

Pembroke Regional Hospital

Board of Directors Meeting
Wednesday, March 29, 2023
5:00 p.m.

In-Person Meeting – Pembroke Regional Hospital, Boardroom, Tower C (C142)

MINUTES

Attendance	P	R/A	Attendance	P	R/A
David Unrau, Chair	✓		Suli Adams		✓
Rebecca Paulsen, Vice Chair	✓		Daniel Burke	✓	
Dean Sauriol, Vice Chair	✓		Kim Drake	✓	
Richard Wilson, Past Chair	✓		Matthew Neadow	✓	
Amy Sicoli, CHSO Designate	✓		Neil Nicholson	✓	
Sabine Mersmann, President & CEO	✓		Scott Coombes (resource)	✓	
Dr. Thomas Hurley, Chief of Staff	✓		Melanie Henderson (resource)		✓
Dr. Margarita Lianeri, President of Professional Staff	✓		Carolyn Levesque (resource)	✓	
Beth Brownlee VP Clinical and Support Services / CNE	✓		Sarah Mellish (recorder)	✓	
Lisa Edmonds, Foundation Chair	✓				
Diana Gagné, President of Hospital Auxiliary	✓				

Agenda Items	Action
1.0 Board Education Session – Ottawa Valley Ontario Health Team	Dr. Richard Johnson, Primary Care Lead, provided the Board with an <u>overview</u> of the work completed in the Ottawa Valley Ontario Health Team's first year along with the goals and objectives for year two.
2.0 Call to Order 2.1 Opening Prayer 2.2 Land Acknowledgement	David Unrau called the meeting to order at 5:38 p.m. Amy Sicoli led the Board in an opening prayer followed by the Land Acknowledgement Statement read by David Unrau.
3.0 Adoption of Agenda Motion 1	Moved by Richard Wilson, seconded by Matthew Neadow, that the agenda of the March 29, 2023 Board meeting be accepted as presented. CARRIED
4.0 Declaration of Conflicts of Interest	A call for declarations of conflicts of interest was made. No conflicts of interest were declared.
5.0 Patient Story	Andrew Keck, Manager of Quality and Risk Management and Patient Relations Delegate at PRH, provided the Board with an <u>overview</u> of a patient story.
6.0 President and CEO's Report • Accreditation 2023	Pembroke Regional Hospital is excited to welcome the four-member surveyor team from Accreditation Canada April 3-6, 2023 for our onsite survey. The General Debrief following the survey is scheduled for April 6 th at 11:00 a.m. by Zoom or in-person and all members are welcome to attend.

- Making Strides In Our Hospital's Plan To Go "Paperless"

Over the next few years, our hospital will be working towards the implementation of a new electronic medical record system as part of a strategic initiative focused on Digital Transformation. We are currently working with The Ottawa Hospital on exploring us joining the "EPIC" family.

To date, work to go "paperless" has already been done including the transition from paper-based to digital physician reports which can be electronically transferred in a timely manner to family doctors. PRH also submits inpatient reports, surgical reports, diagnostic imaging and emergency department patient documentation to a provincial electronic medical record called Connecting Ontario and Ontario MD which provides care providers all over Ontario, real-time 24/7 access to digital health records including; dispensed medications, laboratory results, hospital visits, Home and Community Care Services, mental health care information, diagnostic imaging reports and images.

Most recently, as part of our organization-wide strategy to digitize processes, the Pembroke Regional Hospital has introduced a new electronic Lab order entry and information system which, together, have eliminated the use of paper for lab orders and results.

Our hospital has also been exploring opportunities to ensure that patients can have access to their digital results in a timely manner. In the coming months, this will include the adoption of the PocketHealth platform, a secure, online storage hub for medical imaging records such as X-Rays, Ultrasounds, CT scans and MRIs.

While PRH does not currently have the ability to provide a service like MyChart, the work we are doing will help lay the groundwork for offering this service in the future.

- Spring Memorial Service

The Spring Memorial Service which celebrates the lives of those who died while in our care over the past six months is scheduled for June 4, 2023 at Our Lady of Lourdes Church. All Board members are welcome to attend.

- PRH Honours Retirees and Staff Who Achieved Long Service Milestones


On April 12th we will celebrate the retirement of 17 staff members who retired in 2022 as well as the long-service milestones of 20 employees and three physicians who achieved long service milestones ranging from 20-30 years of service. They have all been invited to a luncheon where they will be presented with a token of appreciation from the

<ul style="list-style-type: none"> • Attendance Awards • Spring Edition of Community Connection 	<p>Hospital, along with a certificate and a service pin.</p> <p>As part of our ongoing reward and recognition program we recently recognized 33 full and part-time staff who achieved a full year of perfect attendance in 2022. Full time staff received a voucher for a paid day off and a certificate honouring their achievement, while part-time staff received a certificate and a \$10 PRH gift card.</p> <p>The Spring 2022 edition of our public newsletter was recently posted to our website and shared on social media. Hard copies are circulating throughout the region via Canada Post.</p>
<p>7.0 Strategic Matters – Generative Discussion</p> <p>7.1 2022-23 Hospital Services Accountability Agreement (HSAA) and Multi-Sectoral Services Accountability Agreement (MSAA)</p>	<p>Scott Coombes provided the Board with a <u>presentation</u> detailing the current situation with the Hospital Services Accountability Agreement (HSAA) and Multi-Sectoral Services Accountability Agreement (MSAA).</p> <p>A discussion was held on the 2023/24 HSAA and the concerns with signing at this time. As Pembroke Regional Hospital submitted a deficit, the Hospital is required to submit a balanced budget waiver with the signed HSAA. Along with the balanced budget waiver, there is also a request to submit a draft Performance Improvement Plan to return to a balanced position within three fiscal years by July 28, 2023 and that PRH will absorb the projected deficit of up to \$4.3 million.</p> <p>The Ontario Hospital Association has been in close contact with Ministry officials and is advocating on behalf of hospitals. PRH believes that the lowest risk decision would be to not sign the HSAA at this time and request a one-month extension. The HSAA will then be brought forward to the April Board meeting for further discussion and hopefully more information will be available at that time. Mr. Coombes has been in contact with other hospitals and there are a number of organizations who will be either requesting an extension or submitting a signed HSAA with an attached letter to negate some of the terms of the agreement.</p> <p>The Board agreed to move forward with not signing the 2023-24 HSAA at this time and requesting an extension from Ontario Health East until this can be further discussed at the April 26th Board meeting.</p> <p>A discussion was also held on the MSAA. There is no balanced budget waiver required and there were no transformative changes to the overall agreement. The Community Mental Health program is in a balanced</p>

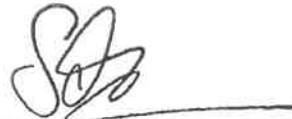
<p style="text-align: right;">Motion 2</p> <p>7.2 Generative Discussion - CHSO Care For All Webinar – “The Intersection Between Health & Climate Change: Why we must care for our common home”</p>	<p>budget position for 2023/24.</p> <p>Moved by Rebecca Paulsen, seconded by Dean Sauriol, that the Board of Directors approves the Multi-Sectoral Accountability Agreement (MSAA) for the period of April 1, 2023 to March 31, 2024.</p> <p style="text-align: right;">CARRIED</p> <p>As part of the Board’s Formation education, the CHSO has been providing webinars as part of its new “Care of All” series. The most recent webinar was titled “The Intersection Between Health & Climate Change: Why we must care for our common home”. A generative discussion was held on the webinar by those who were in attendance.</p> <p>Amy Sicoli reported that the CHSO noted that there were over 100 people in attendance at the latest session so they will continue to offer these in the future and encourage everyone to participate who can. All sessions are now also archived for those who cannot participate live to watch at their own convenience.</p>
<p>8.0 <u>Business / Committee Matters – Generative Discussion</u></p> <p>8.1 True North Metrics – Update on Skills Development Driver</p> <p>8.2 Highlights from the 2023/24 QIP</p>	<p>Scott Coombes provided the Board with a detailed <u>presentation</u> on the True North Metrics – Skills Development Driver.</p> <p>A discussion was held on the work being done to bridge the gap in the RPN scope of practice. RPNs who graduated years ago were not trained to have the same skills as the new grads so to bridge the gaps and ensure that everyone is educated to their full scope, the Hospital has been able to send several nurses to Algonquin College for further training. The managers have been working directly with those involved.</p> <p>Sabine Mersmann provided the Board with a <u>presentation</u> detailing the highlights of the 2023-24 Quality Improvement Plan. Mrs. Mersmann noted that there was a large consultation process completed in May and June of 2022 where three priority indicators were put in place by Ontario Health. The plan was previously reviewed and approved by the MAC, the Patient and Family Advisory Council and the Board Quality and Patient Safety Committee. The Board agreed that the QIP has been well developed and thanked everyone for their hard work. A motion approving the 2023/24 QIP is included in the consent</p>

	agenda.
9.0 <u>Consent Agenda</u>	<ul style="list-style-type: none"> • Verified the Board Minutes of January 25, 2023 • Received the Medical Advisory Committee minutes of February 15 and March 15, 2023 • Received the Board Governance Committee minutes of March 16, 2023 • Received the Board Quality and Patient Safety Committee minutes of March 8, 2023 and approved the following motion: <ul style="list-style-type: none"> • that the Board of Directors accepts the recommendation of the Board Quality and Patient Safety Committee and approves the 2023/24 Quality Improvement Plan (QIP) subject to any editorial changes • Received the Resource and Audit Committee minutes of January 19 and March 2, 2023 and approved the following motions: <ul style="list-style-type: none"> • that the Board of Directors accepts the recommendation of the Resource and Audit Committee and approves the hospital submission for a Partial Designation for French Language Services • that the Board of Directors accepts the recommendation of the Resource and Audit Committee and approves a net capital allocation of \$4,975,000 for 2023/24 • that the Board of Directors accepts the recommendation of the Resource and Audit Committee and approves a 1% inflation adjustment for Non Union Staff (other than Senior Leadership), effective April 1, 2023 • Approved the motion regarding the attestations and declarations of compliance for the 2022/23 fiscal year: <ul style="list-style-type: none"> • that the Board of Directors authorizes the President and CEO and the Board Chair to sign any declarations of compliance for

		the fiscal year 2022/23
		<ul style="list-style-type: none">• Received the Foundation Report• Received the Auxiliary Report
10.0 <u>Open Forum</u>		There were no items brought forward for discussion during the open forum.
11.0 <u>Next Meeting</u>		<i>Next Board Meeting on Wednesday, April 26, 2023 at 5:00 p.m. – Boardroom, Tower C (C142)</i>
12.0 <u>Adjournment</u>	Motion 3	Motion to adjourn by Neil Nicholson at 6:45 p.m. CARRIED



D. Unrau, Board Chair



S. Mersmann, President & CEO