



**Campbellford Memorial Hospital**  
**Board of Directors Meeting - Minutes**  
**Tuesday, April 30<sup>th</sup>, 2024 @ 4:00 PM**

**PRESENT:** Carrie Hayward (Chair), Kevin Huestis, Jeff Hohenkerk, Liz Mathewson, Michael Bunn, Sandra Conley, Marg Carter, Bruce Thompson, Dr. Dimitri Louvish, Doug Hunt, Ellen Buck-McFadyen, Heather Campbell, Robbie Beatty, Trish Wood, Nancy French, Jennifer Glover,

**REGRETS:** Glen Wood, Dr. Danish Chippa

**GUESTS:** Peter Mitchell (Recorder), Adam Kolisnyk (VP Corporate Services/CFO), Jessica Drover (HR Manager)

**1. CALL TO ORDER**

Carrie Hayward called the meeting to order at 4:05 PM.

**1.1 Confirmation of Quorum**

A Quorum was confirmed.

**1.2 Approval of Agenda**

**Motion:** Be it resolved that the Board of Directors approves the agenda as circulated.

**Moved by:** Robbie Beatty

**Seconded by:** Bruce Thompson

***Carried***

**1.3 Declaration of Conflicts of Interest**

No conflicts were declared.

## **2. ANNUAL ETHICS REPORT**

Josh Landry presented the annual ethics report to the Directors. He noted that there were 13 ethics consultations over the past year, which is slightly higher than the usual number. Several Directors raised questions about specific cases. Josh Landry responded to these inquiries, providing as much information as possible while maintaining patient confidentiality.

## **3. CONSENT AGENDA**

(The following items/recommendations have been identified as part of the consent agenda for the regular meeting. Directors are encouraged to contact the Board Chair, CEO or EA to the CEO/Board in advance of the meeting if there are questions about a listed consent agenda item. Any Director may request that any of the Materials be moved to the Board or Committee meeting agenda.)

### **3.1 Summary of Motions in Consent Agenda**

**Motion:** Be it resolved that the Consent Agenda be approved as circulated, including all motions listed in section 3.1 -Summary of Motions in Consent Agenda except for item 3.3 CMH Administrative By-law which was pulled for separate discussion.

**Moved by:** Liz Mathewson

**Seconded by:** Dr. Ellen Buck-McFadyen

***Carried***

### **3.2 Board of Director Meeting Minutes of March 26th Meeting**

### **3.3 CMH Administrative By-Law**

This item was removed from the consent agenda for further discussion. It was noted that some Directors suggested that a three-year cooling off period might be too long, pointing out that in many government organizations and agencies, the standard period is typically two years. After a thorough discussion, the Directors agreed that the proposed three-year period was acceptable

**Motion:** Be it resolved that the Board of Directors approve the amendments to the CMH Administrative Bylaw as recommended by the Governance Committee.

**Moved by:** Marg Carter

**Seconded by:** Sandra Conley

**Carried.**

**3.4 Chief of Staff Performance Form (Policy 2-051-B)**

**3.5 Individual Director Self Reflection Policy & Tool (Policy 5-230)**

**3.6 Roles and Responsibilities of the Board (Policy 5-290)**

**3.7 Foundation Report**

**3.8 Auxiliary Report**

Robbie Beatty spoke to the report and noted that the Auxiliary Fashion Show went very well.

**4. BUSINESS ARISING/COMMITTEE MATTERS**

**4.1 Governance Committee Report**

Michael Bunn highlighted the detailed discussion surrounding the Individual Director Self-Reflection Policy & Tool. He asked Directors to consider this tool when thinking about future leadership positions. Additionally, he noted the recent meeting of the nomination subcommittee held last week and mentioned that the interview process for new candidates will begin shortly.

**4.2 Strategic Planning Committee Report**

Sandra Conley provided an update on the recent work of the Strategic Planning Committee and highlighted the workshop that occurred on April 18th. She emphasized the positive interactions between managers and the board members in attendance. Jessica Drover also provided an update on the Retention Committee meeting that occurred earlier in the day.

**5. NEW BUSINESS**

### **5.1 Individual Director Self Reflection Tool**

Carrie Hayward highlighted the Individual Director Self-Reflection Policy & Tool, noting that directors should pay close attention to the final three questions. She emphasized that any specific leadership ambitions a director may have should be noted when completing the tool.

### **5.2 Board Chair Evaluation Form – Complete**

Directors were asked to make sure they complete the Board Chair Evaluation Form available via Survey Monkey.

## **6. REPORTS**

### **6.1 MultiCare Lodge Report**

There were no questions regarding the report that was circulated in the meeting package prior to the meeting.

### **6.2 Chair Report**

Liz Mathewson highlighted several events she attended in Carrie's absence and also provided a recap of the board's meeting with MPP Piccini that had happened earlier in the month. There was a brief discussion regarding how directors felt the meeting went. Directors noted that they were very appreciative of MPP Piccini taking the time to attend a meeting with them and also expressed gratitude for his continued support of the hospital's redevelopment plans.

### **6.3 President/CEO Report**

In addition to what was noted in his report, CEO Hohenkerk informed the Directors that the hospital continues to operate in surge mode, hovering between 130%-140% capacity. He noted there was no specific reason for the surge, no outbreaks occurring for instance, and it is largely increased activity. He proceeded to highlight various elements of his report, including the new CT scanner installation, his visit to the Auxiliary General Meeting, and initial partnership meetings with Island Park regarding the potential for a TCU bed partnership. CEO Hohenkerk also provided an update on physician recruitment strategies and discussed early ideas around regional recruitment initiatives he is planning.

**6.4 Chief of Staff Report**

Dr. Louvish provided highlights from his report. Directors asked questions regarding outbreak processes and the plans in place to manage a subsequent pandemic. The discussion covered various methods the hospital uses to monitor outbreaks locally, regionally, and provincially, as well as the ways the hospital collaborates with partners to plan for potential outbreaks.

**7. CORRESPONDENCE**

There was no correspondence.

**8. NEXT MEETING DATE – May 28th, 2024**

**9. MOTION TO ADJOURN THE OPEN MEETING**

**Moved by:** Robbie Beatty

**Seconded by:** Liz Mathewson

Carried.