

# **NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS**

**December 4, 2014  
Boardroom**

## **MINUTES**

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

K. Hook, G. DeBruyn, S. Olsen, S. Aldis Routh, M. Parker, P. Went, J. Farrell, J. Stalker

Regrets: E. Merbis, H. Brenner, G. Metson

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

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**1. CALL TO ORDER**

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

**2. RECOGNITION PRESENTATION**

On behalf of the Board of Directors, J. Russell presented tokens of recognition to two retiring community physicians, Dr. William Cross and Dr. Andrew Emery.

**3. EDUCATION SESSION**

Tracy West and team presented on the Medically Complex Demonstration Project; a collaborative project with partners from Northumberland Hills Hospital, Northumberland Family Health Team, PATH, Central East CCAC and other healthcare organizations.

The goal of the project is to reduce emergency department visits and hospital readmissions in patients with COPD and CHF. The project has achieved success by providing an increase in timely access to primary care services within the home, providing an integrated approach to medication management, promoting patient empowerment and better understanding of patient's health complexities.

**4. CONFLICT OF INTEREST**

None declared.

**5. APPROVAL OF AGENDA**

It was Moved by C. Tozer and Seconded by L. Kay to approve the agenda as circulated. Carried.

**6. APPROVAL OF PREVIOUS MINUTES**

It was Moved by B. Selby and Seconded by T. McLean that the minutes of November 6<sup>th</sup>, 2014 be approved as circulated. Carried.

**7. CHAIR REMARKS**

J. Russell remarked on the recent press coverage of the coaching team selection by NHH and extended gratitude to J. Gillard and L. Davis for ensuring the Board of

Directors received timely communication on the process. He also noted the press conference for the Medical Arts Building and extended kudos to D. Mann his hard work on this project.

J. Russell reported that the NHH Foundation Reindeer Run will be taking place this weekend and that he will be participating.

**8. SENIOR STAFF REPORT**

The Senior Management report was pre-circulated. L. Davis highlighted a number of items, including the Coaching team selection. It is expected that a draft report on the coaching review will be received by the end of December.

L. Davis reported that the PATH project has received honourable mention in the Minister's Medal award and that the Central East Cancer program has introduced a newsletter highlighting the various service provided. Hard copies of the newsletter were circulated.

**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 C. Stewart and Seconded by T. McLean,**

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. Entisar Ben Issa – Locum Internal Medicine***

***Dr. Patrick McGarry – Associate Family Medicine (Hospitalist)***

***Shannon Cameron – Locum Midwifery***

***Carried.***

**9. REPORTS**

**9.1 Finance and Audit Committee**

B. Gerber provided the report of the Finance and Audit Committee.

The variance report for period ended October 31st, 2014 was received. Year to date, the hospital experienced a net operating deficit of \$360,185 largely due to increased staffing for higher than budgeted occupancy and unplanned capacity surges.

The Committee continues to monitor cash flow challenges exacerbated by ongoing funding delays.

#### **9.2 Governance Committee**

T. Sears provided the report of the Governance Committee.

The Committee reviewed the Board annual work plan developed from the roll up of the annual objectives of the Board Committees.

The Board self-assessment survey through the OHA's Governance Centre of Excellence will be introduced in the spring 2015. Further information will be brought forward in the new year.

The Community Engagement and Communications Framework has undergone fulsome review and discussion. A final framework will be prepared from the requested amendments and will be presented to the Board in January.

#### **9.3 Quality and Safety Committee**

C. Stewart provided the report of the Quality and Safety Committee.

The second quarter Quality Improvement Plan and Quality Indicator Report updates were received by the Committee. ALC rates are a main focus for organization due to an increase in the number of patients who are designated ALC and remain in hospital. The falls indicator has been amended to target only falls that result in harm to the patient.

A proposal is in preparation for the Assess and Restore program at NHH. The CE LHIN is expected to announce potential funding for this program in January.

#### **9.4 Nominating Committee**

L. Kay provided the report of the Nominating Committee.

The Committee has reviewed the current Board skills matrix and definitions have been developed to assist Board Directors to self-identify their skill sets. The Committee has requested an update from all members by the end of January. An electronic copy will be distributed to aid in completion.

### **10. MATTERS FOR INFORMATION**

#### **Auxiliary Report**

No report.

#### **Foundation Report**

No report.

**It was Moved by T. Sears and Seconded by J. Hudson to receive all reports. Carried.**

#### **Correspondence**

J. Russell noted correspondence received from the Port Hope Community Health Centre on their new Executive Director; from Ross Memorial Hospital on the announcement of their new President and CEO and from the Central East LHIN on the appointment of a new Board Director.

**11. IN CAMERA**

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

The in-camera meeting addressed matters related to the coaching review, financial deficit, and hospital land.

**12. TERMINATION OF MEETING**

The meeting was terminated at 7:37 pm on a motion from B. Selby.