

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

**October 2, 2014
Boardroom**

MINUTES

Present: J. Russell, Chair; J. Hudson, C. Tozer, T. Sears, B. Gerber, D. Mann, M. Bhargava, B. Selby, L. Kay, E. Merbis, B. Carman, D. Broderick, L. Davis

C. Stewart (teleconference)

J. Stalker, K. Hook, P. Went, J. Farrell, G. DeBruyn

Regrets: G. Metson, A. Stratford

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

1. CALL TO ORDER

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

2. EDUCATION SESSION

Linda Davis, President and CEO, presented an overview of the Healthcare Leadership Summit opening presentation by Deputy Minister of Health, Bob Bell. Following the presentation, J. Russell encouraged all Board members to view the OHA webcast video archive that was circulated.

3. CONFLICT OF INTEREST

None declared.

4. APPROVAL OF AGENDA

It was Moved by C. Tozer and Seconded by B. Selby to approve the agenda with the following amendment: move agenda item 9.1.1 CE LHIN HIS Vision draft report to the in-camera meeting. Carried.

5. CONSENT AGENDA MATTERS

None.

6. APPROVAL OF PREVIOUS MINUTES

It was Moved by B. Carman and Seconded by T. Sears that the minutes be approved as circulated. Carried.

7. CHAIR REMARKS

J. Russell commented on the use of OHA webcasts to provide education to the NHH Board of Directors in a cost efficient manner. The Board orientation was completed in September, and follows a new format which allows for more discussion time among new members of the Board. An evaluation of the orientation will be circulated shortly.

J. Russell expressed his gratitude to J. Hudson for attending the HIS Visioning Governance check-in meetings in his absence. The Board was encouraged to attend

CE LHIN Board meetings as available, with the next meeting being held on October 22nd.

8. SENIOR STAFF REPORT

The Senior Management report was pre-circulated. L. Davis highlighted the progress of the Northumberland Health System Transformation Council as they continue to explore opportunities for electronic connectivity and regional programs for patients with complex health issues.

The Seniors Care Network recently held an inter-organizational project team meeting to complete an application to the Improving and Driving Excellence across Sectors (IDEAS) competition. NHH was represented on the team by GEM nurse Sarah Gibbens.

9. Chief of Staff Report

D. Broderick presented the report of the Credentials Committee. The applications from three physicians have been reviewed and recommended for privileges at NHH.

Moved by D. Mann and Seconded by B. Carman,

Whereas the Credentials Committee, in accordance with the NHH By-laws, has reviewed and recommends to the Medical Advisory Committee that the credentials of the person(s) listed below are in order and meet the criteria for re-Appointment to the Professional Staff for the remainder of the year commencing April 1, 2014;

Whereas the Medical Advisory Committee has reviewed and recommended to the Board of Directors;

The Board of Directors hereby grants the following **privileges to April 1, 2015:**

Dr. Wang Xi – Associate Family Practice

Dr. Brian Vartian – Locum Anesthesia

Dr. Zoe Nugent – Courtesy Paediatrics

Carried.

D. Broderick provided a brief update on Medical Human Resource planning for the Emergency Department and outlined the role of the new Chiefs Quality Council that was implemented this year.

10. REPORTS

10.1 Finance and Audit Committee

B. Gerber provided an update on the work of the Finance and Audit Committee.

The Committee completed its annual review of the Terms of Reference and developed the annual objectives work plan for the 2014-15 cycle. Monitoring of progress related to the implementation of a common clinical information system was added as an objective for the Committee.

It was Moved by B. Gerber and Seconded by J. Hudson to approve the Finance and Audit Committee Terms of Reference and Committee Annual Objectives as presented. Carried.

The 5-year capital plan draft was completed after an extensive review of existing capital equipment replacement needs and new equipment requirements over the next five years. The plan includes a regular replacement program, building and equipment upgrades and information technology, including the implementation of a new Clinical Information System. A strategy will be required with the NHH Foundation to meet the funding gap for the capital needs in excess of \$23 million over the next five years.

It was Moved by B. Gerber and Seconded by C. Tozer to receive the 5 year capital plan draft as presented. Carried.

10.2 Governance Committee

T. Sears provided the report of the Governance Committee.

The Committee reviewed their annual objectives work plan which outlines objectives for the Committee that is over and above the regular Committee work.

It was Moved by T. Sears and Seconded by B. Selby to approve the Governance Committee Annual Objectives as presented. Carried.

The Board of Directors Education survey responses were tabulated and circulated for review along with a summary of the results. Education schedules for the Board and Committees will be developed based on these results. Committee specific education presentations will be opened to all members of the Board.

The Board self-assessment survey results from June 2014 were reviewed by the committee and further discussion is planned for the next meeting. The Governance Committee is reviewing other self-assessment tools, including a provincial tool offered through the Governance Centre of Excellence.

Board Directors and Community Members were requested to sign an annual refresh of the Board Code of Conduct and Confidentiality Agreement for 2014-15. The Governance Committee has agreed that this process will be done on an annual basis.

10.3 Quality and Safety Committee

D. Mann provided the report of the Quality and Safety Committee on behalf of C. Stewart.

The Committee discussed further the falls indicator and has requested a better definition of falls that results in injury to a patient. Benchmark data will be gathered from peer hospitals.

Through the Patients Eyes series provided a glimpse into the life of surgical patient through a first-hand account of the surgical booking process as told by

the spouse of the patient. The program puts in focus the “patient’s first” mandate for the Board and the hospital. The Committee extended their appreciation to NHH staff for their response to the feedback received.

The Committee completed its annual review of the Terms of Reference. Some responsibilities have been added for the Committee including risk assessment reporting and Medical human resource planning.

NHH has received a follow-up letter from Accreditation Canada recognizing that they have reviewed submitted evidence and advised that all follow-up requirements have been met.

11. MATTERS FOR INFORMATION

Auxiliary Report

No report was available.

Foundation Report

Rhonda Cunningham, Executive Director, NHH Foundation, attended the meeting to provide a quarterly report on Foundation activities.

The NHH Foundation is pleased to welcome new Board members for the 2014-15 fiscal year. Port Hope and Colborne Rotary members participated in a behind the scenes tour hosted by the food services department, cancer unit and women’s health. R. Cunningham extended her appreciation to NHH staff who hosted the tour.

The Foundation Gala is 5 weeks away and is already expecting over 400 guests. The fundraising goal is \$150,000 and the Foundation is hoping to exceed this amount. The Light Up a Life campaign has a new chair in Dr. Emma Smith. The goal of this year’s campaign is the purchase of 20 new electric beds. This year the format is moving to a morning radio show and will be broadcast live from the Best Western.

R. Cunningham outlined a few of the donations received from the community. The 2014-15 revenue goal is \$2.4 million; as of August 31st total amount raised is \$796,068.

It was Moved by J. Hudson and Seconded by B. Gerber to receive all reports. Carried.

12. IN CAMERA

On a motion from C. Tozer and Seconded by D. Mann, the meeting moved to In-camera.

The in-camera meeting addressed matters related to financial deficit, hospital information system and infection control.

13. TERMINATION OF MEETING

The meeting was terminated at 7:28 pm on a motion from D. Mann.