patient Care Manager, and S. Metcalfe as Walkerton's Patient Care Manager. Recruitment for the Kincardine Patient Care Manager and Walkerton Acute Care/FBC position is ongoing.

- 11 Enhanced Externship Program Positions have been filled, with two 4th year extern positions hired.
- An update was provided on SBGHC's resumption of Clinical Services in Chesley and Walkerton. SBGHC's Leadership Team will evaluate the possibility to re-open the Chesley ED effective June 15th, 2022.
- Through the support of SBGHC's Nursing Staff and Agency Nurse complement, 100% of base staffing has been achieved until September 2022.
- SBGHC's new Document Management System (DMS) has proven effective, with over 1400 documents available to staff.
- The Board expressed its appreciation to staff on the successful implementation of SBGHC's Nursing Recruitment & Retention Action Plan which has allowed the resumption of clinical services.

5.9 Director of Clinical Support & Ambulatory Care Services

No report.

5.10 Reopening of Clinical Services in Chesley and Walkerton

- Topic of discussion to remain on the Board Agenda for the foreseeable future.

6.0 Consent Agenda

Errors/Omissions:

(Motion 5)

MOVED by: D. Harris

SECONDED by: D. Dunn

THAT the Consent Agenda be approved as presented.

Question called – Motion CARRIED.

By virtue of this motion, the South Bruce Grey Health Centre Board of Directors took the following actions:

- 6.1** Approved the Board Minutes of April 6th, 2022 and April 25th, 2022
- 6.2** Approved the Quality Improvement Committee Minutes of April 19th and May 2nd, 2022
- 6.3** Approved the Governance Committee Minutes of April 19th and May 2nd, 2022
- 6.4** Approved the Corporate Resources Committee minutes of April 19th and May 2nd, 2022
 - 6.3.1 Compliance Statement – March 2022
- 6.4 Correspondence:
 - 6.4.1 Kincardine CT Enabling Project Approval – Ministry of Health
 - 6.4.2 Board of Directors Recruitment – Municipality of Brockton

7.0 In-Camera Meeting

(Motion 6)

MOVED by: S. Dowler
SECONDED by: L. Hastie
To adjourn to an in-camera meeting at 1851 hours.
Question called - Motion CARRIED.

The meeting moved out of in-camera at 1929 hours.

Meeting Feedback

- B. Heikkila provided reflection on informative presentations, efforts dedicated towards 2022 Accreditation, and advancements in capital projects.
- SBGHC's Senior Leadership Team was recognized for their efforts in the resumption of clinical services at SBGHC.

(Motion 7)

MOVED by: D. Harris
SECONDED by: L. Hastie
THAT the South Bruce Grey Health Centre Board of Directors select P. Austin as a non-voting member of the Kincardine Physician Recruitment and Retention Committee.
Question called – Motion CARRIED.

(Motion 8)

MOVED by: D. Harris
SECONDED by: D. Dunn
THAT the South Bruce Grey Health Centre (SBGHC) Board of Directors support the submission of the attached Governance Functioning Tool – Summary of Responses to Accreditation Canada.
Question called – Motion CARRIED.

8.0 Adjournment

The meeting was adjourned by motion by P. Austin, seconded by Z. Ashley at 1932 hours.
CARRIED.

9.0 Next Regular Meeting
June 1st, 2022