

# NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

April 2, 2015  
Boardroom

## MINUTES

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

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

Regrets: B. Carman, C. Stewart,

Staff: E. Vosburgh, J. Gillard

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### 1. CALL TO ORDER

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

### 2. CONFLICT OF INTEREST

None declared.

### 3. EDUCATION SESSION

E. Vosburgh presented an overview of the Integrated Risk Management program at NHH. The presentation highlighted the prevention strategies in place, identification of risks, and risk protection. The Integrated Risk Management program is a comprehensive, continuous and systematic approach relevant to public sector organizations and one of the activities suggested by Accreditation Canada. Integrated Risk Management assists the organization to manage and mitigate risks. The presentation reviewed the top risks for acute care at NHH and action plans and metrics assigned to these risk areas.

### 4. APPROVAL OF AGENDA

It was Moved by B. Gerber and Seconded by T. Sears to approve the agenda as circulated. Carried.

### 5. APPROVAL OF PREVIOUS MINUTES

It was Moved by C. Tozer and Seconded by E. Merbis that the minutes of March 5<sup>th</sup>, 2015 be approved as circulated. Carried.

### 6. CHAIR REMARKS

J. Russell reported on meeting with MPP Rinaldi to keep him apprised of the Medical Arts Building project and to provide an update on the Central East LHIN-led Operational Review. An initial meeting has been held with Wayne Gladstone, Central East LHIN Board Chair; questions from the Board Directors were shared with Mr. Gladstone at the end of the meeting. Board to Board meetings continue with the Port Hope Community Health Centre.

The Change Foundation's Capstone Summit was held in March and the PATH team was recognized with a Faces of Change award from the Foundation. The 5<sup>th</sup> Estate program on the local suicide death of a young boy aired the past week; program seemed fair in addressing some gaps in the system.

The Board sub-committee following the Coaching Review is in development; draft Terms of Reference were circulated to Board and members have expressed interest in joining this committee.

National Volunteer Week starts April 12<sup>th</sup> and NHH will be holding a Volunteer Recognition Event on April 16<sup>th</sup>; all Board Directors and Community Members are invited to attend.

**7. SENIOR STAFF REPORT**

L. Davis noted that the April Senior staff report was pre-circulated. The Board queried on the additional renal program funding received from the regional partner; L. Davis noted that the funding is one time funding and is part of the full financial review being undertaken by the regional centre. Discussion was further held on the Public Sector Salary disclosure benchmark figures and the implementation of the new cardiac monitors at NHH.

**8. CHIEF OF STAFF REPORT**

D. Broderick reported on a credentialing request received by the Medical Advisory Committee. The application has been reviewed and the applicant is recommended for privileges at NHH.

Whereas the Credentials Committee, in accordance with the NHH By-laws, has reviewed and recommended to the Medical Advisory Committee that the credentials of the person(s) named below are in order and;

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

On a Motion by J. Hudson, Seconded by L. Kay, the Board of Directors hereby grants the following privileges for the year commencing April 1<sup>st</sup>, 2015:

Jyothi Nair, Professional Staff, Locum Midwifery  
Carried.

**9. REPORTS**

**9.1 Finance and Audit Committee**

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

The Committee reviewed the Terms of Reference which now incorporates new oversight responsibilities for Human Resources and Information Technology.

Moved by B. Gerber and Seconded by T. Sears, the Board of Directors approves the Finance and Audit Committee Terms of Reference as circulated. Carried.

The variance report for period ending February 28<sup>th</sup>, 2015 was reviewed. Year to date, the hospital experienced a net operating deficit of \$13,253. Main

pressures relate to staffing, including unplanned capacity surges. Management continues to pursue additional strategies to meet H-SAA balanced budget requirements. The Committee discussed the impact of one-time funding from the Renal Dialysis program and the expected funding assistance from the CE LHIN. It is expected that with this funding, NHH will be able to meet the Working Funds Deficit Initiative surplus target and will therefore receive the additional \$422,900.

## 9.2 Governance Committee

B. Selby provided the report of the Governance Committee.

A review of Accreditation standards for Governance was provided by L. Davis. A report on the March 25<sup>th</sup> Central East LHIN Board of Directors meeting was received. The Committee discussed in length the development of the Terms of Reference for the review. It was agreed that it will be important for the hospital to have input into the terms of reference and recommended that the Board of Directors request the opportunity to review and comment prior to the terms being finalized.

**Whereas it is the continuing goal of Northumberland Hills Hospital to seek long term sustainability of its operations through collaborative efforts with the Central East Local Health Integration Network, and**

**Whereas the upcoming Operational Review has the potential to have a significant impact on the Hospital;**

**On a Motion by B. Selby and Seconded by T. Sears, the Northumberland Hills Hospital Board of Directors request that the CE LHIN provide the Hospital the opportunity to review and comment on the Operational Review draft Terms of Reference prior to their finalization.**

Carried.

L. Davis noted that a discussion on this request has been held with D. Hammons at the Central East LHIN and it is expected that the draft TOR will be forthcoming for input.

The Committee has reviewed an update on the progress of the strategic plan activities and held a discussion on the need to complete a clinical service mandate review in advance of the Operational Review and to assist in informing the strategic plan refresh set for the fall.

## 9.3 Quality and Safety Committee

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

The Committee received a report on the Code Red emergency in February. It was reported that all NHH staff were calm and organized throughout the code and the real event was similar to a mock code held by the organization the previous month. J. Hudson noted that the process for informing the Board was followed and he extended his thanks to the Senior staff.

The draft 2015-16 Quality Improvement Plan was brought back to the Committee for final review with inclusion of feedback from the Committee and

NHH staff and leadership. The final plan is due to Health Quality Ontario and will be posted on the NHH public website.

Moved by C. Tozer and Seconded by J. Hudson, the 2015-2016 Quality Improvement Plan was approved as circulated. Carried.

#### **9.4 Nominating Committee**

L. Kay provided the report of the Nominating Committee.

Recruitment advertisements for Director and Community Members for the Board were published in March and there was strong response from the community to the open call for Community members. Interviews will be held this month.

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

#### **10.1 Auxiliary Report**

G. Metson provided the report of the Auxiliary.

The Auxiliary is currently recruiting new Board members and are expecting a challenge with the number of upcoming vacancies. New wheelchairs donations have been gladly received by the Auxiliary.

The 2014-15 donation to NHH by the Auxiliary exceeded \$275,000. This brings total donation to the hospital to over \$1.8 million by the volunteers.

#### **10.2 Foundation Report**

No Report

#### **10.3 CE LHIN Letter**

A copy of the Central East LHIN letter outlining the February 25<sup>th</sup> Board motion was circulated for information.

**It was Moved by L. Kay and Seconded by J. Hudson to receive all reports. Carried.**

### **11. IN CAMERA**

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

The in-camera meeting addressed matters related to Operational Review and the Medical Arts Building.

### **12. TERMINATION OF MEETING**

The meeting was terminated at 7:25 pm on a motion from B. Selby.