

**OPEN SESSION MINUTES OF THE AHI & TDMH JOINT BOARD OF DIRECTORS' MEETING**  
**Wednesday, October 30, 2019**  
**TDMH 2<sup>nd</sup> Boardroom**

**PRESENT:***AHI*

Al Lauzon (Co-Chair)      Ian Blain                      Don Campbell              Stephanie Nevins              Todd Ross

*TDMH*

Gary Foerster                      Jenny Good                      Diane Kleer                      Barbara Morgan                      Ruby Withington

*EX-OFFICIOS*

Dr. John Andrew                      Dr. Jamie Cluett                      Sandy Jansen                      Cheryl Pfaff                      Dr. Joel Wohlgenut

**GUEST(S):**      Jodi Edwards, Director Clinical Services & Informatics; Melissa Minard, Clinical Informatics Specialist (Item 1. Clin Doc)

**REGRETS:**

*AHI*                      Dr. Elizabeth Allen                      Martha Di Carlantonio Tanya Pirie

*TDMH*                      Cheryl Buchner                      Mel Getty

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

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<b>OPEN SESSION</b>		

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<p><b>1. 6:45 pm BOARD CONTINUING EDUCATION SESSION</b></p>	<p><u>OneChart Clinical Documentation Project (Jodi Edwards, Melissa Minard, Dr. Wohlgemut)</u>  The presentation provided an overview of the following:</p> <ul style="list-style-type: none"> <li>• Scope of Project</li> <li>• Why move from paper to electronic?</li> <li>• User feedback</li> <li>• Physician perspective</li> </ul> <p>In response to a question it was explained that the physician user piece has not yet been built out however there will be various templates created to make it more user-friendly from the physician perspective. There will also be the option to utilize voice recognition software for dictating.</p> <p>The clinical documentation software is customized to a certain extent for each regional site however we want to ensure balance with the Cerner model. We do have the ability to scale down the system to meet our needs in the smaller hospitals, especially since we don't have a lot of the specialties found in the larger centres.</p>	
<p><b>2. CALL TO ORDER</b></p>	<p>Al Lauzon called the open session meeting to order at 6:24 pm.</p>	
<p><b>2.1 Quorum</b></p>	<p>A quorum was present for both organizations.</p>	
<p><b>2.2 Conflict of Interest</b></p>	<p>There were no conflicts to declare.</p>	
<p><b>2.3 Approval of Agenda</b></p>	<p>Requested items to bring forward from the consent agenda: Item 3.1 AHI and TDMH Occupational Health and Safety minutes; Item 3.2 Communication Plan</p>	


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<p><b>3. BUSINESS ARISING FROM CONSENT AGENDA</b></p> <p><b>3.1 AHI &amp; TDMH Occupational Health and Safety</b></p> <p><b>3.2 Communication Plan</b></p>	<p><b><u>MOTION:</u></b>  <b>Moved by Ruby Withington</b>  <b>Seconded by Ian Blain</b></p> <p><b>RESOLVED that the agenda be approved, including consent items, as amended. Carried.</b></p> <p>Consent Agenda Items:</p> <ul style="list-style-type: none"> <li>• Approval of previous open session minutes – September 25, 2019</li> <li>• CNE and VP Clinical Services, Quality and Safety Report</li> <li>• COO and VP People and Finance Report</li> </ul> <p>In response to a question about increased WSIB claims, it was noted there has been a recent Occupational Health Nurse vacancy and this position is instrumental in reducing WSIB claims through the Modified Work Program. This position has since been filled.</p> <p>The IV drug user awareness initiative is focused on staff safety related to needle stick/sharp injuries. The balance between staff safety and patient privacy/stigmatization was recognized.</p> <p>Suggest meeting minutes include follow-up actions and completion dates.</p> <p>Review of the Communication Plan is the responsibility of the Governance Steering Committee and will be placed on their November meeting agenda. Thereafter recommendations will be forwarded to the board for consideration.</p>	<p>Obtain original signature on meeting minutes (L. Heemskerk)</p> <p>Refer to Ethics Committee for consideration (J. Row)</p> <p>Follow-up (M. Bastow)</p>

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<p><b>4. MATTERS FOR DECISION/DISCUSSION/INFORMATION</b></p> <p><b>4.1 President and CEO Report</b></p> <p><b>4.2 Quality Highlights</b></p>	<ul style="list-style-type: none"> <li>• Oxford – Ontario Health Team: meeting with ministry next week to discuss next steps for full application</li> <li>• Ministry funding announcement: 2019/2020 funding for AHI (\$144,000) and TDMH (\$226,000)</li> <li>• Advocacy for continued flex bed funding at TDMH</li> <li>• TDMH property utilization</li> <li>• New services are communicated via a number of referral pathways and promotional strategies, e.g. AHI Wound Care Program, AHI Paediatric Clinic</li> </ul> <p><u>Quality and Patient Safety Committee – Oct. 22, 2019</u></p> <ul style="list-style-type: none"> <li>• Security and Safety Presentation will be presented at next Board Quality Committee meeting</li> <li>• Medical Audit Committee responsibilities will now be aligned with the operational Quality and Patient Safety Committee</li> <li>• Medication reconciliation processes are ongoing</li> <li>• Patient and Family Centred Care has developed their 2020 Work Plan</li> <li>• Congratulations to AHI for receiving Exemplary Standing from Accreditation Canada</li> </ul> <p><u>Patient Story</u> Discussed strategies to implement behavioural supports and communication strategies for an AHI in-patient with complex needs.</p> <p><u>Quality Video</u> In follow-up from the Quality Advance initiative in April 2018, a quality video has been created featuring staff at both sites. The video demonstrates our quality vision</p>	

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<p><b>4.3 Corporate Planning and Finance Committee – Oct. 25, 2019</b></p>	<p>and how we all play a role in patient quality. It will be a great tool for recruitment and orientation and will also be uploaded to hospital websites.</p> <ul style="list-style-type: none"> <li>• Human Resource Report 2018-19 Q4: aging demographics at both sites; sick time target will be set once coding processes are clarified</li> <li>• Both hospitals are in a surplus position for 2019/2020 Q2.</li> <li>• Annual Christmas Employee Activity Donation: need to ensure that activities comply with broader public sector accountability.</li> </ul> <p><b><u>MOTION:</u></b>  <b>Moved by Don Campbell</b>  <b>Seconded by Ian Blain</b></p> <p><b>RESOLVED that the AHI Board of Directors donate \$1,000 to support the AHI holiday employee dinner. Carried.</b></p> <p><b><u>MOTION:</u></b>  <b>Moved by Jenny Good</b>  <b>Seconded by Diane Kler</b></p> <p><b>RESOLVED that the TDMH Board of Directors donate \$1,000 to support the TDMH Staff Appreciation Chinese New Year’s Luncheon. Carried.</b></p>	<p>Follow-up (M. Bastow)</p> <p>Follow-up (S. Jansen)</p>
<p><b>4.4 Governance Steering Committee – Oct. 10/19</b></p>	<ul style="list-style-type: none"> <li>• Cybersecurity risk</li> <li>• Oxford – Ontario Health Team governance engagement session is scheduled for November 7<sup>th</sup>; anticipate a transitional governance structure over the next few years.</li> </ul>	

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	<p><u>Item 2.1.1 Committee Terms of Reference</u></p> <p><b><u>MOTION:</u></b>  <b>Moved by Diane Kleer</b>  <b>Seconded by Ruby Withington</b></p> <p><b>RESOLVED that the Joint Board of Directors approve the Governance Steering Committee Terms of Reference as presented. Carried.</b></p> <p><u>Item 3.3 2020 Strategic Planning</u></p> <ul style="list-style-type: none"> <li>• Recommend a two year Strategic Plan refresh during the Ontario Health Team transitional period.</li> <li>• Engagement with community members, physicians and staff to determine what is still relevant in the existing plan.</li> </ul> <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 proceed to complete a two year refresh of our Mission, Vision and Values. Carried.</b></p> <p><u>Item 3.5 Joint Board Policy: Board Officer Selection Process</u></p> <p><b><u>MOTION:</u></b>  <b>Moved by Stephanie Nevins</b>  <b>Seconded by Jenny Good</b></p> <p><b>RESOLVED that the Joint Board of Directors approve the AHI-TDMH Board Officer Selection Process Policy as revised. Carried.</b></p>	<p>Follow-up (L. Heemskerk)</p> <p>Follow-up (S. Jansen)</p> <p>Follow-up (L. Heemskerk)</p>

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<b>5. Continuing Education</b>		
<b>5.1 Miller Thomson Webcast – The Ontario Health Team Application – Oct. 3, 2019</b>	Consistent messaging on the Ontario Health Teams (OHT); opportunity to write some of our own destiny; could have fractured system dependent upon where you go in the province; need to put the system in the forefront of this integrated model of delivery; no additional investment or resources to help develop these OHTs.	
<b>5.2 OHA – Governance Essentials for New Directors – Oct. 9, 2019</b>	Highlights: Future of governance in the OHT environment; patient care needs to be at the forefront.	
<b>5.3 OHA – Financial Literacy for Hospital Board of Directors – Oct. 10, 2019</b>	Highlights: Reading of financial statements; Case Study Example – deeper dives into accounting information; funding models; audit process and terms of engagement; financial literacy.	
<b>6. NEW BUSINESS</b>	There is no new business to address.	
<b>7. MOTION TO MOVE TO IN-CAMERA SESSION</b>	<p><b><u>MOTION:</u></b>  <b>Moved by Stephanie Nevins</b>  <b>Seconded by Ruby Withington</b></p> <p><b>RESOLVED to move into the in-camera session at 7:35 pm to receive reports on items pursuant to the Board of Director’s In-camera policy. Carried.</b></p> <p>The meeting terminated at the completion of the closed session.</p>	



Sandy Jansen,  
President and CEO



Al Lauzon,  
AHI Joint Board Co-Chair