

NORTHUMBERLAND HILLS HOSPITAL

BOARD OF DIRECTORS

December 8, 2011

5:00 pm - Boardroom

MINUTES

Present: J. Hudson, Chair; D. Mann, J. Russell, R. Carman, D. Pepper, G. Metson, H. Sculthorpe, B. Gerber, B. Brook, K. Jackson, N. O’Nians, A. Logan, J. Farrell, D. Broderick, R. Biron, H. Brenner

Regrets: A. Stratford, J. Parravano, C. Stewart

Staff: J. Gillard, C. Turk

1. CALL TO ORDER

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

Dr. D. Taylor was invited to attend the meeting. J. Hudson reminded the Directors that Dr. D. Taylor will be leaving NHH after 13 years of service. J. Hudson welcomed Dr. Taylor and presented a token of appreciation for his years of service to Northumberland Hills Hospital. D. Broderick spoke to the Board about the excellent quality of care that patients had received from Dr. Taylor during his tenure at the Hospital.

2. EDUCATIONAL PRESENTATION

Scott Pepin, Director Mental Health provided presentation on the Mental Health Program, highlighting past challenges and current successes.

3. CONFLICT OF INTEREST

None

4. APPROVAL OF AGENDA

It was Moved by H. Sculthorpe and Seconded by N. O’Nians that the agenda be approved as circulated. Carried

5. APPROVAL OF PREVIOUS MINUTES

It was Moved by K. Jackson and Seconded by B. Gerber that the minutes of November 3, 2011 be approved with the following amendment:

- N. O’Nians was in attendance.

Carried.

6. CHAIR REMARKS

J. Hudson remarked that NHH had a wonderful couple of months receiving various recognitions including the Quality Workplace Gold Award presented to NHH at the OHA HealthAchieve Conference.

7. CHIEF EXECUTIVE OFFICER’S REPORT

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

- OHA position statement entitled “Funding and Capacity Planning for Ontario’s Health System and Hospitals” which is an extension of the previously issued document Four Pillars. All Directors are encouraged to read the position paper.
- The Canadian Institute for Health Information (CIHI) released a report entitled Health Care Cost Drivers which examines growth in spending from 1998 to 2008.
- R. Biron announced and congratulated J. Gillard on her achieving professional designation Accredited Business Communication from the International Association of Business Communicators.
- The timing for the January Board retreat has been changed for an afternoon start on January 12th as outlined in the CEO Report. All Directors requested to make this change in their calendars.

8. CHIEF OF STAFF’S REPORT

D. Broderick reviewed the minutes of the Medical Advisory Committee meeting that was held on November 15, 2011 in respect of Physician Credentialing. All physicians and professional staff have been vetted through the Physician Credentialing Committee and the Medical Advisory Committee.

It was moved by J. Farrell and seconded by D. Pepper that the following Medical and Professional Staff are approved for appointment:

- **Dr. Lief Destrade-Sosa, Courtesy Emergency Medicine**
- **Dr. Andrew Zohrab, Courtesy Emergency Medicine**
- **Dr. Steven Gletsu, Courtesy Emergency Medicine**
- **Dr. Sara Weetman, Courtesy Emergency Medicine**
- **Dr. Gordon Swain, Courtesy Hematology**

CARRIED.

D. Broderick outlined that three physicians were required to undergo a comprehensive review based on achieving the age of 70, as per Hospital By-laws. Dr. R. Beck completed this review, performed by D. Broderick and no concerns were noted in regard to Dr. Beck’s current practice.

It was moved by B. Carman and seconded by J. Russell that Dr. R. Beck be approved for Active privileges for the 2011/2012 Re-appointment year.

CARRIED.

9. REPORTS FROM COMMITTEES

9.1 QUALITY AND SAFETY COMMITTEE

K. Jackson provided overview of minutes from the Quality and Safety Committee.

The Committee received a tour and presentation from the Diagnostic Imaging Department from I. Moffat and J. Parravano.

A presentation on the Emergency Measures Incident Management System in place at NHH was presented to the Committee by E. Vosburgh.

The Committee received updates on the NHH Quality Indicator Report and Quality Improvement Plan for the second quarter.

9.2 GOVERNANCE COMMITTEE

D. Mann provided overview of minutes from the Governance Committee. He noted that a review of the Board Retreat agenda and theme had been reviewed and the Committee recommended a change in timing for the first day of the retreat as noted in R. Biron's CEO Report.

9.3 FINANCE AND AUDIT COMMITTEE

B. Gerber provided overview of minutes from the Finance and Audit Committee.

The Committee reviewed the 2011/12 Financial Report to October 31, 2011. NHH completed seven months with an operating surplus of \$388,154 as a result of several contributing factors including additional revenue and supply chain improvements.

B. Gerber reviewed a capital request for Business Intelligence Solution was brought forward to the Committee. C. Turk outlined that this initiative will improve access and reliability of information required to meet the current and growing needs of the Hospital for the purposes of planning, decision making, performance monitoring and evaluation. K. Jackson queried on what the reports from this initiative will provide to the Hospital. C. Turk responded that current departmental scorecards are manual and static and the automated reports will allow Quality and Practice Committees to receive reports in a timely manner, and will allow for improved data analyses. B. Brook commented that a large amount of time will be saved with the implementation and Managers and Directors will be better able to spend time analyzing data rather than collecting.

It was moved by B. Gerber and seconded by B. Brook to approve the Business Intelligence Solution at a one-time capital cost of up to \$241,580 and an annual operating cost of \$25,000 fixed for five years. CARRIED.

B. Gerber reviewed a capital request for the SharePoint 2010 Upgrade that was brought forward to the Committee. This initiative will allow NHH to meet requirements under the Freedom of Information legislation with strengthening document control and accuracy of policies and procedures while also redeveloping the Hospital's corporate intranet to improve functionality.

It was moved by B. Gerber and seconded by J. Russell to approve SharePoint 2010 Upgrade at a one-time capital cost of up to \$94,096 and an annual operating cost of \$3,863. CARRIED.

9.4 FACILITIES AND CAMPUS DEVELOPMENT COMMITTEE

J. Russell provided the report of the Facilities and Campus Development Committee.

Zock and Associates presented the draft market study results for the Life Lease development. The study recommended that an independent supportive living development focus. The Committee has agreed to review the complete study including the financial analysis report before making a decision.

10. FOUNDATION REPORT

A. Logan reported on the activities of the Hospital Foundation. Rhonda Cunningham, Executive Director, has achieved the highest level of designation within her professional association. The Association of Healthcare Philanthropy's highest level of achievement is the designation of Fellow (FAHP). Rhonda has become one of only 17 individuals who have achieved FAHP in Canada. J. Hudson extended congratulations to Rhonda on behalf of the Board of Directors.

A. Logan announced that the 2011 Gala was a success, with \$170,000 raised in support of the Hospital. A copy of the Gala magazine, produced in sponsorship by Northumberland News and Northumberland Today, was circulated.

The 2011 Light Up a Life Campaign Ceremony will be held on December 14th in the Rotary Courtyard. Entertainment will be provided by the Trinity Church Bell Choir and the Shout Sisters.

As of October 31st, the Foundation has raised \$1,234,900.

11. AUXILIARY REPORT

G. Metson reported on the activities of the hospital Auxiliary. The Poinsettia Tea held on November 27, 2011 with entertainment provided by the Shout Sisters who received high accolades for their performance. The Polar Bear Dip will be held in February.

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

12. OTHER BUSINESS

12.1 Board Self-Assessment Survey

The Board Self-Assessment was circulated for completion. Results will be reviewed at next meeting.

13. FOR INFORMATION/CORRESPONDENCE

None.

14. QUESTIONS AND COMMENTS

None

15. IN CAMERA

The meeting moved to in-camera at 6:15 pm on a motion by N. O'Nians and seconded by H. Sculthorpe.

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

16. NEXT MEETING

January 5, 2012

17. TERMINATION OF MEETING

The meeting terminated at 7:02 pm on a motion by B. Gerber.