

**OPEN SESSION MINUTES OF THE AHI & TDMH JOINT BOARD OF DIRECTORS' MEETING**  
**Wednesday, April 26, 2017**  
**AHI 2<sup>nd</sup> Floor Lounge**

**PRESENT:***AHI*

Bill Mayoros (Co-Chair)                      Ian Blain                      Don Campbell                      Al Lauzon                      Maureen Ralph  
 Carol Smith-Gee

*TDMH*

Mel Getty (Co-Chair)                      Cheryl Buchner                      Barbara Morgan                      Ruby Withington

*EX-OFFICIOS*

Frank Deutsch                      Dr. Dan Dockx                      Julie Ellery                      Dr. Helen Frye                      Dr. Joel Wohlgemut

**REGRETS:**

*AHI*                      Kristie McCulligh

*TDMH*                      Dr. Mohamed Abdalla                      Cliff Evanitski                      Gary Foerster                      Larry Phillips

**RESOURCE:** Loralee Heemskerck, Recording Secretary

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<b>OPEN SESSION</b>		
<b>1. CALL TO ORDER</b>	Bill Mayoros called the open session meeting to order at 6:00 pm.	
<b>1.1 Quorum</b>	A quorum was present.	

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<p>1.2 <b>Conflict of Interest Declaration</b></p> <p>1.3 <b>Approval of Agenda</b></p> <p>2. <b>CONSENT AGENDA</b></p>	<p>There were no conflicts to declare.</p> <p><b><u>MOTION:</u></b>  <b>Moved by Maureen Ralph</b>  <b>Seconded by Barb Morgan</b></p> <p><b>RESOLVED that the agenda be approved as circulated. Carried.</b></p> <p>The following items are listed under the consent agenda:</p> <p>2.1 Approval of previous open session minutes – March 29, 2017</p> <p>2.2 Corporate Planning and Finance Committee – April 24, 2017</p> <p>2.3 President and CEO Report</p> <p>2.4 VP and CFO Report</p> <p>2.5 VP and CNE Report</p> <p>2.6 AHI Chief of Staff Report – deferred to next meeting</p> <p>2.7 TDMH Joint Health and Safety Minutes – March 15, 2017</p>	<p>Obtain original signatures (L. Heemskerk)</p>

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<p><b>3. BUSINESS ARISING FROM CONSENT AGENDA</b></p> <p><b>4. MATTERS FOR DECISION/DISCUSSION /INFORMATION</b></p> <p><b>4.1 Quality Committee – April 3, 2017</b></p> <p><b>4.2 Corporate Planning and Finance Committee – April 24, 2017</b></p>	<p><b><u>MOTION:</u></b>  <b>Moved by Ian Blain</b>  <b>Seconded by Mel Getty</b></p> <p><b>RESOLVED that the AHI and TDMH Joint Board of Directors receive and accept the above reports in the consent agenda. Carried.</b></p> <p>There is no business arising from the consent agenda.</p> <p>Meeting highlights:</p> <ul style="list-style-type: none"> <li>• Patient story outlined process for addressing patient complaints.</li> <li>• Detailed report from Pharmacy Services – both AHI and TDMH Pharmacies were recently accredited.</li> <li>• Hands on demonstration of the Cerner electronic patient care closed loop medication administration process.</li> <li>• TDMH Emergency Department (ED) physician model working well.</li> <li>• Discussed closed loop medication administration in TDMH ED.</li> </ul> <p>The board received the reports of the Quality Committee.</p> <p>Meeting minutes were handed out for review. Discussion highlights:</p> <ul style="list-style-type: none"> <li>• Proper documentation for personnel files.</li> </ul>	

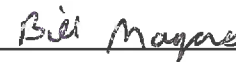
AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
	<ul style="list-style-type: none"> <li>• Ministry of Health and Long-term Care has a benchmark for chronic occupancy (rehab patients). Responded to the ministry with regards to AHI's variance. In the month very few patients meet the criteria for the chronic ward.</li> <li>• AHI CT scan report showing year usage to be shared with physicians to ensure rationale for ordering tests.</li> </ul> <p><u>Item 3.2 2017/2018 Strategic Plan Monitoring Tool</u> Indicators were reviewed in detail at Corporate Planning and Finance Committee meeting and pre-circulated with the board package.</p> <p>Suggested revisions: 11. Investigate savings opportunities, Key Actions 1. <i>Change to Review and make decision re AHI and TDMH Co-Generation Project.</i></p> <p><b><u>MOTION:</u></b> <b>Moved by Ian Blain</b> <b>Seconded by Al Lauzon</b></p> <p><b>RESOLVED that the AHI and TDMH Joint Board of Directors receive and accept the 2017/2018 Strategic Plan Monitoring Tool as presented with suggested revision. Carried.</b></p> <p><u>Item 3.4 TDMH Investment Policy – Annual Review</u></p> <p>With the increase in meeting frequency for the Corporate Planning and Finance Committee from bi-monthly to monthly, consideration was given to having TDMH investment managers present investment summaries semi-annually rather than annually.</p>	<p>Follow-up (L. Heemskerk)</p> <p>Follow-up (F. Deutsch/J. Ellery)</p>

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN/ TIMEFRAME & RESPONSIBILITY
<p><b>5. NEW BUSINESS</b></p> <p><b>5.1 AHI and TDMH Website re Board of Directors Content</b></p> <p><b>5.2 Motion Log – Check In</b></p>	<p><b><u>MOTION:</u></b>  <b>Moved by Ruby Withington</b>  <b>Seconded by Mel Getty</b></p> <p><b>RESOLVED that the TDMH Board of Directors approve the revised Investment Policy as presented. Carried.</b></p> <p>The board received the reports of the Corporate Planning and Finance Committee.</p> <p>Information was gathered from a number of other hospitals. Options for content on board webpage was discussed.</p> <p>Consensus:</p> <ul style="list-style-type: none"> <li>• Professional head shot with name and title.</li> <li>• Include board recruitment page. Keep Director Position Description separate from application.</li> </ul> <p>In response to a question, we do have analytics on the website with regards to number of visits and the webpages visited.</p> <p>Feedback was obtained on the format and usefulness of the motion log:</p> <ul style="list-style-type: none"> <li>• Valuable.</li> <li>• Highlights decision-making items.</li> <li>• Consensus to continue with this format.</li> </ul>	<p>Follow-up (L. Heemskerk)</p> <p>Follow-up in May (L. Heemskerk)</p>

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<p>6. <b>MOTION TO MOVE TO IN-CAMERA SESSION</b></p>	<p><b><u>MOTION:</u></b>  <b>Moved by Don Campbell</b>  <b>Seconded by Cheryl Buchner</b></p> <p><b>RESOLVED</b> to move into the in-camera session at 6:37 pm to receive reports on items pursuant to the Board of Director's In-camera policy.  <b>Carried.</b></p> <p>The meeting terminated at the completion of the closed session.</p>	



Frank Deutsch, Acting AHI and TDMH  
 President and CEO



Bill Mayoros,  
 AHI Joint Board Co-Chair