



**Regular Board Meeting
June 29, 2020**

<u>PRESENT</u>	K. Pristanski, Chair N. Gladun, Vice Chair E. Rutherford E. Wawia	R. Beatty G. Mackenzie J. Foulds Dr. R. Dhaliwal, COS	D. Murray, President & CEO C. Covino, CNE/COO L. Haskell, CFO S. Jean, ED FHT/Community Services
<u>REGRETS</u>	Dr. D. Scott, FHT Lead	Dr. R. Foulds, President Medical Staff	
<u>GUESTS</u>	R. Jagielowicz, CPA, CA Senior Manager Grant Thornton	P. Lento, CPA, CA Partner Grant Thornton	

Due to the continued restrictions as a result of the COVID-19 pandemic, Board members continue to attend the meeting via videoconference / teleconference.

Each Board member received a copy of the presentation and board package contents via email in advance of the meeting.

PRESENTATION

C. Covino provided the Board with a presentation on the clinical perspective of COVID-19.

1.0 CALL TO ORDER

K. Pristanski called the meeting to order 1:00 at pm.

2.0 PATIENT STORY

C. Covino shared a story where a resident was transferred to a facility with support that was more appropriate to the resident's need.

3.0 QUORUM

3.1 2/5 of voting members. Achieved.

3.2 CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3.3 APPROVAL OF AGENDA

MOTION #1

Moved by - N. Gladun

Seconded by - E. Rutherford

"That the agenda be accepted as amended." Carried.

4.0 MEETING MINUTES

4.1 Board

The minutes of the May 25, 2020, Board meeting were reviewed.

MOTION #2

Moved by - E. Wawia

Seconded by - E. Rutherford

"That the Board meeting minutes of May 25, 2020 be accepted as presented." Carried.

4.2 Medical Advisory Committee (MAC)

The minutes of the June 10, 2020 MAC meeting were reviewed.

MOTION #3

Moved by - G. Mackenzie

Seconded by - N. Gladun

"That the Medical Advisory Committee meeting minutes of June 10, 2020 be accepted as presented." Carried.

4.3 Quality Committee Meeting

The minutes of the June 16, 2020 Quality Committee meeting were reviewed.

MOTION #4

Moved by - J. Foulds

Seconded by - R. Beatty

"That the Quality Committee meeting minutes of June 16, 2020 be accepted as presented." Carried.

5.0 GENERATIVE

5.1 Senior Management Report

C. Covino provided a report to the Board on the following:

- COVID-19 Update
- Worklife Pulse Survey
- Nursing Education
- Telus and Cybersecurity exercises
- LTC Compliance Visit
- Registered Nurses Association of Ontario (RNAO) Best Practice Spotlight Organization status
- Annual General Meeting
- Audit
- Pandemic Pay

- Public Relations
- COVID Expense Tracking
- NDMH QIP 2020/21 Targets

MOTION #5

Moved by - E. Wawia

Seconded by - J. Foulds

"That the Senior Management report of June 2020 be accepted as presented." Carried.

5.2 Nipigon District Family Health Team Executive Director Report

S. Jean provided a report to the Board on the following:

- COVID-19 Incidence and Prevalence screening clinics
- Programming
- Successful recruitment

MOTION #6

Moved by - E. Rutherford

Seconded by - N. Gladun

"That the NDFHT Executive Director report of June 2020 be accepted as presented." Carried.

5.3 Chief of Staff

Dr. R. Dhaliwal provided a report to the Board on the following:

The Chief of Staff report included the following:

- Hospital/FHT staff commended on management of COVID-19
- Patient visits to clinic continue virtually
- Physician recruitment underway for 5th position

MOTION #7

Moved by - R. Beatty

Seconded by - E. Wawia

"That the Chief of Staff report of June 2020 be accepted as presented." Carried.

5.4 FINANCE

L. Haskell introduced R. Jagielowicz and P. Lento of Grant Thornton who joined the meeting by teleconference. The auditors thanked L. Haskell for her work and quick responses to their requests. L. Haskell also thanked the team at GT for their outstanding work.

Communication with Auditors / Review of Financial Statements for NDFHT

L. Haskell reviewed the Financial Statements for NDFHT as of March 31, 2019. Schedule 1 (Diabetes Education Program) and Schedule 2 (Opioid Addiction Treatment Services - Monies funded by LHIN to NDMH and provided to NDFHT to provide the programming.

R. Jagielowicz and P. Lento identified and discussed additions to this year's Financial

Statements.

NOTES TO FINANCIAL STATEMENTS

Significant Accounting Policies

- Capital Assets (Pg 10)
(identifying and reporting of NDFHT's capital assets initiated)
- Pension Plan (Pg 10)
(NDFHT has become members of the Healthcare of Ontario Pension Plan)
- Adoption of New Accounting Standards (Pg 10)
Section 4433 – Tangible capital assets held by not-for-profit organizations
Section 4434 – Intangible assets held by not-for-profit organizations
(no impact for Mar 2019, Mar 2020 but will be applied moving forward and no direct impact on NDFHT)
- Impacts of COVID-19 (Pg 20)
(no significant negative impact to the operations of the NDFHT)

Year ending March 31, 2019 report was provided, reviewed and confirmed to be an unqualified report by R. Jagielowicz and P. Lento.

Internal Control - Segregation of Duties

P. Lento states that segregation of duties is a similar risk with other small organizations.

The risk of cybersecurity is increasing, given COVID-19. Appendix A was reviewed. C. Covino stated that Enterprise Risk Management has identified cybersecurity as our greatest risk and the Hospital is currently taking measures to mitigate this risk. P. Lento stated that they are available to support management of the threat.

MOTION #8

Moved by - J. Foulds

Seconded by - G. Mackenzie

"That the Board of Directors approves the financial statements as presented today, with final approval at the Annual General Meeting." Carried.

Communication with Auditors / Review of Financial Statements for NDMH

L. Haskell began the presentation of the Financial Statements stating that the MIS trial Balance upload remains outstanding. The delay is in response to COVID-19 and the Hospital has not yet been advised of a submission date.

Possible, but not likely, the financial statements may be slightly revised to reflect the upload.

L. Haskell reviewed the Financial Statements for NDMH as of March 31, 2019. Schedule 1 (Beardmore Regional Health Centre) was reviewed and L. Haskell received approval from the Ministry to purchase upgrades and equipment to the Health Centre. Automatic door was installed for the patient washroom, and a bariatric scale, vital signs machine and coolers for transporting samples was purchased. Schedule 3 (Assisted Living Program) realized

significantly less return of funds to the Ministry realizing the progress made in growing the Program. Congratulations to staff for their efforts in reaching more persons requiring support to stay at home. Schedule 4 (Opioid Addiction Program) initiated in 2019. Monies funded by LHIN to NDMH and provided to NDFHT to provide the programming.

R. Jagielowicz and P. Lento identified and discussed additions to this year's Financial Statements.

NOTES TO FINANCIAL STATEMENTS

Summary of Significant Accounting Policies

- Funding Accounting (Pg 9)
(identifies unrestricted fund, externally restricted fund and internally restricted fund)
- Related Party Transactions (Pg 12)
(identifies financial assets or liabilities relating to the Family Health Team)
- Controlled Non-Consolidated Non-Profit Organizations (Pg 20)
(ensures transparency as Board of Directors is same for NDMH and NDFHT and the Hospital receives rent for occupation of space in the Hospital building)
- Adoption of New Accounting Standards (Pg 10)
Section 4433 – Tangible capital assets held by not-for-profit organizations
Section 4434 – Intangible assets held by not-for-profit organizations
(no impact for Mar 2019, Mar 2020 but will be applied moving forward and no direct impact on NDMH)
- Impacts of COVID-19 (Pg 20)
(no significant negative impact to the operations of the NDMH)

SOCIAL REPORTS

Year ending March 31, 2019 report was provided, reviewed and confirmed to be an unqualified report by R. Jagielowicz and P. Lento.

Segregation of Duties remains an identified internal control. Appendix D was reviewed. P. Lento states that segregation of duties is a similar risk with other small organizations.

The risk of cybersecurity is increasing, given COVID-19. Appendix G was reviewed. C. Covino stated that Enterprise Risk Management has identified cybersecurity as our greatest risk and the Hospital is currently taking measures to mitigate this risk. P. Lento stated that they are available to support the management of the threat.

MOTION #9

Moved by - E. Rutherford

Seconded by - N. Gladun

“That pending no changes, the Board of Directors approves the financial statements as presented today, with final approval at the Annual General Meeting.” Carried.

On behalf of the Board of Directors, K. Pristanski thanked R. Jagielowicz, P. Lento and the Grant

Thornton team for their work in ensuring the timely completion of the NDMH and NDFHT audits. L. Haskell also thanked the Grant Thornton team for their great and amazing to work. K. Pristanski commended L. Haskell on her knowledge, skill and dedication to the completion of the audits.

R. Jagielowicz and P. Lento left the meeting.

5.5 M-SAA Declaration of Compliance

L. Haskell reviewed the M-SAA agreement (the agreement that funds the Assisted Living Program). Given the current meeting format (virtual) and a due date of June 30, 2020, K. Pristanski, Board Chair has consented to the use of his electronic signature for the submission to the NW LHIN.

5.6 Broader Public Sector Accountability Attestation

L. Haskell reviewed the BPSA Attestation. The Hospital remains committed to improved openness and transparency and we have taken the necessary steps to ensure all organizational policies and practices comply with the BPSAA requirements.

Given the current meeting format (virtual) and a due date of June 30, 2020, K. Pristanski, Board Chair and D. Murray, CEO have consented to the use of their electronic signature for the submission to the NW LHIN.

The annual Attestation of Compliance will be posted to the Hospital's website.

5.7 Report on Use of Consultants

L. Haskell reported that NDMH did not make use of consultants during the 2018/19 fiscal year.

6.0 STRATEGIC

6.1 Board Terms

K. Pristanski asked of the intentions of R. Beatty and G. Mackenzie for re election to the Board for a 3 year term at the upcoming Annual General Meeting. Both R. Beatty and G. Mackenzie stated that they intend to seek re election.

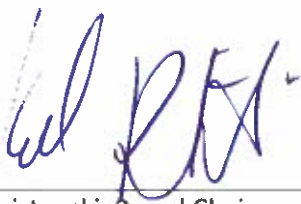
7.0 FOR INFORMATION

7.1 Meeting Effectiveness Results, May 2020

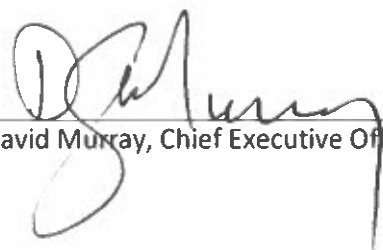
100% Director satisfaction achieved.

ADJOURNED – 4:00 pm

MEETING EVALUATIONS TO BE EMAILED TO DIRECTORS



Kal Pristanski, Board Chair



David Murray, Chief Executive Officer