

MINUTES OF THE ALLIED BOARDS OF DIRECTORS
MEETING HELD ON
TUESDAY, SEPTEMBER 24, 2024 AT 5:30 PM
CPDMH BOARDROOM

PRESENT:

✓	A. Bennett	✓	L. Learmonth
✓	C. Crosby	✓	B. Lowry Bagshaw
✓	A. Champagne	✓	S. Pirie
✓	M. Fortune	✓	R. Probert
✓	J. Fournier – Vice Chair	✓	G. Smith
✓	B. Harrington	✓	S. Snow
✓	K. Kirkpatrick	✓	M. Vermette
✓		✓	B. Young

REGRETS:

X	M. Bastin-Millar	X	L. Gardiner
X	L. Bernes	X	B. Harvey
		X	M. Maidment

STAF/GUESTS:

✓	R. Arseneau – CPDMH Foundation Executive Director	✓	L. McGreevy – CPDMH Foundation Board Chair
✓	S. Cousineau	✓	T. McLelland
✓	V. Dumas – AGH Foundation Executive Director	✓	R. Shaw
✓	B. Hilker – VP & CFO		

1.0	Welcome Guests
	The Vice-Chair welcomed R. Arseneau, L. McGreevy and V. Dumas to the meeting. V. Dumas gave a short introduction.
2.0	Approval of Agenda
	IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED. <div style="text-align: right;"><u>MOTION CARRIED</u></div>
3.0	Chair's Remarks
	<p>The Vice-Chair addressed the following:</p> <ul style="list-style-type: none"> Reminded Directors to complete their meeting evaluation which T. McLelland will be sending out after the meeting. Noted that this was L. McGreevy's last meeting as the CPDMH Foundation Chair and extended appreciation for all the support and time that L. McGreevy has provided to the Foundation. Note that this was R. Shaw's last Board meeting and wished R. Shaw well in retirement and future role as a Project Manager at St. Francis Memorial Hospital. Directors extended their congratulations and noted that R. Shaw was an expert who will be sorely missed. Asked V. Dumas if there was anything to add to the AGH Foundation Report which was included in the package. V. Dumas added that the AGH Donor Recognition Night has a new format this year called Late Night with Brad Harrington, President & CEO. The event will be held on November 5, 2024 in the Octagon Room. Asked L. McGreevy if there was anything to add to the CPDMH Foundation report which was included in the package. L. McGreevy thanked everyone for their support over the last three years and noted that the Foundation has a Past Chair position on their Board which L. McGreevy will have

	a seat for two years.
4.0	Consent Agenda Matters
	<p>IT WAS MOVED AND SECONDED THAT THE FOLLOWING ITEMS CONTAINED IN THE CONSENT AGENDA BE APPROVED:</p> <ul style="list-style-type: none"> a. Minutes of the Pre and Post Allied Boards of Directors Meetings held June 25, 2024 b. FRAC Terms of Reference c. AGH Financial Statements for the four-month period ended July 31, 2023 d. CPDMH Financial Statements for the four-month period ended July 31, 2023 e. LCPS Financial Statements for the seven-month period ended July 31, 2024 f. Policy IV-1 Signing Authority – updated g. Quality Committee Terms of Reference - updated h. Policy III-6 Complaints (Patient Care and Others) – updated <p style="text-align: right;"><u>MOTION CARRIED</u></p>
5.0	Business Arising from the Minutes
	There was no business arising from the minutes.
6.0	Matters Requiring Decision
	6.1 2024/25 Board Workplan
	<p>J. Fournier referred to the Draft Allied Boards Workplan included in the package. No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT THE 2024-2025 ALLIED BOARDS OF DIRECTORS WORKPLAN BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	6.2 2023 Lanark County Paramedic Services Audited Financial Statements
	<p>M. Vermette reported that as an obligation in the contract for the relationship AGH has with LCPS the Allied Boards approve the Audited Financial Statements. M. Vermette indicated that the audit went well and received an unqualified report.</p> <p>No questions were raised.</p> <p>IT WAS MOVED AND SECONDED THAT THE 2023 LANARK COUNTY PARAMEDIC SERVICES AUDITED FINANCIAL STATEMENTS BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	6.3 RFP for Audit Services
	<p>M. Vermette referred to the memo included in the package noting a recommendation from FRAC to approve release of a RFP for Audit Services. The opportunity to change Audit services was discussed at FRAC the last two years upon created of the Allied Boards relationship. A single firm for both Corporations will also help streamline the process for hospital staff.</p> <p>No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED BY THAT AUTHORIZATION OF MANAGEMENT TO RELEASE A RFP FOR AUDIT SERVICES FOR THE ALMONTE GENERAL HOSPITAL CORPORATION AND THE CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL CORPORATION BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	6.4 RFP for Supporting the Mississippi River Health Alliance Strategic Plan
	<p>B. Young referred to the memo included in the package indicating that the Governance & Nominating Committee discussed the need for a new Strategic Plan and the release of a RFP to support the process.</p>

	<p>No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT AUTHORIZATION OF MANAGEMENT TO RELEASE A RFP FOR SUPPORTING THE MISSISSIPPI RIVER HEALTH ALLIANCE STRATEGIC PLANNING PROCESS TO BE RELEASED ON SEPTEMBER 30, 2024 BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>6.5 Lanark County Paramedic Service\Board Fiduciary Oversight</p> <p>J. Fournier reminded Directors of the discussion held in the in-camera meeting and asked if there were any additional comments or questions.</p> <p>No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT THE CHIEF OF LANARK COUNTY PARAMEDIC SERVICE BE ADDED TO THE MEMBERSHIP OF THE QUALITY COMMITTEE OF THE ALLIED BOARDS AS A VOTING MEMBER (MANAGEMENT), PROVIDE REGULAR REPORTING TO THE COMMITTEE AND ATTEND OTHER SUBCOMMITTEES AS APPROPRIATE BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>6.6 Land Acknowledgment for the MRHA</p> <p>B. Young referred to the briefing note included in the package and asked if anyone had any comments or concerns. A discussion was held and it was agreed that there was no reason not to adopt a land acknowledgment but that the intent was not to use it at meetings as it would weaken the value of doing so. A suggestion was made to only use the statement as a guideline and not to read it word for word. Further discussion was held. It was noted that the statement is in alignment with both local municipalities. After some deliberation the proposed motion was agreed on.</p> <p>IT WAS MOVED AND SECONDED THAT THE MRHA LAND ACKNOWLEDGMENT BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>6.7 Allied Boards Education Plan</p> <p>B. Young referred to the suggested Allied Boards Education Plan and inquired if anyone had any further suggestions.</p> <p>R. Probert suggested information on the Foundations' functions, funding roles, policies and activity levels could benefit the Allied Boards with a proper overview presentation. A second suggestion included a presentation on the role of volunteers in the organizations. Suggestions will be noted for future possibilities.</p> <p>IT WAS MOVED AND SECONDED THAT THE 2024-2025 ALLIED BOARDS EDUCATION PLAN BE APPROVED AS PRESENTED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
7.0	Matters for Discussion
	<p>7.1 Report of the AGH Chief of Staff</p> <p>M. Fortune noted that just being appointed in July, this was the first official Report of the AGH COS. No questions were raised.</p>
	<p>7.2 Report of the CPDMH Chief of Staff</p> <p>A.Champagne has nothing further to report.</p>
	<p>7.3 Report of the CEO & Senior Team</p> <p>B. Harrington noted that the Report was included in the package. B. Harrington provided the following verbal updates:</p> <ul style="list-style-type: none"> the third Obstetrician/Gynecologist has joined the team this month the MRHA website will be going live in October

	<ul style="list-style-type: none"> The FVM nurse call system has been fixed and has now met Ministry compliance <p>No questions were raised.</p>
	7.4 Quality of Care – Good Catch
	L. Learmonth reported that a nurse had reviewed the policy on epidural infusions and noticed that the dropped rate did not match the number on the package instructions. The policy was corrected.
	7.5 Quality of Care - Patient Compliment/Concern
	<p>L. Learmonth shared a concern received from the main information email account from a mother who brought their infant son to the Emergency Department (ED) after an unsettling night and instruction from family physician to do so. The child arrived at 3:00 pm, 2.5-3 hours later was seen by the ED physician who assessed, ordered blood tests and called CHEO. The patient was given an antibiotic by 7:30 pm and sent to CHEO. At CHEO the mother was informed that the child had appendicitis and had surgery the next morning. The mother was upset that this was not caught at the onset. The chart was reviewed, and it was clear that the child was triaged as a CTAS level 2 which was a fair assessment. There were 7 patients at CTAS 2 prior to the child's arrival. The mother was still not satisfied and was encouraged to advocate the ministry for more funding to hire nurses and physicians.</p> <p>L. Learmonth noted that there has been an influx of compliments received. The compliment chosen to be shared was received from the wife of a patient who was in the hospital for five months. The letter expressed that one of the nurses was an angel and went above and beyond. It was noted that all the other nurses were also great.</p>
8.0	Matters for Information
	The Vice-Chair noted that additional documents were added to the Board portal for information
9.0	Other Business
	The Vice-Chair wished goodnight to L. McGreevy, V. Dumas, R. Shaw, B. Hilker, S. Cousineau, L. Learmonth, A. Champagne, M. Fortune and T. McLelland who all left the meeting.
9.1	Elected Members Discussion with CEO (10 minutes)
	<p>IT WAS MOVED AND SECONDED THAT THE MEETING MOVE IN-CAMERA.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p> <p>Directors continued an in-camera discussion. No minutes were recorded.</p> <p>B. Harrington left the meeting.</p>
9.2	Elected Members Only Discussion (10 minutes)
	<p>Directors continued an in-camera discussion. No minutes were recorded.</p> <p>IT WAS MOVED AND SECONDED THAT THE MEETING MOVE OUT OF CAMERA.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
10.0	Next Meeting /Adjournment
	<p>J. Fournier indicated that the next Allied Boards meeting will be held on November 26, 2024.</p> <p>IT WAS MOVED THAT THE MEETING BE ADJOURNED.</p>

Approved Minutes signed by:


 J. Fournier, Allied Boards Vice-Chair


 B. Harrington, Allied Boards Secretary