

**OPEN SESSION MINUTES OF THE AHI & TDMH JOINT BOARD OF DIRECTORS' MEETING**  
**Wednesday, January 27, 2021**  
**Webex**

**PRESENT:***AHI*

Ian Blain                      Don Campbell                      Stephanie Nevins                      Tanya Pirie                      Todd Ross                      (vacancy)

*TDMH*

Ruby Withington(Co-Chair)    Jenny Good                      Diane Kleer                      Barbara Morgan                      Heather Spanjers                      (vacancy)

*EX-OFFICIOS*

Dr. Elizabeth Allen                      Dr. Jamie Cluett                      Sandy Jansen                      Cheryl Pfaff                      Dr. Joel Wohlgenut

**REGRETS:***AHI*

Al Lauzon

*TDMH*

Derek Barnard

Dr. Will Cheng

**RESOURCE:** Mike Bastow, Chief Operating Officer and VP People and Finance; Jennifer Row, VP, Program Development and System Transformation; Lorelee Heemskerk, Recording Secretary

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<b>OPEN SESSION</b>		
<b>1. CALL TO ORDER</b>	Ruby Withington called the open session meeting to order at 7:36 pm.	
<b>1.1 Quorum</b>	A quorum was present for both organizations.	
<b>1.2 Conflict of Interest</b>	There were no conflicts to declare.	

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<p><b>1.3 Approval of Agenda</b></p>	<p><b><u>MOTION:</u></b>  <b>Moved by Diane Kleer</b>  <b>Seconded by Tanya Pirie</b></p> <p><b>RESOLVED that the agenda be approved, including consent items, as circulated. Carried.</b></p> <p>Consent Agenda Items:</p> <ul style="list-style-type: none"> <li>• Approval of previous open session minutes – November 25, 2020</li> <li>• CNE and VP Clinical Services, Quality and Safety Report</li> <li>• COO and VP People and Finance Report</li> <li>• VP, Program Development and System Transformation</li> <li>• AHI Joint Health &amp; Safety – November 24, 2020</li> <li>• TDMH Joint Health &amp; Safety – January 20, 2021</li> </ul>	<p>Obtain original signature on meeting minutes (L. Heemskerk)</p>
<p><b>2. BUSINESS ARISING FROM CONSENT AGENDA</b></p>	<p>There is no business arising from the consent agenda.</p>	
<p><b>3. MATTERS FOR DECISION/DISCUSSION/INFORMATION</b></p> <p><b>3.1 President and CEO Report</b></p>	<p>Highlights:</p> <ul style="list-style-type: none"> <li>• COVID-19 Update: impact of variant virus; South West region is supporting Windsor and Toronto/GTA areas; incredibly complex process for patient transfers across regions; continue to support Caressant Care and Maple Manor outbreaks.</li> <li>• Vaccination Update: criteria has changed to long-term care priority; TDMH front-line staff have received first round of vaccine with a ministry commitment to receive second dose within 42 days.</li> </ul>	

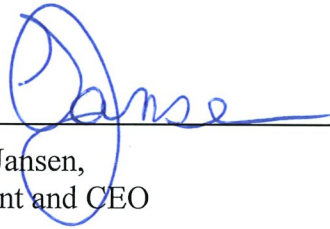
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<p><b>3.2 Quality Committee – Dec. 7, 2020</b></p>	<ul style="list-style-type: none"> <li>• TDMH Generators: installation is now complete.</li> </ul> <p>In response to a question, it was confirmed that early in the pandemic the ministry directed Ontario West to appoint hospitals to support area long-term care/retirement homes. The Red Cross is also supporting homes in a non-clinical role, e.g. meal delivery, virtual visits, etc. It will be a challenge for hospitals to continue to support this initiative long-term.</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• Pharmacy and Therapeutics presentation regarding hospital audits, recommendations and follow-up; development of new Medication Safety Committee; focusing on strategies for Best Medication History for high risk patients.</li> <li>• Security and Safety Report outlined compliance with safety measures.</li> <li>• Quality, Risk and Patient Safety Report highlighted investigation and action plans for outlying indicators.</li> <li>• A more detailed analysis is being conducted regarding Access, Flow and Wait Times.</li> </ul> <p><u>Patient Story</u></p> <p>Visitor restrictions can be challenging for patients and families. Family concern raised with regards to procedure and communication. Following investigation it was determined that patient meets the criteria to have daughter designated as a care partner and participate in the plan of care.</p>	
<p><b>3.3 Governance Steering Committee</b></p>	<p><u>December 10, 2020</u> Item 2.1.1 Board Performance Evaluation Policy</p>	

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	<p><b><u>MOTION:</u></b>  <b>Moved by Don Campbell</b>  <b>Seconded by Barb Morgan</b></p> <p><b>RESOLVED that the Joint Board of Directors approve the revised Board Performance Evaluation Policy as presented. Carried.</b></p> <p>Item 3.2 Board Chief of Staff Selection and Succession Policy</p> <p>The policy now includes a plan for temporary replacement in the absence of the Chief of Staff. Concern expressed that the policy does not align with the Professional Staff By-laws stating designation of the President of the Medical Staff as Acting Chief of Staff. Interpretation of the Public Hospitals Act (PHA) is unclear and could pertain to hospital's that do not have Chiefs of Staff. Recommend clarification.</p> <p>Item 3.2 AHI Chief of Staff – Duties and Responsibilities</p> <p>The Professional Staff By-laws no longer include the details for duties and responsibilities. A position description has been developed.</p> <p><b><u>MOTION:</u></b>  <b>Moved by Tanya Pirie</b>  <b>Seconded by Stephanie Nevins</b></p> <p><b>RESOLVED that the AHI Board of Directors approve the AHI Chief of Staff Duties and Responsibilities as presented. Carried.</b></p> <p>Item 3.2 TDMH Chief of Staff – Duties and Responsibilities</p>	<p>Follow-up (L. Heemskerk)</p> <p>Forward to Governance Steering Committee for follow-up (L. Heemskerk)</p> <p>Follow-up (L. Heemskerk)</p>

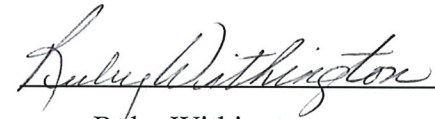
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<p><b>3.4 Corporate Planning and Finance Committee – Jan. 21, 2021</b></p>	<p><b><u>MOTION:</u></b>  <b>Moved by Diane Kleer</b>  <b>Seconded by Barb Morgan</b></p> <p><b>RESOLVED that the TDMH Board of Directors approve the TDMH Chief of Staff Duties and Responsibilities as presented. Carried.</b></p> <p>Item 3.4 AHI and TDMH Communication Plan</p> <p><b><u>MOTION:</u></b>  <b>Moved by Heather Spanjers</b>  <b>Seconded by Don Campbell</b></p> <p><b>RESOLVED that the Joint Board of Directors approve the revised AHI and TDMH Communication Plan as presented. Carried.</b></p> <p><u>January 14, 2021</u>  Item 4.4 Board Code of Conduct</p> <p><b><u>MOTION:</u></b>  <b>Moved by Stephanie Nevins</b>  <b>Seconded by Diane Kleer</b></p> <p><b>RESOLVED that the Joint Board of Directors approve the revised Board Code of Conduct as presented. Carried.</b></p> <p>Highlights:  <ul style="list-style-type: none"> <li>• Review of 21/22 audit planning process.</li> </ul> AHI Financials Q3: Total revenue was favourable for Q3 by \$1,374,630. Expenses were</p>	<p>Follow-up (L. Heemskerk)</p> <p>Follow-up (L. Heemskerk)</p> <p>Follow-up (L. Heemskerk)</p>

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<p><b>3.5 Annual Freedom of Information Update 2020</b></p> <p><b>4. NEW BUSINESS</b></p>	<p>unfavourable for the year by \$1,144,027, for a total favourable hospital operating position of \$230,603. Overall, including net building depreciation and other votes, we ended with a surplus of \$225,048.</p> <ul style="list-style-type: none"> <li>• TDMH Financials Q3: Total revenue was favourable for Q3 by \$1,809,813. Expenses were unfavourable for the year by \$1,958,737, for a total unfavourable hospital operating position of \$148,924. Overall, including net building depreciation and other votes, we ended with a deficit of \$338,404.</li> <li>• Q3 includes ministry reimbursement for COVID expenses from March to September.</li> </ul> <p>In this environment it is difficult to predict where we will finish year-end. The biggest unknown is whether we will receive reimbursement for COVID expenses from Oct. 2020 to March 2021. Hospitals have been asked by the ministry to continue submitting monthly costs however we haven't received funding letters as of yet. If we don't receive reimbursement both hospitals will be in deficits. We are hopeful to receive confirmation of funding by April.</p> <p>Hospitals are required to report annually the Freedom of Information (FOI) requests to the Information and Privacy Commissioner.</p> <p>In 2020 both AHI and TDMH received a request asking for a copy of electricity invoices for August and December 2019 plus our most recent invoice at the time of the request. We suspect this request was made to several Ontario hospitals and we provided the individual with the information.</p> <p>We will report the 2020 results to the Information and Privacy Commissioner by the required deadline of March 31, 2021.</p> <p>There is no new business to bring forward.</p>	

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
5. NEXT MEETING	Wednesday, February 24 at 5:30 pm	
6. ADJOURNMENT	With no further business to bring forward, the meeting adjourned at 8:33 pm.	



Sandy Jansen,  
President and CEO



Ruby Withington,  
TDMH Joint Board Co-Chair

