

# **NORTHUMBERLAND HILLS HOSPITAL**

## **BOARD OF DIRECTORS**

**September 8, 2011  
5:00 pm - Boardroom**

## **MINUTES**

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**Present:** J. Hudson, Chair; H. Sculthorpe, N. O’Nians, J. Russell, D. Mann, B. Gerber, A. Logan, C. Stewart, D. Pepper, B. Brook, K. Jackson, J. Farrell, R. Carman, H. Pankratz, R. Biron, H. Brenner, A. Stratford

**Regrets:** J. Parravano, G. Metson

**Staff:** J. Gillard, C. Turk

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**1. CALL TO ORDER**

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

**2. EDUCATIONAL PRESENTATION**

Wendy, Kolodziejczak, Project Manager provided presentation on the NHH ALC / Home First programs.

**3. CONFLICT OF INTEREST**

None

**4. APPROVAL OF AGENDA**

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

**5. APPROVAL OF PREVIOUS MINUTES**

It was Moved by J. Farrell and Seconded by B. Brook that the minutes of June 16, 2011 be approved with the following amendment:

- Page 2 – As there were no other nominations, Jack Russell was acclaimed as Second Vice-Chair.

Carried.

**6. CHAIR REMARKS**

J. Hudson welcomed back all returning Board Directors and expressed a warm welcome to the three new Board Directors and the new representatives of the Foundation and Auxiliary. J. Hudson commented on the scholarships that had been recently awarded to three students from the community and also announced a start time change for the Finance and Audit Committee to 8:30am.

**7. CHIEF EXECUTIVE OFFICER’S REPORT**

No report.

**8. CHIEF OF STAFF’S REPORT**

No report.

## 9. REPORTS FROM COMMITTEES

### 9.1 QUALITY AND SAFETY COMMITTEE

K. Jackson provided overview of minutes from the Quality and Safety Committee. The Committee convened during the summer break to review the Terms of Reference and work plan. The Terms of Reference were revised to reflect current legislation.

**It was moved K. Jackson and Seconded by J. Farrell that the Board approve the updated Terms of Reference for the Quality and Safety Committee for 2011-2012.**  
**Carried**

K. Jackson provided overview of Board policies that were pre-circulated to the Board.

Policy V-001 Committee to Quality and Safety was revised to include compliance with new legislation and regulations.

**It was moved K. Jackson and Seconded by H. Sculthorpe that the Board approve the reviewed Board policy – V-001 Committee to Quality and Safety.**  
**Carried**

Policies V-002 to V-004 were recommended for deletion as the policies are redundant since the hospital is required to comply with the applicable legislation.

**It was moved K. Jackson and Seconded by N. O’Nians that the Board approve deletion of Board policy V-002 Public and Patient Complaints.**  
**Carried**

**It was moved K. Jackson and Seconded by H. Sculthorpe that the Board approve deletion of Board policy V-003 Health and Safety.**  
**Carried**

**It was moved K. Jackson and Seconded by C. Stewart that the Board approve deletion of Board policy V-004 Accessibility Plan.**  
**Carried**

K. Jackson reviewed the first quarter Quality Indicator Report that was pre-circulated to the Board. Further work will be done at the next Committee meeting to review and adjust the targets as applicable.

K. Jackson provided overview of the Call for Expressions of Interest that was received from the Central East Local Health Integration Network for a Regional Specialized Geriatric Services Host Agency. A copy of the document was pre-circulated to the Board. The NHH Administration submitted a letter of interest and was selected as the Host Agency.

**It was moved K. Jackson and Seconded by C. Stewart that the Board support the CE LHIN proposal of NHH as Host Agency for the Regional Specialized Geriatric Services.**  
**Carried**

## **9.2 GOVERNANCE COMMITTEE**

D. Mann provided overview of minutes from the Governance Committee. A review of the Terms of Reference was undertaken; the only revision is the removal of the "Frequency of Meetings" section which was deemed redundant

The draft 2011-2012 Work Plan was reviewed which was designed to implement the responsibilities outlined in the Terms of Reference. No further changes were recommended by the Committee.

The Committee reviewed the draft 2011-2012 Strategic Objectives which was pre-circulated to the Board. These objectives support the NHH Strategic Plan and directions and represent tactical plans and deliverables expected for this fiscal year. A progress report will be provided at the annual Board Retreat and at the Annual General Meeting in June.

**It was moved D. Mann and Seconded by D. Pepper that the Board approve the 2011-2012 Strategic Objectives.**  
**Carried**

D. Mann outlined the need for a Committee Vice-Chair due to his work schedule. B. Carman was the sole nomination for the position and was elected by acclamation by the Committee.

D. Mann outlined a review of the OHA Four Pillars policy paper that was previously circulated to the Board in early August. The Committee explored the role NHH should play in disseminating the document to the local community. It was agreed that the document would be best explored and positioned at the local level after the provincial election and may be an appropriate subject for the annual Board Retreat.

## **9.3 FINANCE AND AUDIT COMMITTEE**

B. Gerber provided overview of minutes from the Finance and Audit Committee. The Committee undertook an annual review of the Terms of Reference, there were no changes required.

Expense related Board policies were reviewed with updates to reflect the new legislation and the Broader Public Sector Expense Directive. Policy IV-004 Reimbursement of Expenses was recommended for deletion.

**It was moved by B. Gerber and Seconded by D. Pepper that the Board approve, as amended, policy III-003 Signing Authorities, III-005 Procurement Approval Schedule and III-012 Reimbursement Expenses and deletion of IV-004 Reimbursement of Expenses.**

**Carried**

The Interim Financial Statements were reviewed for the three months ending June 30, 2011. NHH received a 1.641% increase in base funding which was the highest percentage increase in the CE LHIN and is calculated using HBAM which takes into account operating efficiencies.

The 2012-2013 Operating Budget was discussed. The NHH Board will likely approve the budget at the November meeting; the draft budget will be presented to the Finance and Audit Committee at the October meeting.

#### **9.4 FACILITIES AND CAMPUS DEVELOPMENT COMMITTEE**

J. Russell provided the report of the Facilities and Campus Development Committee. The Economic Impact Analysis phase 2 report has been received and presented by the Queen's School of Business Consulting students. The Smart Centres development has begun; the Committee has requested a redraft of the easement agreement.

#### **10. FOUNDATION REPORT**

A. Logan presented the Foundation report. A new thank you program has been developed which will encourage patients, families and visitors the opportunity to make donations as a "thank you" to staff and volunteers at NHH. Brochures are in development. A new slogan "Just Imagine" is being incorporated into a poster campaign for the NHH Staff 50/50 draw. The Lux Boutique in Warkworth is holding a fundraising sale with benefits to the Foundation. Gala tickets go on sale starting September 19<sup>th</sup>. The Foundation has raised \$503,695 as of July 1<sup>st</sup>.

#### **11. AUXILIARY REPORT**

No report.

**It was Moved by K. Jackson and Seconded by J. Russell that all reports be received.  
Carried**

#### **12. OTHER BUSINESS**

None.

#### **13. FOR INFORMATION/CORRESPONDENCE**

R. Biron made note of letter from the CE LHIN which was included in the Board package.

#### **14. QUESTIONS AND COMMENTS**

None

#### **15. IN CAMERA**

The meeting moved to in-camera at 6:19 pm on a motion by N. O'Nians and seconded by D. Pepper.

The in-camera meeting addressed matters relating to physician credentialing and contract matters.

#### **16. NEXT MEETING October 6, 2011**

**17. TERMINATION OF MEETING**

The meeting terminated at 6:50 pm on a motion by H. Sculthorpe.