



**WDMH Board of Directors  
Tuesday, May 26, 2020– 5:00 p.m.  
Via Videoconference**

**MINUTES OF MEETING**

<b>Director</b>	<b>Present</b>	<b>Regrets</b>	<b>Director</b>	<b>Present</b>	<b>Regrets</b>
Mike Villeneuve, Chair	√		Nathalie Boudreau	√	
Andy Barrett	√		Bruce Millar	√	
Renee Belhumeur	√		Michelle Perry	√	
Cholly Boland	√		James Pitruniak	√	
Holly Brown	√		Shawn Sutton	√	
Dr. Mary Naciuk		√	John Trickett	√	
Peter Krajcovic	√		Dr. B. Devin	√	
Lynn Dillabough		√	Marieke vanNoppen	√	
Elinor Jordan		√			
Elise Guest	√		David Wattie	√	
<b>Staff</b>			<b>Guest</b>		
Michelle Blouin	√		Andrew Newman – KPMG	√	
Chris Barkley (Recorder)	√		Carissa Leblanc – KPMG	√	

**1. Call to Order**

Chair Mike Villeneuve welcomed participants to the first virtual board meeting. The Board met via videoconferencing due to the coronavirus pandemic.

Andrew Newman and Carissa Leblanc of KPMG were welcomed to the meeting.

**2. Declaration of Conflict of Interest**

None declared.

**3. Agenda Check-In**

The agenda was approved by consensus.

**4. Review of Minutes**

***MOVED by Bruce Millar, SECONDED by Andy Barrett that the minutes of February 25, 2020 be approved. Carried.***

**5. Business Arising**

There was no business arising.

## 6. Board Reports

### 6.1 Medical Advisory Committee

The Medical Advisory Committee has dedicated much of its time, since March, to the protection and safety of patients, staff, and physicians with regards to the Novel Coronavirus. Dr. Devin spoke to the dedication of the physician leadership group. As a hospital we have increased capacity, reviewed our processes and procedures and upgraded skills in order to respond effectively to the needs of our community while protecting our team.

Department Chiefs held a retreat in February. The focus of discussions related to intra and interdepartmental communications, as well as brainstorming regarding continuing to develop physician engagement.

WDMH joined the Trillium Gift of Life Network. Staff attended training sessions in early February and this was expected to begin in April but has now been put on hold to allow full focus on our response to the Coronavirus. The program will be launched when the new norm is established.

### 6.2 Professional Staff Appointments

A number of new physician recruits were presented for approval. Approving privileges is one of the most important roles of the Board. The Medical Advisory Committee takes the approval of privileges seriously and all applications have had careful scrutiny.

***MOVED by Michelle Perry, SECONDED by John Trickett that the New Physician Recruitments be approved as presented. Carried.***

***MOVED by Renee Belhumeur and SECONDED by Michelle Perry that the Professional Staff Re-appointment list of staff privileges for re-appointment from June 1 2020 to May 31 2021 be approved. Carried.***

***MOVED by Bruce Millar, SECONDED by Elise Guest that the list of professional staff privileges to be modified be approved as presented. Carried.***

***MOVED by Marieke vanNoppen, SECONDED by Andy Barrett that the list of recently approved professional staff (since February 2020) be approved for reappointment. Carried.***

### 6.2 Medical Staff Organization

Dr. Mary Naciuk is the newly elected President of the Medical Staff Organization. Dr. Naciuk received her orientation to the Board of Directors in mid-May.

### 6.3 Finance Report

#### 6.3.1 Fourth Quarter Financial Statements – March 31, 2020

The hospital's financial results for the year ended March 31<sup>st</sup>, 2020 shows a deficit from hospital operations of \$46,153, which is unfavourable by \$154,424 from the approved budget; and by \$79,682 from the February forecast. The factors contributing to the variance were reviewed in detail. The hospital is analyzing the overtime increases that occurred in the last eight weeks of the fiscal year and will create a plan to ensure it does not continue. Leadership is reviewing patient ratios and the acuity of the patients of the affected units to

ensure appropriate staffing levels are in place. Budgets will also be reviewed to ensure affected units understand the amount of budget allocated based on the activity of the unit.

The hospital is currently incurring significant costs related to COVID-19, which includes supply (Personal Protective Equipment), staffing, and equipment costs. A tracking system has been established to ensure all costs are captured for reimbursement purposes.

### 6.3.2 2019/20 Audited Financial Statements

Andrew Newman and Carissa Leblanc of KPMG attended the meeting to present the 2019/20 Audited Financial Statements. The hospital received a clean audit with no recommendations.

The Board congratulated and thanked Michelle Blouin and the Financial Team on another successful audit, and the diligence throughout the year which is reflected in the statements.

***MOVED by Bruce Millar, SECONDED by David Wattie that the 2019/20 Audited Financial Statements be accepted for approval by the Corporate Members at the Annual Meeting in June. Carried.***

## 7. Report of the CEO

C. Boland provided an overview of the activities and processes established related to COVID-19. The Assessment Centre opened April 1<sup>st</sup>. Volumes have gradually increased from 5-6 patients / day to 80 which has impacted hospital staffing and Personal Protective Equipment.

Senior Management were recognized and thanked for their commitment and dedication during this pandemic.

## 8. WDMH Foundation Report

The Foundation is preparing for its Annual Meeting in June. Although the Foundation remains in a positive financial position, it has felt the impact of the pandemic with the cancellation of all 3<sup>rd</sup> party events.

## 9. WDMH Auxiliary Report

No report.

## 10. Governance

The Executive Committee minutes were received for information. The focus of the last three meetings has been Covid-19.

### 10.1 Annual General Meeting

The June 25<sup>th</sup> meeting will be the first virtual Annual General Meeting of the Corporation. The standard agenda will be followed.

## 10.2 Slate of Directors for Re-election

In accordance with Section 4.2(b) of the Hospital Bylaws, the following Directors have submitted their names for re-election to the Board for the stated term:

- James Pitruniak – 2-year term to June 2022 (James will have completed the maximum 9 years in 2022)
- Bruce Millar – 3-year term to June 2023
- Shawn Sutton – 2-year term to June 2022 (Shawn will have completed the maximum 9 years in 2022)
- Renee Belhumeur – 3-year term to June 2023
- David Wattie – 3-year term to June 2023

***MOVED by Michelle Perry, SECONDED by John Trickett that the above-named Directors be recommended to the Corporate Members for re-election to the Board for the stated terms. Carried.***

## 10.3 Annual Board Assessment

The Annual Board Assessment will be sent to all Directors via Survey Monkey.

## 10.4 Meeting Evaluation Results – February 25, 2020

The results of the February 25<sup>th</sup> meeting evaluation were reviewed. Board Chair Mike Villeneuve commended the Board on pre-reading the agenda material and coming prepared to the meetings.

## 10.5 Meeting Evaluation – May 26, 2020

The Evaluation for the May 26<sup>th</sup> meeting will be distributed to all directors electronically.

## 11. Conference / Workshop Reports

No report.

## 12. Report of RHI Board

The RHI / Dundas Manor Board of Directors will meet Thursday, May 28<sup>th</sup>. The priority at the Manor has been to remain free of the coronavirus. All residents have been tested and results were all negative. There have been some tragic situations in Long Term Care homes in Ontario. Of the 633 homes in Ontario, less than 10% have had more than 1 case. However, those that have had a positive case have had tragic situations with a number of residents and some staff passing away.

## 13. Communication and Public Relations Considerations

Key Themes from Meeting:

- Proud of the work being lead by physicians

- Strong financial position
- Audited financial statements approved to go to the Annual Meeting in June
- Great success of the hospital managing through the pandemic; establishment of an Assessment Centre in Winchester
- Success of first virtual meeting of the Board

#### **14. Next Meeting**

The Annual General Meeting is scheduled June 25<sup>th</sup> at 6:00 p.m. A special meeting of the Board will be held immediately following the Annual Meeting for the purpose of electing Board Officers.

#### **15. In Camera**

A brief in camera meeting was held.

#### **16. Adjournment**

There being no further business, the meeting adjourned.