

SUMMARY OF THE BOARD OF DIRECTORS

Meeting held on March 24, 2020

At 1600 hours at Michael Garron Hospital

B114 Meeting Room and Teleconference

1.0 WELCOME & INTRODUCTION

Susan Armstrong, Chair of the Board of Directors, welcomed members and invited guests to the meeting and called the meeting to order at 1600H. It was confirmed that there was a quorum. S. Armstrong asked whether there were any conflicts and none were declared.

2.0 APPROVAL OF PREVIOUS MINUTES

The minutes from the Board meetings held on January 28, 2020 were approved as pre-circulated.

3.0 DISCUSSION ITEMS

3.1. Update from Board Chair

Susan Armstrong made a few introductory comments and outlined the agenda items brought forward for discussion and approval. S. Armstrong thanked hospital leadership for incredible commitment in this challenging time, for making bold decisions and being ahead of many organizations in pandemic planning.

3.2. COVID-19 Update, CEO Update and Chief of Staff Update

Dr. Jeff Powis, Medical Director, Infection Prevention and Control, joined the Board meeting and provided an update with regards to the COVID-19 situation. This was combined with the verbal updates to the Board from Hospital's CEO, Sarah Downey and Chief of Staff, Dr. Ian Fraser. Dr. Powis thanked the Board for continuous support and advised directors that hospital leadership and teams have done an incredible job of planning and preparing for the upcoming surge as the numbers of community members tested positive started ramping up. S. Downey added that the hospital team is working hard on building the capacity for potential patient influx; screening of visitors and employees was implemented with separate entrance for staff via Mortimer Lobby. S. Downey also noted that a robust people plan is vital under the circumstances. Staff skill inventory was completed for redeployment purposes, hospital wellness team is working hard on providing resources for staff support. The importance of PPE conservation was discussed next and various sustainable solutions were brought forward for discussion. S. Downey also shared with the Board that she is chairing a group of hospital's CEOs discussing the common approach to the use and conservation of PPE. Dr. I. Fraser advised the Board that annual re-appointment process would be deferred to June, 2020, robust ethical framework is being developed for potential challenging situations with providing adequate level of healthcare to the community. Next, it was noted that community partners and local hotels came up with several initiatives that would support hospital's staff and patients during the pandemic situation.

S. Downey advised the Board that the visit of accreditation surveyors has been postponed, the new date will be confirmed and shared with the Board. S. Downey also noted that hospital team will continue to forward daily Broadcast messages to the Board so that directors are provided with timely updates on the COVID-19 situation.

S. Armstrong thanked Dr. Powis, Dr. Fraser and S. Downey for comprehensive updates and once again assured hospital leadership of Board support.

3.3. Redevelopment / Construction Update

John Tobin, Board Vice Chair and Chair of the Redevelopment Committee, provided a high level overview of the Redevelopment project and noted that the COVID-19 pandemic will most likely have a huge impact on work

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schedule and may result in construction delays. J. Tobin shared with the Board that Cindy Hawkswell will be joining the redevelopment team to replace Kirsten Martin in her role as Director, Clinical Planning and Operations.

4.0 ITEMS REQUIRING APPROVAL

4.1. Finance & Audit Committee Update

4.1.1 Approval of Extension of 2020-21 H-SAA and M-SAA Amending Agreements

A Briefing Note pertaining to the approval of extension of the 2020-21 H-SAA and M-SAA Amending Agreements was pre-circulated with the agenda package. Lovisa McCallum, Chair of the Finance & Audit Committee, referred to the Briefing Note and reiterated that the above extension is going to be effective for the period from March 31, 2020 to June 30, 2020 when the Ministry of Health will announce funding for the 2020- 2021 fiscal year.

4.1.2 Approval of Assignment of Thorncliffe Park Community Hub Lease from TC LHIN to MGH

A Briefing Note on the approval of assignment of Thorncliffe Park Community Hub lease from TC LHIN to MGH was pre-circulated with the agenda package. L. McCallum referred to the pre-circulated materials and noted that as TC LHIN is unable to be a leaseholder for organizations that they fund, they identified MGH as preferred leaseholder for the Thorncliffe Park Community Hub. L. McCallum commended hospital leadership and especially Wolf Klassen, VP Program Support, for a very well negotiated deal and requested a motion to approve the lease assignment.

4.2. Performance Monitoring and Quality Committee Update

4.2.1 Approval of 2020- 2021 Quality Improvement Plan (QIP)

A Briefing Note pertaining to the approval of the 2020-2021 Quality Improvement Plan (QIP) together with the 2020-2021 QIP Portfolio Summary were pre-circulated with the agenda package. Andrew Steele, Chair of the Performance Monitoring and Quality Committee referred to the pre-circulated materials and shared with the Board that one of the major accomplishments of the current planning process is that the QIP initiatives were developed in collaboration with community partners and included shared indicators. A. Steele asked if there were any questions and none were brought forward.

4.2.2 Critical Incident and Never Event Report

A Briefing Note on the critical incident together with Critical Incident Report and 2019-2020 Critical Incident Summary were pre-circulated with the agenda package. A. Steele, Chair of the Performance Monitoring and Quality Committee referred to the pre-circulated documents and asked Dr. Ian Fraser to provide an overview of the reported incident. Dr. Ian Fraser, Chief of Staff, and Irene Andress, VP Patient Experience, Health Professions & Chief Nursing Executive, outlined the incident as well as next steps and mitigation strategies.

4.3. MAC Decision Items: MAC Recommendations for Medical Professional Staff Appointments

Dr. Ian Fraser referred to the pre-circulated briefing note, assured the Board that the credentials of the physicians brought forward for approval have been thoroughly checked and requested a motion to approve the appointments as listed in the briefing note.

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4.4. Governance Committee

4.4.1 Human Resources Functions Requiring Board Oversight

A Briefing Note pertaining to HR functions requiring Board oversight together with the proposed HR agenda items for Board Committee Workplans and revised Terms of Reference for the Executive, Governance, PMQC and Finance & Audit Committees were pre-circulated with the agenda package.

Katherine Henderson, Chair of the Governance Committee, shared with the Board that the Governance Committee and the Performance Monitoring and Quality Committee discussed the best governance structure to ensure Board oversight of Human Resources functions and recommended that these are primarily addressed through the Performance Monitoring and Quality Committee. As some of the HR agenda items will be included in workplans of other Committees as well, the Governance Committee recommended approval of the revised Terms of Reference for the Executive, Governance, Performance Monitoring and Quality and Finance & Audit Committees to reflect this change.

5.0 CONSENT

The Consent items were presented for information and included:

5.1. Report from Governance Committee

A Briefing Note highlighting items discussed at the February 6, 2020 meeting of the Governance Committee was pre-circulated with the agenda package.

5.2. Report from Finance & Audit Committee

Review of January 31, 2020 Financial Statements together with Statement of Revenue and Expenses, Statement of Cash Flows and Quality Based Procedures Summary were pre-circulated with the agenda package.

5.3. Report from Performance Monitoring and Quality Committee

A Briefing Note highlighting items discussed at the March 19, 2020 meeting of the Performance Monitoring and Quality Committee was pre-circulated with the agenda package.

5.4. MGH Foundation Report

The March 2020 report from the MGH Foundation Board was pre-circulated with the agenda package.

6.0 MEETING WITHOUT MANAGEMENT (ELECTED DIRECTORS ONLY)

An in-camera meeting was held by the elected directors.

7.0 CONCLUSION

There being no further business to discuss, the meeting was concluded at 1730 hours.

Date of future meetings: May 26, 2020, June 23, 2020.