

**Minutes
Board of Directors Meeting
Wednesday, June 1st, 2022
Zoom Audio/Visual Conference
1730 hours**

Present: B. Heikkila (Chair), P. Austin, J. Bagshaw, S. Dowler, D. Dunn, J. Haggarty, D. Harris, L. Hastie, B. MacDonald, T. McFarlane, M. Barrett, H. Al

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: B. Fair & D. Baldwin – Walkerton & District Hospital Foundation
J. Woodroffe – Manager, Physiotherapy
P. Kerr, Media

Regrets: Z. Ashley

Recording Secretary: M. Curry

1.0 Call to Order

The Chair called the meeting to order at 1730 hours with a quorum present.

2.0 Presentations

2.1 Kincardine & Community Health Centre Foundation

B. Fair, Chair of the Kincardine & Community Health Care Foundation, and D. Baldwin, Foundation Coordinator, were welcomed to the meeting to provide an update on behalf of the Foundation.

- The Foundation is excited to launch the Kincardine Hospital Redevelopment Capital Campaign with the goal of raising \$12 million. This funding will go towards the redevelopment of critical areas of the hospital, as well as ongoing medical equipment needs.
- Capital commitments for the 2022/23 fiscal were outlined, including an anesthetic machine, and staff wellness room.
- A number of upcoming events were highlighted, including the upcoming 'Rock with the Docs' Event on June 17th, 2022
- B. MacDonald was recognized for her important role as SBGHC Board Liaison with the Kincardine Foundation.

J. Woodroffe, Manager of Physiotherapy, entered the meeting at 1737 hours.

B. Fair, D. Baldwin, and the rest of the Kincardine & Community Health Care Foundation were thanked for their ongoing support of SBGHC's Kincardine site, and exited the meeting at 1741 hours.

2.2 Patient Story – Physiotherapy

J. Woodroffe was welcomed to the meeting to provide a patient story from the Physiotherapy department.

- J. Woodroffe described a patient care situation where special equipment was secured to accommodate the needs of a bariatric patient, which was required to improve the care of the patient and decrease length of hospital stay. The Board also heard about the advocacy which was required to secure this equipment;.
- It was noted that through the support of our four Foundations, bariatric equipment has been made available at all four sites.

J. Woodroffe and her team were thanked for their efforts in driving patient-centred care at SBGHC, and exited the meeting at 1752 hours.

3.0 Approval of Agenda

Additions/Changes to Agenda: none.

(Motion 1)

MOVED by: P. Austin

SECONDED by: D. Dunn

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 May 16th, 2022.

- The Quality & Performance Dashboard has been revised to feature 'red' and 'green' indicators.
 - The 'Incidents that Reach Patients' indicator will be back-populated following an RL6 report issue.
- On February 18th, 2022, Ontario Health issued notice that in light of ongoing health human resources challenges and instability related to the COVID-19 pandemic, the 2022/23 QIP submission will be considered voluntary.
 - SBGHC intends to submit a 2022/23 QIP, which was slightly modified from the 2021/22 report. Endorsement has been gained from QIC, PFAC and MAC.

(Motion 2)

MOVED by: D. Harris

SECONDED by: D. Dunn

THAT South Bruce Grey Health Centre's (SBGHC) Board of Directors approve the 2022/23 Quality Improvement Plan as presented.

Question called – Motion CARRIED.

- In the month of May 2022, the QIC completed and reviewed the results of an annual self-evaluation, and the actions were noted.

5.2 Corporate Resources Committee (CRC) Report

D. Harris, Corporate Resources Committee Chair provided an update to the Board from the most recent meeting on May 24th, 2022.

- Year-end financial results were reviewed, wrapping up with a surplus of \$0.8M.
- While average occupancy rates are higher than the previous fiscal (notably due to Alternate Level of Care patient days), emergency department visits are under the expected amount.
- SBGHC will fulfill its Broader Public Service Accountability Act Attestation (BPSAA), outlining consultant engagement and expense claim reporting.
- M. Dobson provided a Corporate Health & Safety update, touching on health surveillance indicators and occupational incidents.
- Following the announcement of Bill 88 – *Ontario Working for Workers Act*, the Board was encouraged to participate in the e-learning webinar.
- By accepting the CRC minutes of May 24th within the consent agenda, the Board will be approving the year-end financial statements, compliance statements, and BPSAA attestation.

5.3 Governance Committee Report

B. Heikkila, Chair of the Governance Committee provided an update to the Board from the most recent meeting on May 16th, 2022.

- An overview of 2022/23 Board Recruitment efforts to date was provided. Successful candidate(s) will be presented to the Board for official election at the Annual Meeting on June 29th, 2022.
- P. Austin will assume responsibility as a non-voting member of the Kincardine Physician Recruitment Committee.
- Upcoming Foundation events were highlighted for information.

5.3.2 By-Law and Policy Review Sub-Committee

- A briefing note was presented to the Board for decision, featuring a recommendation to endorse three Board documents as written.

(Motion 3)

MOVED by: D. Harris

SECONDED by: J. Haggarty

**THAT the South Bruce Grey Health Centre (SBGHC) Board of Directors approve the Annual Declaration and Consent Policy;
AND THAT the South Bruce Grey Health Centre (SBGHC) Board of Directors approve the Annual Declaration and Consent Form;
AND THAT the South Bruce Grey Health Centre (SBGHC) Board of Directors approve the Service Reduction / Elimination Policy.
Question called – Motion CARRIED.**

5.4 Kincardine Redevelopment Oversight Committee Report

B. Heikkila, Chair of the Kincardine Redevelopment Oversight Committee provided an update to the Board from the most recent meeting on May 24th, 2022

- On April 25th, 2022, ministry approval was received to proceed with construction of a 2,000 square foot CT suite addition. Construction is underway.
- On May 3rd, 2022, ministry approval was granted to advance the Kincardine Redevelopment project to stage 3 of the ministry's capital planning process.

5.5 Audit Committee Report

B. MacDonald, Chair of the Audit Committee provided an update to the Board from the most recent meeting on May 24th, 2022.

- The Audit committee met to review the draft Audited Financial Statements to March 31st, 2022 as presented by Dennis Kraemer from BDO Canada.
 - A clean audit opinion was achieved.
- The Audit Committee recommended that the draft Audited Financial Statements for 2021/22 be presented to the SBGHC Board of Directors for approval.
- The appointment of an external auditor was not done at this meeting as a tendering process for external auditing services needs to be undertaken.
- The Audit Committee recommends to the Board of Director's that it direct staff to undertake a tendering for external auditing services.

(Motion 4)

MOVED by: J. Haggarty

SECONDED by: L. Hastie

**THAT the South Bruce Grey Health Centre (SBGHC) Board of Directors approve the draft Audited Financial Statements for 2021/22.
Question called – Motion CARRIED.**

(Motion 5)

MOVED by: L. Hastie

SECONDED by: J. Bagshaw

**THAT the South Bruce Grey Health Centre (SBGHC) Board of Directors direct staff to undertake a tendering for external auditing services from a qualified accounting firm to perform the services and duties of the of the external auditor for the corporation and that the results of the external auditing service tendering process be brought back to the Audit Committee for review and decision.
Question called – Motion CARRIED.**

Staff were thanked for their efforts throughout the year in ensuring strong financial reporting and outcomes.

5.6 CEO Report

M. Barrett reported.

- A recommendation will be brought forward to the Board during the closed session to resume 24/7 emergency services at the Chesley site of the South Bruce Grey Health Centre. This recommendation, similar to the Walkerton service resumption, was brought forward on the key principles of safe and sustainable care, while ensuring adequate and appropriate staff coverage across all four sites.
- Small and rural emergency departments (EDs) across the province are at a very high risk of reduction in service this summer due to a shortage of both nurse and physician coverage. Hospital corporations across Grey Bruce are meeting regularly to ensure coordination around possible reductions in service if necessary
- SBGHC Appreciation Week took place May 30th to June 3rd, 2022, with a number of recognition events taking place for staff to enjoy.

5.7 Chief of Staff Report

L. Roth, Chief of Staff, provided a report to the Board, featuring a recommendation to endorse the 2022 physician privilege reappointment.

(Motion 6)

MOVED by: D. Harris

SECONDED by: B. MacDonald

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

Question called – Motion CARRIED.

(Motion 7)

MOVED: D. Dunn

SECONDED: J. Bagshaw

THAT the following new applications be approved as recommended:

- Dr. Ching Ching Lee – HFO Locum
- Dr. Boon Chang – HFO Locum

Question called – Motion CARRIED.

(Motion 8)

MOVED: J. Haggarty

SECONDED: D. Dunn

THAT the Board of Directors approve the 2022 Medical Professional Staff re-appointment of privileges.

Question called – Motion CARRIED.

L. Roth and T. Holdsworth were thanked for their efforts.

5.8 Director of Clinical Services/CNE Report

H. Al reported.

- The following new members of the Clinical Leadership team have been welcomed:
 - R. Beyersbergen – Temp Patient Care Manager, Walkerton Acute Care/FBC
 - M. Aliberti – Interim Patient Care Manager, Kincardine

- Two Nurse Externs have transitioned to nursing positions at SBGHC.
- Paid preceptor training is available to staff to support ongoing efforts to mentor and onboard new graduates into future nursing roles.
- SBGHC continues to evaluate staffing stability and, in turn, the ability to resume 24/7 service in the Chesley ED.

5.9 Director of Clinical Support & Ambulatory Care Services

M. Dobson reported.

- Following Laboratory Accreditation, SBGHC has been granted 90 days to create an action plan for non-conformances.
 - It was noted that all non-conformances are being addressed through the integration with IHLP.
- SBGHC's COVID-19 response continues through bi-weekly Incident Management System meetings, participation in regional groups, and the development of a 4-week wind down plan.

5.10 Reopening of Clinical Services in Chesley and Walkerton

- Resumption of clinical services across SBGHC's four sites will remain a topic discussion for the foreseeable future.

6.0 Consent Agenda

Errors/Omissions:

(Motion 5)

MOVED by: D. Harris

SECONDED by: B. MacDonald

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 May 4th, 2022
- 6.2** Approved the Quality Improvement Committee Minutes of May 16th, 2022
- 6.3** Approved the Governance Committee Minutes of May 16th, 2022
- 6.4** Approved the Corporate Resources Committee minutes of May 24th, 2022
6.3.1 Compliance Statement – April 2022
- 6.5** Approved the Audit Committee Minutes of May 24th, 2022
- 6.6** Approved the Kincardine Redevelopment Oversight Committee Report of May 24th, 2022
- 6.4 Correspondence: None.

7.0 In-Camera Meeting

(Motion 6)

MOVED by: T. McFarlane

SECONDED by: D. Harris

To adjourn to an in-camera meeting at 1917 hours.

Question called - Motion CARRIED.

The meeting moved out of in-camera at 2105 hours.

Meeting Feedback

- None.

(Motion 6)

MOVED by: D. Harris

SECONDED by: J. Haggarty

THAT the South Bruce Grey Health Centre (SBGHC) Board of Directors approve a 2.35% grid increase for non-unionized hospital staff in the 2022/23 fiscal year, effective July 4th, 2022 at a total cost of \$56,808 (cost has been prorated for the 9 months remaining in fiscal 2022/23).

AND THAT the SBGHC Board of Directors recognize the estimated total costs of salary increases for non-union staff that come as a result of progression through an updated salary grid which has been established to ensure non-union staff are compensated at a rate which better reflects current market conditions.

Question called – Motion CARRIED

8.0 Adjournment

The meeting was adjourned by motion by D. Dunn, seconded by B. MacDonald at 2105 hours.

CARRIED.

9.0 Next Regular Meeting

June 29th, 2022