

Committee:	<b>HHS Common Board</b>		
Date:	December 12, 2024	Time:	4:00pm-4:55pm
Chair:	Glen McNeil, Board Chair	Recorder:	Alana Ross
Present:	David Atkinson, Nonie Brennan, Brian Heagle, Heather Hern, Lynn Higgs, Steve Ireland, Christie MacGregor, Glen McNeil, Dr. Natuik, Jared Petteplace, Jane Sager, Dr. Steinmann, Jimmy Trieu		
Regrets:	Tara Oke, Dr. Patel, Susan Reis, Dr. Ryan		
Guests:	Robert Lovecky (CFO)		
<b>1</b>	<b>Call to Order / Welcome</b> <ul style="list-style-type: none"> <li>• Mr. McNeil welcomed everyone and called the meeting to order at 4:00pm <ul style="list-style-type: none"> <li>○ Notifications: <ul style="list-style-type: none"> <li>▪ Video/Audio recordings and transcriptions of the open session meeting are retained for the purpose of creating accurate minutes and will be expunged on final approval of the minutes by the Board; in-camera sessions are not recorded or transcribed</li> </ul> </li> </ul> </li> </ul>		
1.1	<ul style="list-style-type: none"> <li>• Land Acknowledgement reviewed</li> </ul>		
1.2	<u>Patient Relations:</u> <ul style="list-style-type: none"> <li>• 2024-11-Monthly Report-Patient Relations, circulated <ul style="list-style-type: none"> <li>○ SHH patients feedback included: <ul style="list-style-type: none"> <li>▪ Polite emergency staff, great care, and quick turnaround, with a result of potential donations</li> <li>▪ Care received will allow one patient to finally look forward to Christmas</li> </ul> </li> <li>○ Shout out extended to staff member, Becky Jervis (scheduler), for her quick staffing workarounds during the bad weather last week</li> <li>○ Board members expressed appreciation for the continued care that our staff and physicians provide on a daily basis</li> </ul> </li> </ul>		
<b>2</b>	<b>Education / Guests</b>		
<b>3</b>	<b>Approvals and Updates</b>		
3.1	<u>Declaration of Conflict of Interest</u> <ul style="list-style-type: none"> <li>• Mr. McNeil asked if anyone had a conflict of interest to declare based on information contained in the package <ul style="list-style-type: none"> <li>○ No conflicts were declared</li> </ul> </li> </ul>		
3.2	<u>Agenda</u> <ul style="list-style-type: none"> <li>• Approval / Changes <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul> <p><b><u>MOVED AND DULY SECONDED</u></b></p> <p><b><u>MOTION: To approve the December 12, 2024 HHS Common Board agenda. CARRIED.</u></b></p>		
3.3	<u>Previous Minutes</u> <ul style="list-style-type: none"> <li>• Approval / Changes <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> </ul> <p><b><u>MOVED AND DULY SECONDED</u></b></p> <p><b><u>MOTION: To approve the November 13, 2024 HHS Common Board minutes. CARRIED.</u></b></p>		
<b>4</b>	<b>Business Arising from Minutes</b>		
	<b>Consent Agenda Part 1 – Standing Reports</b>		
5.1	<u>President &amp; CEO:</u> <ul style="list-style-type: none"> <li>• 2024-12-Monthly Report-CEO circulated</li> </ul>		

	<ul style="list-style-type: none"> <li>○ Flu shots are not mandatory, however it they are highly encouraged for staff members that do not choose to be vaccinated; when we have an outbreak, staff without the flu vaccine are not scheduled to work             <ul style="list-style-type: none"> <li>▪ Vaccination rate has increased slightly over previous years, and our uptake rates are 40% higher than other hospitals in the area</li> </ul> </li> <li>○ Part of the MRI submission to MOH includes an HR plan, which tells how we plan to staff the MRI; we are seeking to hire an MRI Tech, which will likely be brought in a few months before MRI 'go live' in order to ensure policies are in place</li> <li>○ CEO attended a Gateway Presentation where retained physicians were noted to be like gravity in their ability to attract more physicians, i.e., if retention rates are high and physicians have good morale and are happy with their workplace, it tends to draw other physicians to the organization             <ul style="list-style-type: none"> <li>▪ Magnetism</li> </ul> </li> <li>○ CT Scanner for SHH; two applications in to the MOH             <ul style="list-style-type: none"> <li>▪ Original application where the hospital submits a business proposal and business case to the Ministry to install a CT scanner at South Huron Hospital; submitted end of January 2024                 <ul style="list-style-type: none"> <li>– Ministry has one year to review the business case, make a decision and respond; anticipating an answer by Feb 2025</li> </ul> </li> <li>▪ 2<sup>nd</sup> application was in response to the Government efforts at privatizing diagnostic imaging; applications were called for last Spring                 <ul style="list-style-type: none"> <li>– CEO submitted an application on behalf of South Huron Hospital; this avenue would dovetail well with the installation of a new SHMC, as the business case indicates that the private CT will live in the new medical centre.</li> <li>– Different funding model</li> <li>– Decision was to be made in the fall, however, further to follow up last week, OHW is still reviewing the 2,000 applications from throughout the province</li> </ul> </li> </ul> </li> <li>○ Master Plan             <ul style="list-style-type: none"> <li>▪ CFO team just finished submitting further Ministry/Capital Branch requested documents about 3 weeks ago; awaiting responses</li> <li>▪ CFO team met with OHW this week and were provided with another step in the program; Group N designation is a protocol, which must go through the Board approval process, OHW representatives, Director of Capacity and Access and Flow; this document adds us to the group of MRI hospitals</li> <li>▪ Very close to wrapping up this part of the process, and expecting positive news; discussions planned with AMGH Foundation to strike up a Capital Campaign to raise money for the acquisition of the MRI itself</li> </ul> </li> <li>○ Awaiting the expected Physicians and Family Primary Healthcare report in Ontario by Jane Philpott</li> </ul>
5.2	<p><u>CNE:</u></p> <ul style="list-style-type: none"> <li>• 2024-12-Monthly Report-CNE             <ul style="list-style-type: none"> <li>○ In process of hiring managers for Inpatient Mental Health and OR/ER</li> </ul> </li> </ul>
5.3	<p><u>CFO:</u></p> <ul style="list-style-type: none"> <li>• 2024-12-Monthly Report-CFO</li> </ul>
5.4	<p><u>AMGH Chief of Staff:</u></p> <ul style="list-style-type: none"> <li>• 2024-12-Monthly Report-COS AMGH; next meeting scheduled for Dec 18, 2024</li> <li>• 2024-10-16-MAC Minutes</li> </ul>
5.5	<p><u>SHH Chief of Staff:</u></p> <ul style="list-style-type: none"> <li>• 2024-12-Monthly Report-COS SHH; meeting held Dec 12, 2024</li> <li>• 2024-10-10-MAC Minutes</li> <li>• 2024-11-14-MAC Minutes</li> </ul>
5.6	<p><u>AMGH President of Medical Staff:</u></p> <ul style="list-style-type: none"> <li>• 2024-12-Monthly Report-Pres. MS AMGH</li> </ul>
5.7	<p><u>SHH President of Medical Staff:</u></p> <ul style="list-style-type: none"> <li>• No report</li> </ul>

	<p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To accept the Staff Reports and MAC Minutes, as presented. CARRIED.</u></b></p>
<b>6</b>	<b>Consent Agenda Part 2 – Committee Reports &amp; Previous Minutes</b>
6.1	<p><u>Governance &amp; Nominating:</u></p> <ul style="list-style-type: none"> <li>• Next meeting scheduled for Dec 20, 2025                             <ul style="list-style-type: none"> <li>○ 2024-12-Report to Board-G&amp;N</li> <li>○ 2024-10-18-G&amp;N Minutes</li> </ul> </li> </ul>
6.2	<p><u>Resources:</u></p> <ul style="list-style-type: none"> <li>• Held December 5, 2024; next meeting scheduled for Jan 8, 2025                             <ul style="list-style-type: none"> <li>○ 2024-11-07-Resources Minutes</li> </ul> </li> </ul>
6.3	<p><u>Audit:</u></p> <ul style="list-style-type: none"> <li>• Held December 5; next meeting scheduled for Mar 6, 2025                             <ul style="list-style-type: none"> <li>○ 2024-12-Report to Board-Audit</li> <li>○ 2024-09-05-Audit Minutes</li> <li>○ 2024-Q2-Certification of Payroll Source Deductions &amp; HST AMGH</li> <li>○ 2024-Q2-Certification of Payroll Source Deductions &amp; HST SHH                                     <ul style="list-style-type: none"> <li>▪ The two attachments for Certification of Payroll Source Deductions under the Ontario Not-for-Profit Act are in place to protect liability of Directors being responsible, collectively or individually, for paying out six months wages and vacation pay up to 12 months, if these deductions are not paid accordingly by the hospital</li> </ul> </li> </ul> </li> </ul>
6.4	<p><u>Quality Assurance:</u></p> <ul style="list-style-type: none"> <li>• Next meeting scheduled for Jan 15, 2025                             <ul style="list-style-type: none"> <li>○ 2024-12-Report to Board-QA                                     <ul style="list-style-type: none"> <li>▪ Welcome to the QA Committee David Atkinson</li> </ul> </li> </ul> </li> </ul>
6.5	<p><u>Recruitment &amp; Retention:</u></p> <ul style="list-style-type: none"> <li>• Next meeting scheduled for Jan 7, 2025                             <ul style="list-style-type: none"> <li>○ HHS Overview for Recruitment</li> <li>○ HHS Physician Recruitment Benefits</li> </ul> </li> </ul>
6.6	<p><u>Joint Hospitals &amp; Foundations:</u></p> <ul style="list-style-type: none"> <li>• Held Dec 4, 2024; next meeting scheduled for Jan 15, 2025                             <ul style="list-style-type: none"> <li>○ 2024-09-04-JH&amp;F Minutes</li> </ul> </li> </ul>
	<p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To accept the Committee Reports and Minutes, as presented. CARRIED.</u></b></p>
<b>7</b>	<b>New and Other Business</b>
7.1	<p><u>HHS Financial Update:</u></p> <ul style="list-style-type: none"> <li>• HHS F2425 P7 Financial Results circulated and discussed                             <ul style="list-style-type: none"> <li>○ No significant changes over the past month; report shows number to Oct month end</li> <li>○ Both hospitals currently remain in a deficit position, that is \$2M better than forecasted in the annual budget; anticipating further funding announcements</li> <li>○ Significant amount of work being done on strategic initiatives, i.e., HIS and ERP strategies                                     <ul style="list-style-type: none"> <li>▪ Financial, HR and Procurement systems all require upgrade; engaging with Deloitte, London, Woodstock and HPHA to provide a presentation of options to the Board</li> </ul> </li> <li>○ Continue to have challenges on the Resources side                                     <ul style="list-style-type: none"> <li>▪ Filling vacancies; adding resources to Cardiorespiratory and Lab</li> </ul> </li> <li>○ Appreciation extended to the Financial Team for the quality and transparency of the financial reporting, i.e., Executive Summary, reporting by hospital, opportunities and risk, etc.</li> <li>○ Directors would like to see the report on screen going forward</li> </ul> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To accept the HHS F2425 Period 7 Financial Results, as presented. CARRIED.</u></b></p> </li></ul>
7.2	<p><u>Community Engagement Council:</u></p> <ul style="list-style-type: none"> <li>• For new Board members, the CEC was previously the Community Engagement Committee, which has been reshaped into the Community Engagement Council; includes Community member input on important hospital initiatives</li> </ul>


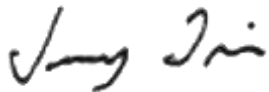
	<ul style="list-style-type: none"> <li>○ Co-facilitators for CEC are David Greer and Jimmy Trieu; due to weather disruptions, the next meeting is scheduled for Jan 2025</li> <li>○ Includes a broader scope in terms of engaging our communities, and a better mandate</li> <li>○ Will provide an update of Council direction to the Board after the next meeting</li> </ul>				
<b>8</b>	<p><b>In-Camera Session</b></p> <ul style="list-style-type: none"> <li>○ Notifications:                             <ul style="list-style-type: none"> <li>▪ All Board and Ex Officio Members are invited to remain for in-camera sessions, and guests will be invited by the Board Chair, as required; any members with conflicts of interest during in-camera discussion, can be recused as needed</li> <li>▪ All participants of the in-camera session are expected to ensure that their surroundings are secured from unauthorized participants</li> </ul> </li> </ul>				
8.1	<p><u>Move into In-Camera:</u></p> <ul style="list-style-type: none"> <li>● Human Resources                             <ul style="list-style-type: none"> <li>○ 2024-12-Report to Board-Credentials AMGH</li> <li>○ 2024-12-Report to Board-Credentials SHH</li> <li>○ 2024-12-12-Report Board-Credentials SHH2</li> <li>○ 2024-11-BN Audit Management Letter Update-IC</li> </ul> </li> </ul> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To move into the in-camera session at 4:30pm. CARRIED.</u></b></p>				
8.2	<p><u>Move Out of In-Camera:</u></p> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>Recommendation made to move back into open session at 4:37pm. CARRIED.</u></b></p>				
8.3	<p><u>Motions made based on In-Camera discussion:</u></p> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To approve the AMGH credentialing list as presented, and to move motion out of in-camera. CARRIED.</u></b></p> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To approve the SHH credentialing list as presented, and to move motion out of in-camera. CARRIED.</u></b></p> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To approve the 2<sup>nd</sup> SHH credentialing list as presented, and to move motion out of in-camera. CARRIED.</u></b></p> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To accept the 2024-11-BN Audit Management Letter Update-IC. CARRIED.</u></b></p> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To accept the Letter of Resignation of Pat O'Rourke from the HHS Common Board. CARRIED.</u></b></p> <p><b><u>MOVED AND DULY SECONDED</u></b>  <b><u>MOTION: To proceed as directed in in-camera. CARRIED.</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><u>Action:</u></th> <th style="text-align: left; padding: 5px;"><u>By whom / when:</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>● Review Hospitalist model further with AMGH MAC and forward amended BN to next Board agenda</li> <li>● Forward Board vacancy to G&amp;N for next steps</li> <li>● Forward letter of appreciation to Mr. O'Rourke</li> </ul> </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>● EA; Jan 2025</li> <li>● EA; Dec 20</li> <li>● McNeil; Dec</li> </ul> </td> </tr> </tbody> </table>	<u>Action:</u>	<u>By whom / when:</u>	<ul style="list-style-type: none"> <li>● Review Hospitalist model further with AMGH MAC and forward amended BN to next Board agenda</li> <li>● Forward Board vacancy to G&amp;N for next steps</li> <li>● Forward letter of appreciation to Mr. O'Rourke</li> </ul>	<ul style="list-style-type: none"> <li>● EA; Jan 2025</li> <li>● EA; Dec 20</li> <li>● McNeil; Dec</li> </ul>
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<b>9</b>	<p><b>Round Table</b></p>				
9.1	<ul style="list-style-type: none"> <li>● New consent agenda is working well                             <ul style="list-style-type: none"> <li>○ Land acknowledgement and patient relations report sets a positive tone at the beginning of each meeting</li> </ul> </li> </ul>				

- Committee reports submission prior to Board meeting ensures most important issues are brought forward on a timely basis and improves Board effectiveness and efficiency
- AMGH COS has ensured the physician group that if any issues arise from the consent agenda, as in the past, the Board will address them promptly and appropriately
- Physicians are continually encouraged to forward any concerns or issues to the Board; respect and appreciation extended to the physicians at both sites for their continued care
  - Consent agenda items can be pulled out for further review and discussion as needed
  - Looking for openness, inclusiveness and transparency among Board and Ex Officio Directors
- Resources meeting is rescheduled to Jan 9, 2025 from Jan 2, 2025 \*\*\*Virtual\*\*\*
- Board Advance for Dec 13 has been cancelled and rescheduled to Jan 24, 2025

**Merry Christmas**  
*and*  
**Happy Holidays!!!**

- Action:**
- Consider rescheduling Board and committee meetings for a more appropriate flow of information, i.e., move Resources to the last week of the month and Board after all the other meetings
  - EA to reach out to other organizations to determine a meeting pattern that works well

- By whom / when:**
- G&N; 2025
  - EA; Jan 2025

<b>10</b>	<b>Board Evaluations</b>		
<b>11</b>	<b>Next Meeting &amp; Adjournment</b>		Regrets to <a href="mailto:alana.ross@amgh.ca">alana.ross@amgh.ca</a>
	<b>Date</b>	<b>Time</b>	<b>Location</b>
	January 9, 2024	4:00pm-6:00pm	AMGH Boardroom / MS Teams available
	<u>Motion to Adjourn Meeting:</u>		
	<b><u>MOVED AND DULY SECONDED</u></b>		
	<b><u>MOTION: To adjourn the December 12, 2024 HHS Common Board meeting at 4:55pm. CARRIED.</u></b>		
<b>Signature</b>			
 			
_____		_____	
Mr. Glen McNeil, Board Chair		Mr. Jimmy Trieu, President & CEO	