

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

**February 5, 2015
Boardroom**

MINUTES

Present: J. Russell, Chair; J. Hudson, B. Carman, T. McLean, M. Bhargava, L. Kay, B. Selby, C. Tozer, D. Mann, B. Gerber, E. Merbis, C. Stewart, P. Hosiak, L. Davis, H. Brenner, A. Stratford, T. Sears (phone), G. Metson (phone)

P. Went, K. Hook, M. Parker, S. Olsen, J. Farrell (phone)

Regrets: D. Broderick,

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

1. CALL TO ORDER

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

2. CONFLICT OF INTEREST

None declared.

3. APPROVAL OF AGENDA

It was Moved by C. Stewart and Seconded by B. Selby to approve the agenda as circulated. Carried.

4. APPROVAL OF PREVIOUS MINUTES

It was Moved by L. Kay and Seconded by T. McLean that the minutes of December 4, 2014 and January 16, 2015 be approved as circulated. Carried.

5. CHAIR REMARKS

J. Russell extended gratitude to the NHH Senior Staff for their presentation to the CE LHIN Board on behalf of NHH and for all their work following the coaching report. He noted that J. Hudson would be acting Chair during J. Russell's two week vacation.

J. Russell read a letter of compliment received from the family of a palliative care patient.

6. SENIOR STAFF REPORT

The Senior Management report was pre-circulated. L. Davis highlighted a number of items, including thanks to the Auxiliary for their role in the hospital's mock Code Green evacuation exercise.

L. Davis reported the our partnership with Lakeridge Health has been strengthened through their temporary support for intravenous chemotherapy at the Lakeridge site.

7. Chief of Staff Report

No Report

8. REPORTS

8.1 Finance and Audit Committee

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

The variance report for period ending December 31st, 2014 was received. Year to date, the hospital experienced a net operating surplus of \$119,856 largely due to the recognition of one-time rebate funding related to the dialysis program. The hospital is anticipating a small surplus of approximately \$40,000 at fiscal year-end.

The Committee finalized discussions on proposed changes to separate out the audit committee function. Agreement was reached to keep Board oversight for finance and audit within one committee.

M. Podhy, KPMG, attended the meeting to provide the Audit Planning Report and present the Audit engagement letter for 2014-15.

8.2 Governance Committee

J. Hudson provided the report of the Governance Committee.

The Committee reviewed the Committee structure decision by Finance and Audit. It was recommended that the Committee review their Terms of Reference to add human resources and information technology to their portfolio.

By-law amendments were received by the Committee. These amendments reflect changes to the length of service for Board Directors.

It was Moved by J. Hudson and Seconded by C. Stewart to accept the By-laws as amended for ratification at the Annual General Meeting, June 2015. Carried.

The Committee has continued to review policies relating to selection and recruitment of Board Directors, with input from the Nominating Committee.

The draft strategic balanced scorecard was received for review. This scorecard will allow a balanced view of all strategic indicators for the hospital and will evolve over time.

8.3 Quality and Safety Committee

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

The Committee received education on Quality Based Procedures from H. Brenner, with highlights on education and funding formula.

Staff members presented a patient case which highlighted improvements implemented to enhance the patient experience before and after surgical procedures.

The 2015-16 Quality Improvement Plan schedule was reviewed to assist in the preparation for the plan for the upcoming fiscal year.

8.4 Nominating Committee

L. Kay provided the report of the Nominating Committee.

The Committee has received completed surveys and updated the Board of Directors skills matrix. This matrix will be used to review skill gaps and identify areas for recruitment.

Board Directors were requested to complete intent to re-apply letters for the 2015-16 fiscal cycle. These have all been received with thanks from the Nominating Committee.

9. MATTERS FOR INFORMATION

Auxiliary Report

P. Page Hosiak provided the report of the Auxiliary. The Auxiliary enjoyed participating and learning from the Code Green mock evacuation held in January. An update on the coaching review to the Auxiliary during a CEO Forum by L. Davis was well received.

The Annual Polar Dip will be held on February 14th at Cobourg's Victoria Beach. The local fire chief has expressed safety concerns with the public swimming in the chilly waters so it will be recommended that participants "dip" only in the water during the event.

Foundation Report

No report.

It was Moved by D. Mann and Seconded by J. Hudson to receive all reports. Carried.

10. IN CAMERA

On a motion from B. Carman and Seconded by T. McLean, the meeting moved to In-camera.

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

11. TERMINATION OF MEETING

The meeting was terminated at 8:40 pm on a motion from E. Merbis.