

**MINUTES**  
**ROYAL OTTAWA HEALTH CARE GROUP**  
**BOARD OF TRUSTEES**  
**March 31, 2022**  
**Mini Series at 4:30 p.m.**  
**Regular Meeting at 5:30 p.m.**  
*Zoom Meeting*

ITEM	REFERENCE
<b>MINI SERIES</b>	A mini series was held prior to the Regular Board meeting. The Chair welcomed attendees and introduced the presenters from HR Transformations. HR Transformations presented on 'The Royal's Organization Design'.
<b>WELCOME &amp; CALL TO ORDER</b>	<p>The Chair then turned the chair over to the Vice-Chair of the Board/Incoming Chair for 2022-2023.</p> <p>Guests were welcomed and the meeting was opened by acknowledging that the land on which we gather is the traditional and unceded territory of the Algonquin nation. The Acting Chair then called the meeting to order at 5:51 p.m. and declared it to have been regularly called and properly constituted for the transaction of business.</p> <p>A confidentiality statement from the ROHCG Board By-laws was read and conflict of interest requirements were noted. The Royal's Ethics Framework for Decision Making, and the Public, Non-Public Excluded Meeting and Conflict of Interest Policies were included in the meeting package.</p>
<b>CLIENT/FAMILY PRESENTATION</b>	<b>a. Client Advisory Council Member Presentation</b>
	The Board appreciates having a family and client voice at their meetings and as such have made arrangements for a speaker from the Client and Family Advisory Councils to alternately speak before each meeting. At this meeting, S. Roberts, who is a member of the Client Advisory Council, attended and shared her experiences. She stressed the importance that peer support had in her recovery.
<b>AGENDA AND MINUTES</b>	A motion was moved, seconded and carried to accept the agenda of March 31, 2022, as presented, and to approve the previous minutes of February 24, 2022, as presented.
<b>INFORMATION ITEMS</b>	<b>a. President &amp; CEO and Chair Oral Reports – J. Bezzubetz, A. Graham</b>
	Oral reports were provided by the President & CEO and the Chair of the Board. A written report from President & CEO was also included in the meeting package under the Consent Agenda.
	<b>b. Strategy Scorecard Update – K. Corace, F. Dzierzinski, J. Lambley, T. DeBono, M. Todd, M. Webb, T. Beaudoin</b>
	A copy of a status report and a presentation called 'Co-creating Access, Hope and New Possibilities Scorecard' was included in the meeting package. A high level overview was provided on the work that is being done on the transitional Scorecard.

	Discussion followed on how to best translate the information into meaningful outcomes and improved access [complex and multiparameter notion]. The goal was to reflect the 'so what' and strategy impact in the scorecard. The Chair noted that this is something that will continue to need to be addressed. It is evident the team has advanced their analytics and are on the right track, but are not there yet. The team will take the Board's comments back and will provide another presentation at a future meeting. The team was thanked for this update.
	<b>c. Annual Report of the Chief of Staff – R. Bhatla</b>
	A copy of the Chief of Staff's report was included in the meeting package. This was not the annual report, but a quarterly report. The annual report was deferred to the June meeting. R. Bhatla was thanked for his report.
	<b>d. Update on Foundation Campaign – C. Ide</b>
	An update was provided on the top priorities of the Foundation. A copy of the Foundation Report, which included budget items for the Campaign, was included in the meeting package in the Consent Agenda. C. Ide was thanked for his report and congratulations were offered to the entire team on their recent success and successes to come.
	<b>e. Update on Royal Ottawa Place (ROP) Special Designation Status – C. Crocker</b>
	An update was provided to the Board. The status has not changed from previous, and there is no timeline for a decision. Once a decision is made, the Board will be advised. C. Crocker was thanked for his report.
<b>COMMITTEE REPORTS &amp; DECISION ITEMS</b>	<b>a. Governance Committee Report – C. Coulter</b>
	<p>The Governance Committee met on March 22, 2022. The minutes from that meeting were included in the meeting package under the Consent Agenda.</p> <p>The Board has one vacancy that will be open in June when the current Chair's term ends. There will also be one other vacancy this year as a Trustee has advised that due to other work commitments, they will be stepping down in June. The Governance Committee will be meeting on April 13, 2022 to review the Skills Matrix and to plan the direction going forward in terms of whether we fill one or two Board seats in the coming year.</p> <p>The first draft of the 2022-2023 Board and Committee membership list will come to the Board for approval in June. The process on how the membership is determined was reviewed with the Board. Trustees were reminded that each year the Chair will reach out to them about this and they should think about possible areas of interest and make their requests known.</p> <p>A copy of a track-changed version of the Governance Committee Terms of Reference was included in the meeting package. The motion was moved, seconded and carried to approve the Terms of Reference, as presented.</p>

	<p>The Ontario Hospital Association (OHA) Board assessment tool will again be made available to Hospital Boards this year. The date is still to be determined, but it will likely be in May. Once the details are finalized, the Board will be sent a link for this assessment tool.</p> <p>A peer assessment tool is also being developed and will be launched in January/February of 2023. The peer assessment will also include a component for individual self-assessment.</p> <p>A Chair assessment survey will be launched in April.</p>
	<p><b>b. Quality Committee Report – L. Leikin</b></p>
	<p>The Quality Committee met on March 21, 2022. The minutes from that meeting were included in the Consent Agenda.</p> <p>The suicide prevention framework is progressing. This year, one of the Quality Improvement Plan (QIP) indicators will relate to suicide. The intention is to have an indicator measuring the use of an assessment tool of suicide risk in our clients. This will make for a new standard of care and standardized assessment for care at The Royal. This will be measured through the QIP.</p> <p>The decision to approve this year's Annual QIP was deferred and will be brought back to the Committee at its next meeting and then to the Board in June. This year, the Ministry has not required a QIP submission, so there is extra time to perfect the version that best suits The Royal for this year.</p> <p>There was no MHAQI scorecard available this quarter, but it will be available at the June meeting.</p> <p>The Corporate Patient Safety Report was accepted by the Quality Committee and included in the meeting package for the information of the Board.</p> <p>Thanks to the innovative work by D. Simpson, the Royal has been better able to track patient safety data. The new system now enables The Royal to see over time whether safety is in the statistical range of acceptability that has been set. Some challenges in evaluating patient safety remain because even though every hospital monitors patient safety, they do not share their data. As a result, it is unknown how the safety level at The Royal compares to the norm in serving the unique population of clients. This type of validation assessment remains important to maximizing quality care at the Royal.</p> <p>A copy of the Integrated Risk Management Framework was included in the meeting package. The Finance and Quality Committees have co-ownership of the IRMF and both can recommend changes, and are to ensure the register makes it to the Board at the earliest opportunity. In that regard, the IRMF was reviewed by the Finance Committee at their January 20, 2022 meeting and brought to the Board of Trustees on February 24, 2022 and was approved. It was then reviewed by the Quality Committee at their March 21, 2022 meeting, and no further changes were recommended.</p>

	The IRMF was moved, seconded and carried, for approval as presented.
	<b>c. Advocacy Committee Report – R. Anderson</b>
	The next Advocacy Committee meeting will be on June 15, 2022. Members of the Advocacy Committee were canvassed for an expression of interest for Vice Chair of this Committee. J. Nyman was thanked for putting her name forward to be Vice Chair for the remainder of this year and Chair for the next year. The Committee is still looking for a Vice Chair for 2022-2023. Ideally, the Committee would like the Vice Chair to be from one of the other Boards.
	<b>d. Innovation Committee Report – N. Bhargava</b>
	The next Innovation Committee meeting will be on April 12, 2022. One of the topics discussed at the upcoming meeting will be on the digital health strategy.
	<b>e. Compensation &amp; Succession Planning Committee Report – S. Squire</b>
	The Compensation & Succession Planning Committee is next meeting on April 6, 2022 and have scheduled an additional meeting on May 18, 2022. This item is reported in the Restricted Session.
	<b>f. Medical Advisory Committee Report – R. Bhatla</b>
	The written copy of the MAC report was included in the Consent Agenda. A motion was moved, seconded and carried in accordance with the criteria and credentialing process outlined in the ROHCG Appointment and Re-appointment Schedules for Medical Staff Privileges, as presented.
	<b>g. Audit Committee Report</b>
	The next Audit Committee meeting will be on May 19, 2022.
	<b>h. Finance Committee Report – R. Anderson on behalf of J. Gallant</b>
	<p>The Finance Committee met on March 17, 2022. A copy of the minutes from that meeting were posted on the Board portal and subsequently emailed to Trustees for their review. The Interim Financial Statements were also made available on the Board portal and subsequently emailed to Trustees for their review.</p> <p>A copy of the Capital and Operating Budgets, which included the 3-year budget projection and the IMHR Budget, was included in the meeting package. A motion was moved, seconded and carried to approve the 2022-2023 Capital and Operating Budget, as presented.</p> <p>A separate motion was also required for the 2022-2023 IMHR Budget, which has now been approved by the IMHR Board. A copy of the budget details were emailed to Trustees prior to this meeting. A motion was moved, seconded and carried to approve the IMHR Budget for 2022-2023, as presented.</p>

	<p>A motion was moved, seconded and carried to approve a transfer from the Sinking Fund Account to the General Fund Investment Account, as presented.</p> <p>A copy of the service accountability agreements with the LHIN were included in the meeting package (M-SAA, Long Term Care Sector (L-SAA) and H-SAA Agreements). These agreements were signed by the Chair and the President &amp; CEO prior to this meeting. This item was for the information of the Board.</p> <p>A copy of the Ministry of Health, Child and Youth Mental Health Transfer Payment Annual Amendment was included in the meeting package. The amendment was signed by the Chair and the President &amp; CEO prior to this meeting. This item was for the information of the Board.</p>
<b>POLICIES</b>	<b>a. Policies for approval – L. Leikin, R. Bhatla</b>
	<p>A copy of the Patient Incident Reporting and Response Policy was included in the meeting package. This policy outlines the structure and process in management responding to any safety incident that occurs. After discussion, it was agreed that the Patient Incident Report and Response Policy be deferred to the next Quality Committee meeting on June 6, 2022 for further discussion, and then will come back to the Board in June.</p> <p>A copy of the Disclosure of a Patient Safety Incident Policy was included in the meeting package. The Disclosure of a Patient Safety Incident Policy will also be deferred to the next Quality Committee meeting on June 6, 2022 for further discussion, and then will come back to the Board in June.</p> <p>A copy of the Corporate Procurement Policy was included in the meeting package. This policy is updated on a three-year cycle as per The Royal's policy process. There were no changes to this policy. At the next cycle, this policy will be looked at with an EDI eye. A motion was moved, seconded and carried to approve the Procurement Policy, as presented.</p>
<b>CONSENT AGENDA</b>	<b>a. Approval of the Consent Agenda - S. Squire</b>
	<p>The February 17, 2022 Medical Advisory Committee minutes were removed from the Consent Agenda for discussion. The Board deferred receiving these minutes as there are at least some items which the Board believes to be inaccurate. From a Governance point of view, the Board should not receive anything that they might take issue with. Hearing no comments to the contrary, the February 17, 2022 Medical Advisory Committee minutes were removed from the MAC Report in the Consent Agenda.</p> <p>A motion to approve the Consent Agenda and any motions therein was moved, seconded and carried, as presented. The Consent Agenda included the following items:</p> <ul style="list-style-type: none"> <li>- Foundation for Mental Health Report</li> <li>- Committee Reports: <ul style="list-style-type: none"> <li>o Quality Committee minutes from March 21, 2022</li> <li>o Medical Advisory Committee minutes from January 20, 2022</li> <li>o Governance Committee minutes from March 22, 2022</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Finance Committee minutes from March 17, 2022 (<i>Sent separately</i>)</li> </ul>
<b>INNOVATION SPEAKER:</b>	<b><i>What is happening in your work environment or in your community activities of which The Royal should be aware?</i></b> – R. Anderson
	<p>R. Anderson provided a brief summary of what is happening in her work environment at the VON. The latest innovation they are working on is a digital platform throughout the services that they offer. It will allow them to see what visits are going on and all services that are provided for each client. Client and families will also be able to see the same record through a portal and will need support in understanding the technology as well.</p> <p>The Board applauded this initiative. The Chief Information Officer, Information Technology at The Royal, offered to share information and thoughts on this. R. Anderson was thanked for her report.</p>
<b>NEW BUSINESS</b>	The Ottawa Blues for Youth event in support of Youth Mental Health at The Royal, will be held at Irene's Pub (as well as virtually) on October 22, 2022.
<b>REPORT ON THE ETHICS FRAMEWORK FOR DECISION MAKING</b>	J. MacRae provided the ethics report before he departed the meeting. He reported that decisions were fair and equitable, business was conducted in a transparent manner and the Chair kept the meeting focused on important elements of the agenda. The meeting was collaborative and met requirements and our accountability for reasonableness. There was lots of good discussions in terms of being relevant and transparent.
<b>NEXT MEETING(S)</b>	<p>April 4, 2022 at 4:30 p.m. for Restricted and In-Camera Meetings</p> <p>June 2, 2022 Special Restricted Board meeting</p> <p>June 30, 2022 at 3:30 p.m. for Regular Board meeting followed by the AGM and New Officers' meeting</p>
<b>ADJOURNMENT</b>	There being no further business, the meeting was adjourned at 8:19 p.m.