

MINUTES OF THE ALLIED BOARDS OF DIRECTORS
MEETING HELD ON
TUESDAY, JANUARY 28, 2025 AT 6:30 PM
CPDMH BOARDROOM

PRESENT:

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

REGRETS:

X	M. Bastin-Millar	X	B. Harvey
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STAF/GUESTS:

✓	R. Arseneau – CPDMH Foundation Executive Director	✓	P. Kenney – CPDMH Foundation Board Chair
✓	S. Cousineau – VP HR/Occ Health/Diagnostic Services	✓	T. McLelland – Executive Assistant (minutes)
✓	V. Dimas – AGH Foundation Executive Director	✓	J. Hildebrand – VP Capital Development & Support Services
✓	B. Hilker – VP & CFO		

1.0 Welcome Guests

The Chair welcomed R. Arseneau, V. Dimas and P. Kenny to the meeting. The Chair welcomed S. Persi to the meeting who is attending for the first time. It was noted that S. Persi is a Community Member on the Capital Projects Committee and has been invited to join the Closed session of the Allied Boards meetings to learn more about how the Boards function.

J. Hildebrand was also welcomed to his first in-person Board meeting and provided a short introduction.

Education Presentation

B. Harrington and J. Hildebrand were invited to provide a presentation on Hospital Capital Planning in Ontario and provided the following information:

- Introduction
- HCPPM Objectives
- HCPPM Guiding Principles
- Legislative and Policy Requirements
- Defining a Capital Project
- Capital Planning Process: Early Planning
- Capital Planning Process: Detail Design
- Capital Planning Process: Construction

	<ul style="list-style-type: none"> • Roles and Responsibilities • Procurement Models • Government Fiscal Planning Cycle for Capital Projects • Funding • Settlement • MRHA – Current Capital Projects - Status <p>Questions were raised and answered throughout the presentation. B. Harrington and J. Hildebrand were thanked for the very informative presentation.</p>
2.0	Approval of Agenda
	<p>IT WAS MOVED AND SECONDED THAT THE AGENDA BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
3.0	Chair's Remarks
	<p>The 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. • Congratulated everyone involved in the Grand Opening of the CPDMH new ED and noted it was an impressive facility with passionate staff. • Asked V. Dimas if there was anything to add to the AGH Foundation Report which was included in the package. V. Dimas added that • Asked P. Kenny if there was anything to Report on behalf of the CPDMH. P. Kenney thanked everyone who attended the Foundation VIP event for the ED Grand Opening, noted L. Learmonth was a great tour great and that lots of good comments were received. B. Harrington and the committee were also thanked for organizing a successful event.
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 Allied Boards of Directors Meetings held November 26, 2024 b. AGH Financial Statements for the eight-month period ended November 30, 2024 c. CPDMH Financial Statements for the eight-month period ended November 30, 2024 d. LCPS Financial Statements for the eleventh-month period ended November 30, 2024 <p style="text-align: right;"><u>MOTION CARRIED</u></p>
5.0	Business Arising from the Minutes
	<p>There was no business arising from the minutes.</p>
6.0	Matters Requiring Decision
	<p>6.1 Pharmacy Automated Dispensing Units</p> <p>M. Vermette referred to the briefing note included in the package and indicated AGH had purchased Pharmacy Automated Dispensing units, from Omnicell Incorporated and had planned to finance the items with an operating lease. With the latest funding announcements, AGH has the opportunity to reconsider the financial impact of the lease back option. Based on a quotation received from a vendor for an operating lease, overall cost impact for five-year lease term will be much higher than the procurement cost. In addition, if AGH opted to extend the lease for additional two years, cost impact will be significantly higher. Operating lease provides option to use assets up to seven years only, whereas the procurement of asset will provide option to utilize complete useful life (ten years) of the</p>


	<p>asset. Therefore, procurement of asset is being recommended by FRAC.</p> <p>IT WAS MOVED AND SECONDED THAT AUTHORIZATION OF MANAGEMENT TO PURCHASE THE PHARMACY AUTOMATED DISPENSING UNITS RATHER THAN PROCEEDING WITH AN OPERATING LEASE BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
	<p>6.2 Creation of Strategic Plan Steering Committee</p> <p>B. Young referred to the briefing note included in the package indicating that the preferred vendor, MacPhie has advised that a Steering Committee should be put in place to oversight the Strategic Planning process with membership including Board Directors; 1-2 Senior Team members; 1-2 staff and preferably a member of the Medical Staff from each hospital.</p> <p>The Governance Committee supports a Steering Committee to oversight the Strategic Planning process made up of the individuals suggested and also supports that the Chair of the Governance Committee be appointed Chair of the Steering Committee.</p> <p>A discussion was held and it was noted that the Consultants will be advising what the role of the Steering Committee is. It was noted that it was not the intent to exclude any Directors however the Terms of Reference for the Governance Committee does state Strategic Planning oversight as one its roles.</p> <p>The Allied Board of Directors will have ample opportunity for engagement and to provide feedback at focus group sessions and a Board Retreat. No concerns were raised.</p> <p>IT WAS MOVED AND SECONDED THAT CREATION OF A STRATEGIC PLAN STEERING COMMITTEE WITH MEMBERSHIP TO INCLUDE THE GOVERNANCE COMMITTEE, THE CEO, TWO MEMBERS OF THE SENIOR TEAM, THE TWO COS'S OR MEDICAL STAFF DELEGATES AND TWO MRHA STAFF MEMBERS AND THAT THE CHAIR OF THE GOVERNANCE COMMITTEE BE APPOINTED CHAIR OF THE STEERING COMMITTEE BE APPROVED.</p> <p style="text-align: right;"><u>MOTION CARRIED</u></p>
7.0	Matters for Discussion
	7.1 Report of the AGH Chief of Staff
	M. Fortune did not have anything further to report. No questions were raised.
	7.2 Report of the CPDMH Chief of Staff
	A. Champagne did not have anything further to report. No questions were raised.
	7.3 Report of the CEO & Senior Team
	B. Harrington noted that the Report was included in the package. No concerns were raised.
	7.4 Quality of Care – Good Catch
	L. Learmonth referred to the two “Good Catches” included in the package for information.
	7.5 Quality of Care - Patient Compliment/Concern
	<p>L. Learmonth shared a concern received from an Emergency Department patient who arrived late afternoon, was triaged and asked to wait in the waiting room. By midnight they were the last patients in the Department when seen. The patient ended up being transported to the Ottawa Hospital as a very ill patient. The Chief of ED reviewed the chart and it was detected that the nurse had triaged the patient at the wrong level. A process to reassess the patients in the waiting room by redoing vital signs every few hours was discussed at the following ED meeting. The Chief of ED corresponded with the patient as a follow up.</p> <p>L. Learmonth shared a compliment which was received from the Community Paramedicine Program who visited a patient who was in a car accident with life threatening injuries and who continues to</p>

	praise all members of the LCPS team for the care they provided even though the patient's husband did not survive the accident.
8.0	Matters for Information
	The Chair noted the Allied Boards Workplan included in the package for information.
9.0	Other Business
	The Chair wished goodnight to P. Kenny, R. Arseneau, V. Dimas, B. Hilker, S. Cousineau, L. Learmonth, A. Champagne and T. McLelland who all left the meeting. IT WAS MOVED AND SECONDED THAT THE MEETING MOVE IN-CAMERA. <u>MOTION CARRIED</u>
	9.1 Elected Members Discussion with CEO (10 minutes)
	Directors continued an in-camera discussion. No minutes were recorded. B. Harrington left the meeting.
	9.2 Elected Members Only Discussion (10 minutes)
	Directors continued an in-camera discussion. No minutes were recorded. IT WAS MOVED AND SECONDED THAT THE MEETING MOVE OUT OF CAMERA. <u>MOTION CARRIED</u>
10.0	Next Meeting /Adjournment
	L. Gardiner indicated that the next Allied Boards meeting will be held on March 25, 2025. IT WAS MOVED THAT THE MEETING BE ADJOURNED.

Approved Minutes signed by:



L. Gardiner, Allied Boards Chair



B. Harrington, Allied Boards Secretary