

NORTHUMBERLAND HILLS HOSPITAL

BOARD OF DIRECTORS

June 2, 2011

5:00 pm - Boardroom

MINUTES

Present: J. Hudson, Chair; B. Carman; B. McInnes; J. Russell; J. Parravano; H. Pankratz; D. Broderick; J. Boycott; D. Mann; B. Gerber; K. Jackson; N. O'Nians; J. Farrell; L. Kaye; H. Sculthorpe; P. Fenner; R. Biron;

Regrets: A. Stratford

Staff: J. Gillard

1. CALL TO ORDER

J. Hudson called the meeting to order at 5:00 pm.

2. EDUCATIONAL PRESENTATION

Rhonda Cunningham, Executive Director, NHH Foundation provided presentation on the NHH Foundation 5-year Strategic Plan.

3. CONFLICT OF INTEREST

None

4. APPROVAL OF AGENDA

It was Moved by B. McInnes and Seconded by K. Jackson that the agenda be approved as circulated. Carried

5. APPROVAL OF PREVIOUS MINUTES

It was Moved by J. Farrell and Seconded by N. O'Nians that the minutes of May 5, 2011 be approved as circulated. Carried.

6. CHAIR REMARKS

J. Hudson commented on the recent Auxiliary Annual General Meeting that he attended. The presentation to the volunteers was very well received. During that meeting, the new President of the Auxiliary Board, Gayle Metson, was elected. J. Hudson extended his accolades to P. Fenner for her excellent leadership and thanked her on behalf of the Board.

7. CHIEF EXECUTIVE OFFICER'S REPORT

R. Biron provided an overview of the May 2011 CEO report that was pre-circulated to the Board.

- A recent compliment was received from a physician commending the new Restorative Care Program. In addition, the NHH Annual Group Achievement Award was presented to the Restorative Care Team, who had been nominated by their peers as a team that meets results, the NHH values, and excellence in patient care. This team is establishing a high standard within the organization.
- CEO participated as guest speaker to the Citizen's Reference Panel on Health Services to provide a hospital perspective.

- Provincial government has announced changes to the scope of practice for Nurse Practitioners which will soon allow them to admit and discharge patients from hospital. This change would help improve discharge process and may address industry challenges with physician shortage. K. Jackson queried on the location of the recently announced Nurse Practitioner Clinics in the Province. R. Biron responded that the expectation is that these clinics will be located in northern and rural communities that have limited access to primary care. J. Russell queried if the Nurse Practitioner scope of practice is fully supported by the OMA and CMA. R. Biron responded that the province is fully behind these changes although there are continued discussions on the limits to practice levels between regulated health professionals.
- The GTA LHINs have created the ConnectingGTA project which will allow health information to be accessible at the point of care.
- Maternal and Newborn Care standardized definitions of levels of care is now being implemented by the Provincial Council for Maternal and Child Health to improve and support patient flow across the system. This process is intended to ensure clarity of level of service each hospital provides, it is not intended to increase or decrease capacity. NHH staff will be participating in educational sessions and completing necessary submissions in June.
- CE LHIN has announced their new Chair of the Board of Directors, Wayne Gladstone, effective June 2, 2011. R. Biron had an opportunity to speak with the outgoing Chair, Foster Loucks at the recent CE LHIN Symposium. N. O’Nians requested an opportunity for the NHH Board of Directors to send Mr. Loucks best wishes.

It was moved by N. O’Nians and seconded by J. Farrell that the Board extend their thank you and best wishes to Mr. Foster Loucks. Carried.

8. CHIEF OF STAFF’S REPORT

D. Broderick reviewed a motion for ACTIVE staff re-appointments that was pre-circulated to the Board. The motion does not include Dr. Marszal under ACTIVE staff.

It was moved by K. Jackson and Seconded by H. Pankratz that the Board approve the following physicians for ACTIVE re-appointment:

Dr(s) Abdel Hadi, Barnard-Thompson, Basmajian, Broderick, Emery, Green, Hearnden, Jokay, and Ruskowski, Amin, Bayer, Bonham-Carter, Cross, Doell, Forbes, Hameed, Kotowycz, Moorsom, Romanowski and Vaughan.

Carried

D. Broderick reviewed a motion for COURTESY re-appointments for existing staff, that was pre-circulated to the Board. The motion will include Dr. Marszal as requested.

It was moved by L. Kaye and Seconded by B. McInnes that the Board approve the following physicians for COURTESY re-appointment:

Dr(s) Banerjee, Butan, Carlyle, V. Cheung, Farewell, Hanson, Kammila, Lang, Long, Ravindran, Rettl, Sewchand, Shore, Simon, White, Marszal, Connor, Dickie, Durante, Harris, Jennings, Levinson, Mackenzie, Mead, Nearing, Plue, Reesor, and Weir.

Carried

D. Broderick reviewed a motion for midwife re-appointments that was pre-circulated to the Board.

It was moved H. Sculthorpe and Seconded by J. Russell that the Board approve the following staff for MIDWIFE re-appointment:

Linda Fleming, Community Care Midwives, K. Balazs, J. Brandson, A. Campbell, E. Croteau, D. Doiron, S. Howlett, N. Lachance, S. Roy and T. Woosley.

Carried

9. REPORTS FROM COMMITTEES

9.1 QUALITY AND SAFETY COMMITTEE

K. Jackson provided overview of minutes from the Quality and Safety Committee. Orphan patients were the main discussion at the May meeting of the Committee due to increasing number of GPs not renewing their hospital privileges. Short and long term solutions are being explored and discussions continue between the Family Health Organization leads and the hospital.

The 4th quarter Quality Indicator report was reviewed, with great improvement seen in falls reduction and hand hygiene. The Committee was also presented with an update on NHH's eHealth strategy by R. Biron.

9.2 GOVERNANCE COMMITTEE

B. Gerber provided overview of minutes from the Governance Committee. Hospital policy reviews were undertaken over several months. A new policy was drafted, reviewed and amended on the Selection and Development of the Board Chair and Vice Chair positions.

It was moved B. Gerber and Seconded by J. Farrell that the Board approve new Board policy – Selection and Development of Board Officers.

Carried

The Committee discussed the length of term for the Board Chair, taking into consideration the learning period of incumbents. A revision to the By-law was recommended.

It was moved B. Gerber and Seconded by J. Farrell that the Board approve to amend NHH By-law to reflect term of Chair from 3 years to 2 years, effective July 1, 2012.

Carried

B. Gerber reviewed the 2010/11 Annual Membership list that was pre-circulated to the Board.

It was moved B. Gerber and Seconded by B. McInnes that the Board approve the following individuals signing authority for membership forms: Cheryl Turk, Pam Oakman, Sue Hoekstra, Laura Marshall, Erin Bergeron, Stacy Connell, Rhonda Cunningham

Carried

It was moved B. Gerber and Seconded by N. O’Nians that the Board approve acceptance of the 2010/11 annual membership list.

Carried

B. Gerber outlined a review of Board policy pertaining to Board Evaluation. The activities contemplated in the policy were never put into practice. Other activities are currently in place through Committee workplans, strategic plans and Committee self-assessments.

It was moved by B. Gerber and Seconded by J. Farrell that the Board approve to delete the following Board policy: IV-006 Board Evaluation

Carried

B. Gerber outlined a review of Board policy pertaining to Succession Planning which covers activities that would be naturally completed in the event of absence of the CEO.

It was moved by B. Gerber and Seconded by J. Russell that the Board approve to delete the following Board policy: IV-008 Succession Planning

Carried

9.3 FINANCE AND AUDIT COMMITTEE

H. Pankratz provided overview of minutes from the Finance and Audit Committee. Review of the 2010/11 Annual Financial Statement was the main topic of discussion at the meeting. The Committee reviewed the summary of adjustments. NHH had a positive cash position of \$376,940 at March 31, 2011. The working capital deficit was \$5,226,174. A detailed review of restructuring costs and activities was provided by H. Pankratz.

It was moved by H. Pankratz and Seconded by B. McInnes that the Board approve the 2010/2011 Annual Financial Statements.

Carried

9.4 FACILITIES AND CAMPUS DEVELOPMENT COMMITTEE

J. Russell provided the report of the Facilities and Campus Development Committee. The Economic Impact Analysis report has been received and presented by the Queen’s School of Business Consulting students. Life Lease RFP proposals have been received and will be reviewed by the Committee in June.

The Medical Office Building next step is the completion of the Master Plan required by the Ministry of Health. A legal commitment will be required from the Family Health Team (FHT) prior to the start of construction and lease agreements will be with the Family Health Team as an entity, not with individual physicians. H. Pankratz queried on the legal commitment and the feasibility of the project. J. Russell outlined that a feasibility study had been completed. R. Biron added that there will be a formal understanding in place that the FHT

legally commits to occupying the space before planning dollars are spent. J. Russell outlined that the Committee needs to confirm how many physicians are on the FHT and discussions still need to be held on the commitment to the hospital. N. O'Nians queried on the owner of the building. J. Russell responded that the hospital would own the building. R. Biron added that the MOHLTC provides funding relief only for lease hold improvements for the Family Health Team, not for construction of the building.

It was moved by J. Russell and Seconded by B. McInnes that the Board approve NHH to proceed with the initial planning phase (specifically, MOHLTC Stage 1: Proposal) for the Medical Office Building at a cost not to exceed \$200,550 plus applicable taxes, subject to confirmation of the formation of the Northumberland Family Health Team and receipt of their legal commitment.

Carried

10. FOUNDATION REPORT

J. Boycott presented the Foundation report. Northumberland's Biggest Coffee Morning is scheduled for June 8th and currently 46 coffee parties are confirmed. The Golf for Health Tournament will be held on July 20th. The Behind the Scenes tour was a tremendous success with 60 members in attendance and great volunteer participation from NHH staff. Donor and Volunteer appreciation event will take place on June 9th from 4-6pm in the Hospital Bistro and Courtyard. The Foundation Annual General Meeting will be held on June 15th; Ann Logan will be the new incoming Chair of the Foundation Board. J. Boycott expressed that she felt privileged and grateful to experience the shared work of the Hospital, Auxiliary and Foundation. J. Hudson expressed the gratitude of the Board to Jan as an outstanding leader, who brought direction and fresh thinking and gave sincere thanks on behalf of the Board.

11. AUXILIARY REPORT

P. Fenner presented the Auxiliary report. The Dixie Mikel award was presented at the Auxiliary Annual General Meeting. The new Auxiliary executive is full of new ideas to streamline the auxiliary organization and to find new ways to serve within their mandate. Tickets for the Wine Tasting in the Park event are now available.

It was Moved by D. Mann and Seconded by B. Gerber that all reports be received.
Carried

12. OTHER BUSINESS

None.

13. FOR INFORMATION/CORRESPONDENCE

None

14. QUESTIONS AND COMMENTS

None

15. IN CAMERA

The meeting moved to in-camera at 6:40 pm on a motion by L. Kaye and seconded by H. Sculthorpe.

The in-camera meeting addressed matters relating to personnel matters.

16. NEXT MEETING
June 16, 2011

17. TERMINATION OF MEETING
The meeting terminated at 7:20 pm on a motion by H. Pankratz.