

**ROYAL OTTAWA HEALTH CARE GROUP BOARD OF TRUSTEES
MINUTES OF THE BOARD MEETING HELD
SEPTEMBER 27, 2018, 17:30 HRS
ROYAL OTTAWA MENTAL HEALTH CENTRE
ROOM 1424**



Trustees	Present	Regrets	Trustees	Present	Regrets
S. McLean	X		A. Graham	X	
J. MacRae	X		L. Leikin		X
I. Levy	X		S. Engels	X	
N. Bhargava	X		D. Somppi		X
J. Bezzubetz	X		S. Squire		X
T. Lau	X		J. Gallant	X	
R. Bhatla	X		R. Anderson	X	
J. Charette		X	L. Gillen		X
C. Coulter	X				
Management Staff					
M. Bellman	C. Crocker	J. Garrow	P. Prince	N. Loreto (phone)	Z. Merali
Guests					
D. Hesidence	G. O'Hara	C. Clark	M. Perkins	A. Hutton	J. Mayne
D. McFarlane					

AGENDA ITEMS		ACTION REQUIRED
Call to Order	<p>S. McLean, the Board Chair, welcomed trustees, staff and guests to the first fall meeting of the Board. He announced that Vice Chair, A. Graham would chair the September meeting. He indicated that this is a season of change, a time to learn together via inviting contributions/questions/answers from others.</p> <p>A. Graham assumed the Chair and called the meeting to order at 17:30 hrs and declared the meeting to have been regularly called and properly constituted for the transaction of business. Guests were welcomed.</p>	
Vice Chair's Opening Remarks	<p>A. Graham, the Acting Chair reviewed the purpose of the table documents. J. Gallant acted as the Ethics monitor for the meeting and would report on the quality of decision making at the end of the meeting.</p> <p>The Acting Chair extended thanks to George Weber, former President and CEO for his Mini Series presentation on Governance.</p>	

AGENDA ITEMS		ACTION REQUIRED
	<p>J. Bezzubetz introduced Chris Bryantowich remarking that he has participated on interview teams and in community programs.</p> <p>C. Bryantowich shared his lived experience, the challenges and how he arrived at The Royal where he received help. He then responded to trustee questions. He was commended for sharing his story, his patience and courage.</p> <p>There was a question about quorum and this will be brought forward at the December 13, 2018 Board meeting.</p>	
Meeting Agenda	<p>Moved by C. Coulter and seconded by N. Bhargava</p> <p>BE IT RESOLVED THAT the meeting agenda be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>	
Minutes 2018 June 21	<p>Moved by J. MacRae and seconded by C. Coulter</p> <p>BE IT RESOLVED THAT the minutes of the 2018 June 21 meetings be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>	
Consent Agenda	<p>Moved by N. Bhargava and seconded by J. Gallant</p> <p>BE IT RESOLVED THAT the consent agenda, including the actions outlined therein, be accepted as presented.</p> <p style="text-align: right;">CARRIED, unanimously</p> <ul style="list-style-type: none"> • The Board Chair's Report • The President and CEO's Written Report • The Research Ethics Board Report • Institute for Mental Health Research (IMHR) Report • The Royal Ottawa Foundation for Mental Health Report • Mental Health Addictions and Quality Initiative (MHAQI) and 	
Items Moved from the Consent Agenda	<p>No items were removed from the Consent Agenda.</p>	
Chair's Report	<p>S. McLean connected with trustees and the President & CEO over the summer discussing topics that will be brought forward. Some highlights:</p> <ul style="list-style-type: none"> • Attended 2 receptions for G. Weber, former President and CEO • Participated in a mandate meeting of the Board followed by a meeting with the President & CEO • Was impressed with the diligence of the board members • Introduced his new approach for his reports for 2018-2019; that is selecting a letter related to a specific theme. <p>Q for quality, a key word that drives care</p>	

AGENDA ITEMS		ACTION REQUIRED
	<ul style="list-style-type: none"> • A new sub-committee of Governance, Innovation will report to the board via the Governance Committee; a similar Innovation committee will be established on the management side. • The PET/MRI will become a standing item on the board meeting agendas • Unfortunately M. Perron resigned his position as a trustee owing to work responsibilities; he was honoured to serve on the board and will continue to support the work of The Royal. • Reminder of the September 7th the Margaret Trudeau dedication 	
President and CEO's Report	<p>J. Bezzubetz provided the President and CEO Report, emphasizing the following:</p> <ul style="list-style-type: none"> • Acknowledgement of the Algonquin land on which the meeting took place. • The CEO written report names project leads as a way of acknowledging team members • It is a time of austerity, meaning challenging times ahead • CEOs of 4 peer hospitals will meet on October 1st with ministers in Queens Park; a report will follow at the next meeting • Child and youth service will be shifting to the Ministry of Health and Long Term Care; this transfer may provide The Royal with an opportunity to assist with this transfer • C. LeClerc, CEO of the Champlain LHIN, invited The Royal to exercise a more active leadership role. A further discussion is scheduled for October 29th with A. Graham. D. Somppi and J. Bezzubetz • A gentle reminder was made about Board Development Days requesting trustees to confirm attendance • The Royal is working on becoming a centre of excellence for Post -Traumatic Stress Disorder (PTSD) <ul style="list-style-type: none"> ○ A process is in place that will lead to recruitment of a CEO, drafting of bylaws and selecting 3 interim trustees to comprise the Board. The expectation is to have an official opening on April 1, 2019. ○ An Emergency Room (ER) for The Royal continues as an ongoing concern. It reinstate an ER is a long process requiring the development of a Royal master plan, a sophisticated advocacy plan, a capital planning strategy, and approval by the LHIN is required to present a case at the Ministry level. The Ministry does not intend to create an ER for mental health and addictions at this time. Trustee support for this initiative continues. ○ J. Bezzubetz noted that The Royal has been on a journey, that good foundations have been laid with some processes in place and that the Senior Management Team has a key role in quality. <p>Further discussion ensued.</p>	

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	<p>R. Bhatla made an oral report underlining the following:</p> <ul style="list-style-type: none"> • J. Bezzubetz, the President and CEO met with the medical staff • MAC activities in the region focus on central themes/high priority items such as the Electronic Medical Record (EMR). It was pointed out that the LHIN CEO joins the regional MAC meetings. • R. Bhatla is enthusiastic about the leadership role in the region and emphasizes that this involves clients being treated globally at other acute care sites • Recruitment of psychiatrists continues to be a challenge. Key recruitment focus is on residents familiar with the system; new hires from Alberta, UK and US. Care is the central piece for families yet need research and innovation. 	
Finance Committee Report	<p>J. Gallant reported on the work of the Finance committee highlighting the following:</p> <ul style="list-style-type: none"> • Finance Committee recommends that an Automated Dispensing Unit contract (an electronic system) be awarded to Omnicell as the product has features that best meet the hospital needs. <p>Moved by J. Gallant and seconded by C. Coulter</p> <p>BE IT RESOLVED THAT, the President and CEO is authorized to sign the contract with Omnicell for \$1,804,038 and a 5 year Support Services contract for \$458,259.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> • Secure Treatment Unit (STU) Contract Extension – contract remains the same <p>Moved by J. Gallant and seconded by N. Bhargava</p> <p>BE IT RESOLVED THAT, the Board authorizes the President and CEO sign The Royal's Secure Treatment Unit (STU) contract extension with the Ministry of Community Safety and Correctional Services for a five year period, October 23, 2018 – October 22, 2023.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> • Healthcare Insurance Reciprocal of Canada (HIROC) experts reviewed The Royal's coverage and stated that \$20m is sufficient coverage; cyber security coverage of \$75,000 is currently accurate. When we move to a partnership with peers, cyber security will be reviewed and may result in a separate policy. • C. Crocker provided a status report on The Royal's cyber security action plan. A benchmark will be set for the partnership group. The Royal has an educational program for staff as 80% of the risk is from internal staff. 	

AGENDA ITEMS		ACTION REQUIRED
Innovation	<p>N. Bhargava and R. Anderson posed several questions:</p> <ul style="list-style-type: none"> • What is Innovation? <ul style="list-style-type: none"> ○ New and better ways of doing things that are valued ○ Implementation of something not done before ○ Rate of change – where does the organization want to be in the future • What is the right role for the Board considering duty of care/fiduciary oversight? <ul style="list-style-type: none"> ○ Set tone for culture of innovation yet focus on core functions • Does the Ryerson information apply to The Royal? • How is innovation encouraged? <ul style="list-style-type: none"> ○ Test/learn model – allow failure ○ Change management <p>Next steps:</p> <ul style="list-style-type: none"> • Collect trustee comments • Strike sub-committee and report to the board meeting on December 13, 2018 	All Trustees N. Bhargava/ R. Anderson
Compensation & Succession Planning	S. McLean reported that the Compensation Framework process has been frozen.	
Ethical Decision Making	Based on the Ethical Framework, decisions were made in a transparent fashion that was aligned with the values of the organization.	
Other Business	<p>Z. Merali reported that:</p> <ul style="list-style-type: none"> • Dr. B. Jasmin has been appointed Dean of Medicine, University of Ottawa. • Young researchers are working in diverse areas. • The Royal-Mach-Gaensslen Prize for Mental Health Research of \$100,000 will be awarded to a Canadian early-career researcher in the near future 	
Restricted Session	The independent Board members met with the President and CEO.	
In Camera Session	The independent Board members met without management.	
Adjournment	The meeting was adjourned at 21:45 hrs.	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  A. Graham Acting Chair </div> <div style="text-align: center;">  J. Bezzubetz Secretary </div> </div>		

Board Meeting Action Items

Beginning September 27, 2018

Item	Individual Responsible	Status
**Wait List item added to June and September 2018 Board meeting agendas	J. Bezzubetz	Completed
**In 2018-2019 provide an educational session on the President and CEO's performance review process	S. McLean	
Provide comments on Innovation to N. Bhargava and R. Anderson	All Trustees	
Innovation Sub-Committee to update progress at the December 2018 Board meeting.	N. Bhargava/R. Anderson	

** Carried over from June 2018

