



**Hospital
Board of Directors Meeting Minutes
Wednesday, November 25, 2020 at 5:30 pm
By Zoom**

Members:

- ✓ Joseph Bonnici
- ✓ Lindsay Broadhead
- ✓ Stephen Brown
- ✓ Jennifer Dewling
- ✓ Michael Ghent
- ✓ David Isaac
- ✓ Brad Keenan
- ✓ Elaine Kierans
- ✓ Mark Lachmann
- x Kirk LeMessurier

- ✓ Susan Mullin
- x Feaz Rahim
- ✓ Stephen Ranger
- ✓ Geoff Rawle
- ✓ Kathleen Sheehan
- ✓ Gillian Stacey
- ✓ Eric Turner
- ✓ Dean Valentine
- ✓ Anne Wagner

Non Voting Members:

- ✓ Joanne Simons
- ✓ Ed Kucharski
- ✓ Wendy Cheuk

Invited Guests:

- ✓ Adrian Puopolo
- ✓ Elaine Nairne
- ✓ Lee Hodge
- ✓ Michael Orlando
- ✓ Mark Trask

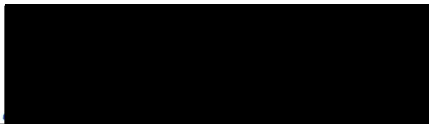
Recorder: Teri Weaver

Item	Agenda Topic and Discussion Points	Decision
1.0	Client Story	
	<p>Joanne Simons shared a client story with the Board.</p> <p>She also noted in recognition of World AIDS Day, on December 1, 2020, Casey House is hosting a virtual service of remembrance for clients who have died within the year. The Board will be invited to attend.</p>	
2.0	Call to Order & Approval of Agenda:	
	<p>Jennifer Dewling welcomed everyone to the Board of Directors meeting.</p> <p><i>Motion by Susan Mullin to approve the agenda as presented. Seconded by Stephen Ranger.</i></p>	Carried
3.0	Approval of Minutes:	
	<p>Approval of Minutes – September 30, 2020</p> <p><i>Motion by Mark Lachmann to approve the meeting minutes of September 30. Seconded by Anne Wagner.</i></p>	Carried
4.0	Strategy Discussion	
	<p>Joanne Simons presented an update on Strategy. In October/November, the Board was split into smaller groups to assess and discuss risks on financial, reputational, governance, quality of care and human resources in relation to expanding our clients at Casey House. She highlighted a summary of these discussions for the Board.</p>	
Item	Agenda Topic and Discussion Points	Decision

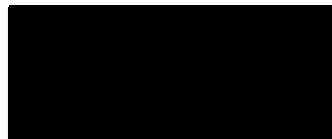
	<p>Ed Kucharski and Lee Hodge spoke to the current profile of Casey House clients, deepening our relationship in the HIV+ community and future potential clients. The Board asked questions and engaged in a focused discussion.</p> <p>More discussion will be held at the January and March Board meetings.</p>	
5.0	Consent Agenda Items:	
5.1	<p>CEO Report The Board did not have questions on the report.</p>	
5.2	<p>Quality Committee The Board did not have questions on the report.</p>	
6.0	Items for Discussion:	
6.1	<p>CMO Report Ed Kucharski provided an update on the Pandemic second wave, highlighting the status of the GTA's health sector and hospital collaboration, as well as the work at Casey House.</p> <p>Ontario Health has created a new regional Hospital Incident Management System (IMS) structure that oversees all GTA hospitals' capacity issues, movements of patients, supplies and equipment.</p> <p>Due to the Pandemic second wave, some hospitals have begun to experience capacity issues. All hospitals, including Casey House, are struggling to recruit RNs and PSWs. We do not have an immediate plan to open our 10-bed surge unit, but if we do, we would consider further collaboration with other organizations to support staffing needs.</p> <p>The following are things Casey House is doing, or has done to address the Pandemic second wave:</p> <ul style="list-style-type: none"> • Participation in IMS structure • Management participates in regular Toronto Region COVID-19 Hospital Operations Table, CEO and CMO meetings • Our Pandemic Response Team continues to meet regularly with continued focus on infection prevention and control, clinical programs, human resources, communications, facilities and wellness • We have a management contingency plan for both leadership and clinical staff changes that may occur as COVID-19 cases increase 	
Item	Agenda Topic and Discussion Points	Decision
	<ul style="list-style-type: none"> • Regularly communicate with all staff during Town Halls and regular updates via email • Offer education on IPAC and have plans for mental health and wellness activities • Updated our Pandemic Plan and Visitor's Policy 	

	<p>6.2 Governance Committee - Board Survey Results Jennifer Dewling presented a summary of results from the OHA's Board Self-Assessment Survey. Overall, results were positive.</p> <p>Of note, the lowest-scored areas and commentary were on Board size, and CEO Succession Planning.</p> <p>Although Casey House is a small organization, we do have strong senior officers who can readily step in for the CEO on a short-term basis to ensure business continuity.</p> <p>A discussion ensued on Board member skill sets and roles. The governance committee will review the current skills matrix and hold another discussion with the Board in the new year. Jennifer Dewling highlighted the role of the Board in governance matters and the function of the in camera's sessions.</p> <p>6.3 Finance Committee – 2021/22 Budget It was the intention of the Finance Committee Chair to request Board approval of the 2021/22 operating budget; however, Ontario Health just informed hospitals they are releasing updated parameters on budget planning. The 2021/22 Budget will be brought forward in the new year.</p>	
7.0	Other Business	
	<p>7.1 Board Social Joanne Simons will schedule a 'Zoom social hour' in December.</p> <p>7.2 Voices for World AIDS Day Concert Jennifer Dewling encouraged everyone to purchase their ticket for the December 1st virtual concert.</p> <p>7.3 Education As part on ongoing Board development, Jennifer Dewling mentioned if Board members wish to attend a Committee meeting they are not part of to familiarize themselves with its functions, to let Joanne Simons know and she will help schedule. Jennifer Dewling also reminded the Board that OHA has many educational programs/ resources under its Governance section.</p>	
8.0	In-Camera Session:	
	An in-camera session was held with and without the CEO.	
9.0	Adjournment:	
	<p>Jennifer Dewling adjourned the meeting.</p> <p><i>Motion by Geoff Rawle to adjourn the Board of Directors meeting. Seconded by Elaine Kierans.</i></p>	Carried

I certify that these minutes were considered and approved at the meeting of the Casey House Hospital Board of Directors on January 27, 2021.



Jennifer Dewling, Chair



Joanne Simons, Secretary