

# NORTHUMBERLAND HILLS HOSPITAL

## BOARD OF DIRECTORS

November 3, 2011

5:00 pm - Boardroom

## MINUTES

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Present: J. Hudson, Chair; R. Carman (teleconference), D. Pepper, G. Metson, H. Sculthorpe, B. Gerber, D. Mann, K. Jackson, N. O'Nians, J. Russell, C. Stewart, D. Broderick, J. Parravano, R. Biron, H. Brenner

Regrets: B. Brook, A. Stratford, A. Logan, J. Farrell

Staff: J. Gillard, C. Turk, E. Vosburgh

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**1. CALL TO ORDER**

J. Hudson called the meeting to order at 5:02 pm.

**2. EDUCATIONAL PRESENTATION**

Myonne Allan, Director Laboratory Services and Infection Control, provided presentation on the NHH Infection Control Framework.

**3. CONFLICT OF INTEREST**

None

**4. APPROVAL OF AGENDA**

It was Moved by K. Jackson and Seconded by N. O'Nians that the agenda be approved as circulated. Carried

**5. APPROVAL OF PREVIOUS MINUTES**

It was Moved by H. Sculthorpe and Seconded by C. Stewart that the minutes of October 6, 2011 be approved as circulated. Carried.

**6. CHAIR REMARKS**

J. Hudson extended his congratulations to Robert Biron for his recent award from University of Toronto and to Dr. Andrew Stratford for his Healing Hands award from NHH.

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

R. Biron reviewed the CEO report that was pre-circulated to the Board.

- R. Biron extended his gratitude for the support of the Board and Chair in attendance at the awards ceremony at University of Toronto.
- Two reports on health care reform are highlighted; Canadian Medical Association report entitled Report of the Advisory Panel on Resourcing Options for Sustainable Health Care in Canada and the Canadian Health Services Research Foundation research paper entitled Assessing Initiatives to Transform Healthcare Systems. An executive summary is included in the CEO Report.
- Three NHH staff members have been selected to participate in the CE LHIN Self-Management Program as faculty trainers in the Choices and Changes:

Clinician Influence and Patient Action curriculum. These staff will become facilitators who will champion self-management support at NHH.

- NHH is pleased to have on staff the Emergency Department Nurse Practitioner who was recruited after a long recruitment process. R. Biron extended his thanks to E. Vosburgh, H. Brenner and E. Burr on their efforts.

## **8. CHIEF OF STAFF'S REPORT**

D. Broderick reviewed the minutes of the Medical Advisory Committee meeting that was held on September 27, 2011 in respect of to Physician Credentialing. All physicians and professional staff have been vetted through the Physician Credentialing Committee and the Medical Advisory Committee.

**It was moved by D. Broderick and seconded by C. Stewart the following Medical and Professional Staff were approved for appointment:**

- **Dr. Warren Michalski, LOCUM Emergency Medicine**
- **Dr. Terry Woods, LOCUM Emergency Medicine**
- **Megan Nuttall, LOCUM Midwifery**
- **Katherine Kwietniowski, LOCUM Midwifery**
- **Austin Schoonheydt, LOCUM Midwifery**

**CARRIED.**

## **9. REPORTS FROM COMMITTEES**

### **9.1 QUALITY AND SAFETY COMMITTEE**

K. Jackson provided overview of minutes from the Quality and Safety Committee. K. Jackson welcomed new Community member G. DeBruyn to the Committee.

The Committee received a presentation on the Quality Care Information Protection Act and the Patient Complaints Process at NHH.

The Committee received the news that Dr. D. Taylor will be leaving NHH after 13 years of service and recommended a formal thank you from the Board of Directors.

**It was moved K. Jackson and Seconded by C. Stewart that the Board extends a formal thank you to Dr. Dale Taylor for his dedication to NHH from 1998-2011. Carried**

J. Hudson announced that Dr. Taylor will be invited to the December 8<sup>th</sup> meeting of the Board for a presentation from the Board Directors.

The organization has submitted a Letter of Intent for the Change Foundation PATH initiative. Announcement of submissions that have been invited to the RFP process has been delayed to December due to the large number of submissions.

### **9.2 GOVERNANCE COMMITTEE**

D. Mann provided overview of minutes from the Governance Committee.

The Committee reviewed the requirement for a signed Declaration of Compliance for the Multi-Sector Accountability Agreement (M-SAA) by the Board Chair.

**It was moved D. Mann and Seconded by D. Pepper that the Board approve the Board Chair to sign the Schedule G: M-SAA Declaration of Compliance. Carried.**

Revised Board policy I-009 CEO and COS Evaluation and Compensation was pre-circulated to the Board. The revised policy takes into account recommendations from the HayGroup. After review, the Committee recommended approval of the revised policy.

**It was moved D. Mann and Seconded by J. Russell that the Board approve revised Board Policy I-009 CEO and COS Evaluation and Compensation. Carried**

Revised Board policy I-011 CEO Selection and Appointment was pre-circulated to the Board. After review, the Committee recommended approval of the revised policy.

**It was moved D. Mann and Seconded by D. Pepper that the Board approve revised Board Policy I-011 CEO Selection and Appointment. Carried**

J. Gillard presented the Community Engagement Framework to the Committee. A few minor revisions were recommended by the Committee and recommended for approval by the Board.

**It was moved D. Mann and Seconded by N. O’Nians that the Board approve the Community Engagement Framework. Carried**

The Board Retreat is tentatively scheduled for January 12<sup>th</sup> and 13<sup>th</sup>. J. Hudson noted that the topics of the retreat should be of particular interest to the Board Directors and invited suggestions for topics. All suggestions should be forwarded within a week’s time.

### **9.3 FINANCE AND AUDIT COMMITTEE**

B. Gerber provided overview of minutes from the Finance and Audit Committee. New Community Board Member, T. Sears, was welcomed to the Committee.

The Committee reviewed the 2011/12 Q2 Capital plan status report. At September 30, 2011, the Hospital has paid or committed to pay \$1,563,348 against a capital plan for \$4 million.

The Committee received the CEO/CFO Certification for the quarter ended September 30, 2011.

**9.4 FACILITIES AND CAMPUS DEVELOPMENT COMMITTEE**

J. Russell provided the report of the Facilities and Campus Development Committee. New Community Board Member, J. Stalker, was welcomed to the Committee.

The Life Lease market study is near completion and a presentation will be made at the next meeting of the Committee.

The Medical Office Building lease arrangements with the Family Health Team are still being reviewed. The physicians are agreeable to a commercial lease rate agreement, and details are being worked through.

**10. FOUNDATION REPORT**

No Report.

**11. AUXILIARY REPORT**

G. Metson reported on the activities of the hospital Auxiliary. The Poinsettia Tea will be held on November 27, 2011. Entertainment will be provided by the Shout Sisters and tickets are still available at the Best Western.

Volunteer immunization results are still ongoing. A volunteer fair was held in conjunction with the United Way.

<p><b>It was Moved by J. Russell and Seconded by B. Gerber that all reports be received. Carried</b></p>
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**12. OTHER BUSINESS**

None.

**13. FOR INFORMATION/CORRESPONDENCE**

None.

**14. QUESTIONS AND COMMENTS**

None

**15. IN CAMERA**

The meeting moved to in-camera at 6:10 pm on a motion by K. Jackson and seconded by N. O'Nians.

The in-camera meeting addressed matters relating to the 2012/13 operating plan and budget, and correspondence from OHA relating to a quality award.

**16. NEXT MEETING  
December 8, 2011**

**17. TERMINATION OF MEETING**

The meeting terminated at 7:38 pm on a motion by J. Russell.