



# MEETING MINUTES

## Board of Directors

Location: Resource Room/ Virtual

Date: October 25, 2023 Call to Order: 17:30h

**Present:**

V. Simpson, Chair	S. Boyko	B. Callewaert	D. Jones
J. McMaster	B. Szabo		
D. Armstrong-Ross	B. Cook	D. Goulet	J. Duewel

**Staff Present:**

K. Campbell	A. McAuley	S. Moore	L. Nabb
D. Valley	L. Waller		

**Regrets:**

B. Pap

**A. Call to Order:** V. Simpson called the meeting to order at 17:31 hours.

**Land Acknowledgement Statement:** Dr. B. Cook opened the meeting by reading the land acknowledgement statement.

**Declaration of Conflict of Interest:** none declared.

**Connecting to Purpose- Patient Story/ Organizational Success:** D. Valley, Manager Clinical Information Services shared success in capturing email upon registration, with over 700 email addresses captured since August. She recognized ER clerks and admitting staff who made this change go smoothly.

**B. Approval of Agenda:** no additions.

**C. Presentation:** D. Valley presented an overview of the responsibilities and functions of the Clinical Information department, highlighting the importance of chart completion and follow-up, data quality and freedom of information request processing to overall hospital operations and patient services.

**D. Consent Agenda:** the following items were circulated and reviewed.

- *Minutes of the Board of Directors Meeting [June 2023]*
- *Minutes of the Resource Committee Meeting [Sept. 2023]*
- *Minutes of the Quality Committee [Oct. 2023]*
- *Minutes of the Governance Committee [Oct. 2023]*
- *Joint Report from the CEO/ COS/ CNE*
- *Dryden Area Family Health Team Report*
- *Director Attendance*
- *Board Meeting Evaluation Summary*

**MOTION #18 2023/24: THAT** the Board of Directors approve the items from the Consent Agenda as presented.

**Moved:** S. Boyko

**Seconded:** J. McMaster

**CARRIED.**

**F. Business Arising from the Consent Agenda:**

**Board Committee Terms of Reference:** Draft committee terms of references were shared; noted that these were reviewed by the Governance Committee, with a recommendation that the Board of Directors approve the terms of reference as presented.

**MOTION #19 2023/24: THAT** the Board of Directors approves the following terms of reference, as presented/ amended:

- *Audit Committee of the Board*
- *Resource Management Committee of the Board*
- *Governance Committee of the Board*
- *Quality Committee of the Board*

**Moved:** S. Boyko

**Seconded:** B. Szabo

**CARRIED.**

### G. New Business

**Monthly Financial Statements:** A. McAuley, CFO, presented the financial statements, noting that two sets of statements are included, due to the September Board meeting being cancelled, however there were no significant differences between them. Main discrepancy in budget related to use of agency nurses, which year to date has cost an additional \$200,000 compared to if staffed with employees. An error was noted that the financial statements dated to the end of July 2023 in fact cover financials up to the end of August

**MOTION #20 2023/24: THAT** the Board of Directors approves the Financial Statements up to August 31, 2023, as amended.

**Moved: J. McMaster**                      **Seconded: S. Boyko**  
**CARRIED/ DEFEATED.**

**MOTION #21 2023/24: THAT** the Board of Directors approves the financial statements up to September 30, 2023, as presented.

**Moved: B. Szabo**                      **Seconded: B. Callewaert**  
**CARRIED**

**OHA Board of Directors:** D. Armstrong-Ross, CEO, shared that she has been recently appointed to the Board of Directors of the Ontario Hospital Association, noting that this is the first time in a while that there has been representation from the Northwest.

**Dryden Reg. Health Services Foundation Update:** D. Armstrong-Ross presented a briefing note prepared by C. Schmitt, Manager Recruitment and Fundraising from recent Foundation meetings. A new platform and revamped marketing strategy for the monthly 50/50 lottery has seen both increased sales and decreased costs. Foundation Board of Directors continues to be extremely supportive of recruitment initiatives, including physicians and other key roles.

**Patient Survey Platform (Qualtrics) Implementation Update:** K. Campbell, Director Risk Management, Service Quality, Health and Safety shared that the move from in-house survey to email-based through new vendor Qualtrics is nearly complete; this new methodology is expected to increase survey uptake, data quality, and will allow DRHC to benchmark with other hospitals. Expected to see rollout in coming weeks.

**Q1 Corporate Scorecard:** D. Armstrong-Ross noted big successes in reduced Emergency wait times and left without being seen, attributed to nurse practitioners added to the department and work of physicians. Rehab wait times are also down, due to addition of kinesciologist to see lower priority patients and full staffing in the department. Challenges for both community-based and Family Health Team mental health wait times due to increased volume of referrals.

**Appointments to Board Committees:** V. Simpson noted the list of Board committees and its members, noting that B. Pap has volunteers to serve on the quality, governance, resource and nominating committees. Vacancies remain on Audit, Ethics, and Nominating Committees; any interested Board members asked to contact the Board Chair or CEO.

**French Language Services Plan:** L. Nabb presented the 2023/24 French Language Services plan, which is required by the Ministry to outline projects for the Hospital to work towards. Projects slated for work over the next year included updated bilingual signage, active offer training, and the availability of the patient experience survey in French.

**MOTION #22 2023/24: THAT** the Board of Directors approve the 2023/2024 French Language Services plan, as presented.

**Moved: S. Boyko**                      **Seconded: B. Callewaert**  
**CARRIED.**

**Health Infrastructure Renewal Funding (HIRF):** A. McAuley reminded the Board that HIRF funding is allocated annually for the completion of specific projects. This year, DRHC has received \$835,000 to be used towards medical vacuum and HVAC systems.

**H. Information Items:** the following information item was circulated:

- *COVID/Flu Vaccine Clinics*

**I. Quality & Safety Concerns:** none raised.

**J. Ethical Considerations:** none raised.

**K. Adjourn to In-Camera Session:**

**MOTION #23 2023/24: THAT** the Board of Directors adjourn to an In-Camera Session at 18:40 hours.  
**Moved:** B. Callewaert    **Second:** B. Szabo  
**CARRIED.**

*The open session resumed at 19:13 hours.*

**L. Business Arising from the In-Camera Session:  
Credentialing of the Professional Staff**

**MOTION #31 2023/2024: THAT** the Board of Directors approves the appointments of professional staff, as presented in the in-camera session.  
**Moved:** B. Callewaert    **Seconded:** D. Jones  
**CARRIED/ DEFEATED.**

**Ratification of COPE Memorandum of Settlement**

**MOTION #32 2023/2024: THAT** the Board of Directors ratifies the Memorandum of Settlement with the Canadian Office and Professional Employees (COPE) Union, as presented in the In-Camera Session.  
**Moved:** J. McMaster    **Seconded:** D. Jones  
**CARRIED.**

**M. Directors' Issues:** none raised.

**N. Adjournment**

**MOTION #33 2023/24: THAT** the Board of Directors adjourns the meeting at 17:15 hours.  
**Moved:** S. Boyko    **Seconded:** S. Boyko  
**CARRIED/ DEFEATED.**



Vanessa Simpson, Chair



Doreen Armstrong-Ross, CEO