



Board Meeting
 May 30, 2022 at 4:00 pm
Minutes

Decision Making Framework

NDMH is committed to ensuring decisions and practices are ethically responsible and align with our vision, mission, values, philosophy and strategic directions. All decision makers should consider issues from an ethics perspective, including their implications of patients/residents and their families, staff and the community. The following questions should be considered for each issue:

- 1 Does the decision put **Patient's First** by responding respectfully to needs, values and preferences of our patients/residents and their families, our communities and by considering input from our Patient/Resident and Family Advisory Council?
- 2 Does the decision support the pursuit of high-**Quality** care through the adoption of best practices and innovation?
- 3 Does the decision demonstrate **Accountability** by advancing a high-quality patient/resident experience that is socially and fiscally accountable?
- 4 Does the decision demonstrate **Respect** by honoring the uniqueness of each individual and the diversifying natures of our communities?
- 5 Does the decision foster **Compassion, Fairness, Integrity and Teamwork**?

Agenda

Time	Presenter	Item & Purpose					Expected Outcome	Page #
		R: Recommendation	D: Decision/Action	E: Education	D: Discussion	I: Information	= R-E-D- I	
1.0	Roll Call							
	Membership	O	T	V	R	A		
	Nancy Gladun, Vice Chair	X						
	Ed Wawia, Director				X			
	Eric Rutherford, Director				X			
	Gordon Mackenzie, Director				X			
	James Foulds, Director	X						
	Robert Beatty, Director			X				
	Vacancy							
	O: On-site / T: Telecon. / V: Videocon. / R: Regrets / A: Absent							
	Non-Voting Membership	O	T	V	R	A		
	Cathy Eady, CEO			X				
	Madison Boudreau, CNE					X		
	Lauren Haskell, CFO		X					
	Shannon Jean, Director, NDFHT		X					
	Dr. Ravi Dhaliwal, Chief of Staff			X				
	Dr. Doug Scott, Physician Lead							X
	Dr. Robert Foulds, Pres., MAC							X
	Janice Nicol Vella, EA/Bd Liaison	X						

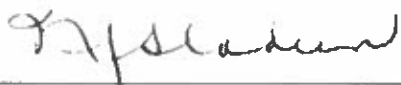
	Presenter	Item & Purpose
		R: Recommendation Decision/Action E: Education D: Discussion I: Information
2.0	Call to Order at 4:02 p.m.	
	N. Gladun	<p><u>Indigenous Land Acknowledgement Protocol/Opening Remarks</u></p> <p><i>Welcome and boozhoo. We acknowledge the Indigenous Peoples of all the lands that we are on today. While we meet today in-person and/or on a virtual platform, let's take a moment to acknowledge the importance of the land, which we each call home.</i></p> <p><i>We do this to reaffirm our commitment and responsibility in improving relationships between nations and to improving our own understanding of local Indigenous peoples and their cultures.</i></p> <p><i>We acknowledge the ancestral and unceded territory of all the Inuit, Métis, and First Nations people that call this nation home, and acknowledge the territory of the Ojibwe/Chippewa/Anishnaabe, Oji-Cree and Mushkegowuk/Cree peoples of Northwestern Ontario, the traditional territory of the Anishinaabe peoples of the Robinson-Superior Treaty, Treaty 9 and Treaty 5.</i></p> <p><i>Please join in a moment of reflection to acknowledge the harms and mistakes of the past and to consider how we can each, in our own way, move forward in a spirit of reconciliation and collaboration. Thank you, miigwetch.</i></p>
2.1		
2.2	N. Gladun	<u>Quorum</u>

	Presenter	Item & Purpose
		R: Recommendation Decision/Action E: Education D: Discussion I: Information
		With 3/6 members present, quorum was met.
2.3	N. Gladun	<u>Conflict of Interest</u> No conflicts of interest were declared.
2.4	N. Gladun	<u>Additions/deletions to agenda, approval of the agenda, Motion #1</u> Item 7.2 auditors are not here for communication, remove item. Motion: J. Foulds Second: R. Beatty Opposed: None <i>"That the agenda for the NDMH and the NDFHT Board of Directors meeting for May 30, 2022 be accepted as presented."</i> CARRIED.
3.0	Education / Presentation	
3.1	M. Boudreau	<u>Education: Using Stories to Improve Patient/Resident Care</u> Presented at the quality meeting, the briefing note provided reiterates the importance of patient/resident stores to our continual improvement.
4.0	Meeting Minutes	
4.1	N. Gladun	<u>NDMH Board Meeting Minutes, April 25, 2022, Motion #2</u> Motion: R. Beatty Second: J. Foulds Opposed: None <i>"That the minutes for the NDMH Board meeting for April 25, 2022 be accepted as presented."</i> CARRIED.
4.3	N. Gladun	<u>MAC Meeting Minutes, May 11, 2022, Motion #4</u> Regarding the mandatory vaccination policy, the minutes indicate this is a barrier to recruitment and a decision is needed and the board was advised that this will be discussed further in-camera. The use of the CO2 tool/sensor was also explained. Motion: R. Beatty Second: J. Foulds Opposed: None <i>"That the minutes for the MAC meeting for May 11, 2022 be accepted as presented."</i> CARRIED.
4.4	N. Gladun	<u>NDMH Quality Committee Minutes, May 17, 2022, Motion #5</u> Motion: J. Foulds Second: R. Beatty Opposed: None <i>"That the minutes for the NDFHT Quality Committee meeting for May 17, 2022 be accepted as presented."</i> CARRIED.
5.0	Generative	
5.1	N. Gladun	<u>Board Chair Report</u> Regarding the regional services council there will be a meeting in September. NDMH/NDFHT's chair would join as a representative, and not chair this council.
5.2	C. Eady	<u>Senior Management Report, May 2022, Motion #7</u> In addition to the report provided, the board was advised that a notification regarding the PSW (Personal Support Worker) wage enhancement becoming permanent has been received. Moved: J. Foulds Seconded: R. Beatty

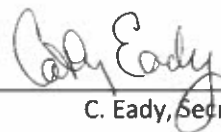
Presenter		Item & Purpose
		R: Recommendation Decision/Action E: Education D: Discussion I: Information
		Opposed: None <i>"That the Senior Management Report for May 2022, be accepted as presented."</i> CARRIED.
5.3	R. Dhaliwal	<u>Chief of Staff Report, May 2022, Motion #8</u> A new physician starts Jul 1, and others continue to consider NDMH for future work. While there is still no locum coverage, one has signed up for six weeks, and another starts June 13. Urgent care closes over the summer, and posters/notices have gone up. Moved: R. Beatty Seconded: J. Foulds Opposed: None <i>"That the Chief of Staff report for May 2022, be accepted as presented."</i> CARRIED.
6.0	Strategic	
6.1	N. Gladun / C. Eady	<u>Board Member Recruitment Update</u> The chair will send the application(s) to the board members, and before the meeting, will invite the applicant. It was confirmed that the new director would join the AGM, but not the regular June board meeting.
6.2	M. Boudreau	<u>NDMH French Language Service Report</u> The French language wording was updated in the bylaws and they have been sent off to council for review.
6.4	C. Eady	<u>NDMH Draft Bylaws, 2022-2023 (changes only)</u> Bylaws have been sent of to council for review, re: ONCA (Ontario Not-for-profit Corporations Act).
6.5	C. Eady	<u>NDMH Draft Professional Bylaws, 2022-2023</u> OHA reviewed and updated the professional bylaw requirements and NDMH's reflect the changes.
6.9	M. Boudreau	<u>Accreditation Report and Briefing Note</u> The CNE advised that accreditation went very well and there are generous timelines to respond to the required follow ups.
6.10	C. Eady	<u>CEO and CoS Job Description, Performance Appraisal Tool, Motions #10, #11</u> The governance committee met on May 17 to review the job descriptions and performance appraisal tools. Timelines/process are as follows: <ol style="list-style-type: none"> 1. Board to define/confirm CEO and CoS goals/objectives for 2022-23: May 30 in-camera, job description to be brought to regular board meeting on May 30. 2. On/around June 1, the CEO and CoS will be asked to provide names to the names of raters by June 5. 3. On June 5 or 9, the evaluation tool will be distributed to all raters for completion and return to the board chair by June 20. 4. Responses will be collated by the Chair in preparation for an in-person review in September. 5. September: present compiled evaluation results, review/compare CEO and CoS's self-completed tool then provide final report once evaluation is complete. Have board chair and CEO/CoS sign to confirm the completion of the review. Motion #10 and subsequent motions were renumbered. The CEO and CoS will need to provide names of raters by June 5 with an in-person review in September. The ED's (Executive Director) review will come later (Sept, early October). <u>Motion #10</u>

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		R: Recommendation Decision/Action E: Education D: Discussion I: Information
		<p>Moved: R. Beatty Seconded: J. Foulds Opposed: None</p> <p><i>"That the Chief Executive Officer job description and performance appraisal tool be accepted as presented."</i> CARRIED.</p> <p><u>Motion #11</u> Moved: J. Foulds Seconded: R. Beatty Opposed: None</p> <p><i>"That the Chief of Staff job description and performance appraisal tool be accepted as presented."</i> CARRIED.</p>
6.11	C. Eady	<p><u>NDMH Draft Emergency Department Closure Contingency Plan</u></p> <p>This policy was introduced as new for the organization and has been brought to the board to create awareness that there is a contingency plan in place in the event of an ED closure. The policy was created by sharing amongst other hospitals, which highlighted that this organization is 'light' in terms of senior management (other hospitals of similar size have significantly more staff). The CoS indicated that this is experienced on a daily basis, and questioned who is physically in the building to direct the organization, noting a skeleton crew. Even CCAC, the absences/working from home adds up. It was noted that further correspondence options will be added to the plan (to cancel the ED closure, and another to confirm the closure).</p> <p>RB: when I read it, it is well done, notification list is extensive and well thought out, looks that all bases are covered.</p>
6.12	N. Gladun	<p><u>NDMH/NDFHT Board Meeting Schedule 2022-2023</u></p> <p>A revised meeting schedule for the NDMH meetings was presented to the board, and while the preparation for these meetings can be time consuming, the board wishes to continue until certain issues are resolved.</p>
6.13	N. Gladun	<p><u>Quality Committee of the Board, Board Member Vacancy</u></p> <p>The board decided that this fits well with the learning/role of a new board member.</p>
6.14	N. Gladun	<p><u>Board Member Skills Survey Results</u></p> <p>Results will be sent separately.</p>
6.15	N. Gladun	<p><u>Board Meeting Evaluations – Results</u></p> <p>Overall, meetings have had a good review (4.2 to 4.5/5), with comments indicating that while the meetings have been long they have been necessary to ensure discussion.</p>
6.16	N. Gladun	<p><u>2021-2022 Annual General Meeting</u></p> <p>It was decided that the AGM and next meeting be set for 4 p.m. on June 27.</p>
6.17	N. Gladun	<p><u>Intention for Re-Election: J. Foulds, E. Rutherford</u></p> <p>Board members were reminded to advise of their intentions, in writing to the Board Chair asap. E. Rutherford will be contacted via phone by the EA/BL.</p>
7.0	Fiduciary	
7.1	L. Haskell	<p><u>Executive Compensation / 2021-2022 QIP, Motion #12</u></p> <p>The objective to increase the reporting of incidents of workplace violence (verbal and physical) has been met. This objective was tied to executive compensation at a rate of 1%. The QIP submitted to the Quality Committee had a target of 30 incidents and 42</p>

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		<p>incidents were reported, therefore, the objective of increasing the reporting and creating a culture of reporting was met.</p> <p>Motion: R. Beatty Second: J. Foulds Opposed: None</p> <p><i>"That the Board of Directors acknowledges that the targets related to the 2021-2022 QIP have been achieved at 100% (increase reporting of workplace violence) and that funds held back at 2% shall be returned to the CEO and CoS; and 1% shall be returned to the CFO and CNE."</i> CARRIED.</p>
7.2	L. Haskell	<p><u>Communications with Auditors, draft financial statements</u></p> <p>Deferred to next meeting.</p>
7.3	L. Haskell	<p><u>NDMH Q4 Financials, Motion #13</u></p> <p>Will look to move any surpluses into a contingency fund.</p> <p>Motion: J. Foulds Second: R. Beatty Opposed: None</p> <p><i>"That NDMH financials for Q4 be accepted as presented."</i> CARRIED.</p>
8.0	Adjournment to In-Camera Meeting	
8.1	N. Gladun	<p><u>Adjournment to In-Camera Meeting, Motion #15</u></p> <p>Motion: J. Foulds Second: R. Beatty Opposed: None</p> <p><i>"That the Board of Directors move to in-camera at 5:25 p.m."</i> CARRIED.</p>
9.0	Adjournment	
9.1	N. Gladun	Return to regular board meeting
9.2	N. Gladun	<p><u>Meeting evaluation</u></p> <p>A link to the meeting evaluation will be sent by email.</p>
9.3	N. Gladun	<p><u>Next Meeting Date, Adjournment, Motion #16</u></p> <p>Annual General Meeting on June 27, 2022. Next regular meeting will be determined once we have confirmation on a date from the auditors</p> <p>Motion: J. Foulds Second: R. Beatty Opposed: None</p> <p><i>"That the Board of Directors meeting be adjourned at 6:35 p.m."</i> CARRIED.</p>



N. Gladun, Chair



C. Eady, Secretary