

# NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

November 5, 2015  
Boardroom  
MINUTES

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Present: J. Russell, Chair; D. Mann, C. Gilmer, P. Went, C. Tozer, S. Olsen, J. Hudson, L. Stevenson, B. Gerber, T. McLean, P. Page-Hoisak, B. Selby, B. Carman(phone), D. Broderick, L. Davis, H. Brenner, M. Bhargava

M.A. Peek, S. Aldis Routh, D. Slater, M. McAllister

Regrets: L. Kay, A. Stratford

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

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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. APPROVAL OF AGENDA**

It was Moved by T. McLean and Seconded by B. Selby to approve the agenda with the addition of 9.3 Correspondence. Carried.

**4. APPROVAL OF PREVIOUS MINUTES**

It was Moved by S. Olsen and Seconded by C. Gilmer that the minutes of October 15, 2015 be approved as circulated. Carried.

**5. EDUCATION PRESENTATION**

Linda Davis, President and CEO, presented an update on Provincial Reports and changes in Legislation. Following the presentation, the Board discussed the role of PATH in current Provincial Reports.

**6. CHAIR REMARKS**

J. Russell extended thanks to all senior staff for their work in completing the needs of the operational review. Thanks were also extended to B. Selby, S. Aldis Routh, and P. Went for their attendance at the recent CE LHIN Board meeting. No details are available at this time due to the CE LHIN continued review of the Hay Group report.

J. Russell further expressed gratitude to local media reporter, Valerie MacDonald, for her clear and accurate reporting of NHH news in recent weeks.

J. Russell outlined recent patient story that was told direct to him; patient highlighted excellent care received in palliative care unit.

L. Stevenson and the NHH Foundation Board were thanked for their participation in a joint Board reception held last week for the Foundation Equipped to Care campaign – both Boards are looking for 100% support from leadership. Special thanks to Ian Moffat, Wendy Scott, Dr. Mukesh Bhargava, Blake Jones, and Linda for their presentations at the reception.

**6. SENIOR STAFF REPORT**

L. Davis reviewed the report that was circulated.

NHH’s annual influenza vaccination campaign for staff is currently under way; Board members were reminded to get their flu shot from their physician or at flu shot clinic/pharmacy.

Two NHH physicians received recognition from the Rural Ontario Medical Program (ROMP) for the 2015 Postgraduate Family Medicine Preceptor of the Year Award, announced by ROMP on October 1<sup>st</sup>. Congratulations to Dr. Barnard-Thompson and Dr. Pepper.

**8. CHIEF OF STAFF REPORT**

D. Broderick provided the report. A recommended change in medical leadership was reviewed by the Credentials Committee and subsequently, by the Medical Advisory Committee. Following review and discussion, the physicians were recommended by MAC for Board approval. In addition, Dr. John Maher has agreed to take on the role of Department Chief, Psychiatry. Dr. Maher has practiced in the community for quite some time and has full Medical Advisory Committee support for the role.

***Whereas the Medical Advisory Committee, in accordance with NHH By-law 21.02 (APPOINTMENT OF CHIEF OF DEPARTMENT) has reviewed and recommended to the Board of Directors, the following NEW Chief Appointments, for a three year term:***

Dr. Jeffrey Knackstedt, Department Chief, Family Practice

Dr. John Maher, Department Chief, Mental Health

On a motion by D. Mann and seconded by John Hudson, the Board of Directors hereby approves the following slate of Medical Leadership Executives, effective October 1, 2015:

<b>Chief of Staff</b>	Dr. David Broderick
<b>President, Medical Staff</b>	Dr. Mukesh Bhargava
<b>Vice President, Medical Staff</b>	Dr. Andrew Stratford
<b>Secretary / Treasurer, Medical Staff</b>	Dr. Kemi Oluyole
<b>Department Chief, Mental Health</b>	Dr. J Maher
<b>Department Chief, Emergency</b>	Dr. J. MacPherson
<b>Department Chief, Maternal Child</b>	Dr. K. Barnard-Thompson
<b>Department Chief, Post-Acute Specialty Services</b>	Dr. J. Amin
<b>Department Chief, Family Practice</b>	Dr. J. Knackstedt
<b>Department Chief, Diagnostic Imaging</b>	Dr. M. Vaughan
<b>Department Chief, Surgery and Anesthesia</b>	Dr. A. Stratford
<b>Department Chief, Medicine</b>	Dr. M. Bhargava
<b>Department Chief, Laboratory / Pathology</b>	Dr. A. Collins

Carried.

## 9. REPORTS

### 9.1 Finance and Audit Committee

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

The hospital experienced a net operating deficit of \$119,525 compared to a planned net operating deficit of \$542,808 for period ended September 30, 2015. The results are better than budget due to a number of factors including additional HSFR funding, lower activity, and timing of expenditures.

The Committee received an update on the capital plan status for the second quarter. Most Board approved capital items are complete or in process; the capital contingency fund has spent just over \$101,000 which includes the additional costs for the fuel tank project.

### 9.2 Governance Committee

B. Selby provided the report of the Governance Committee.

The Board education survey results were used in developing a draft education schedule for the Board of Directors meetings. Topics include CE LHIN mandate, credentialing, Health Links, among others. Board Members are asked to contact Beth or Linda if additional ideas surface with regards to a desired topic.

The Committee reviewed social media policies for NHH and discussed the relevance of social media to provincial hospitals. The Board policy on media relations will be reviewed and revised as needed to address social media.

The draft annual communication and community engagement plan was received; audiences for engagement and communication channels were outlined for the Committee and included in the plan.

### 9.3 Quality and Safety Committee

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

The Committee welcomed a patient and caregiver guest who provided the "Through the Patient's Eyes" story, which highlighted excellence in patient centered care at NHH. The patient spoke with emotion about the community surgeons and the need to continually grow the cancer program at NHH.

Information regarding the ICU Department and Critical Care support team was presented as education for the Committee members. The presentation focused on the various efficiencies that have been implemented by the department to reduce length of stay and ensuring patients are in the right bed at the right time.

### 9.4 Facilities and Campus Development Committee

D. Mann provided the report of the Facilities and Campus Development Committee.

A review of external signage policy and procedure was discussed by the Committee and a new Board policy will be developed. The Committee received an update on the building asset list which highlighted areas of repair and/or replacement within the next five year period.

The Ministry of Health and Long Term Care has approved the land lease agreement between NHH and Northumberland Medical Arts Inc. for the medical arts building. A presentation is being made to the Town of Cobourg Council to approve the site plan amending agreement, and to request a waiver or reduction in development charges.

## 10. MATTERS FOR INFORMATION

### 10.1 Auxiliary Report

P. Page Hoisak provided the report of the Auxiliary.

Members of the Auxiliary Board attended a provincial conference for Hospital Auxiliaries. In speaking with other members, it was noted that the NHH Auxiliary raises a large amount of funding support compared to larger communities.

The Auxiliary will be holding a poinsettia sale in the front foyer of the hospital. Petticoat Lane is holding a “month before Christmas” sale on all in stock items.

### 10.2 Foundation Report

L. Stevenson provided the report of the Foundation.

Thirty-six people attended the joint board reception on October 29<sup>th</sup>. The Foundation extended gratitude to Jack and Pam Russell for welcoming everyone into their home; for those that missed the presentation, a package of information is available. The goal announced was to have 100% board participation in the Equipped to Care program – some members may already have pledged a personal gift and it was noted that this counts towards that goal. Letters of intent are due to the Foundation Office by November 13<sup>th</sup>.

The annual **Light up a Life** Campaign has officially kicked off with an announced goal to raise \$150,000 to fund six (6) fetal monitors for the Maternal Child Care Unit. 5,300 appeal letters will soon arrive to donor homes.

Next weekend is the annual gala and L. Stevenson thanked the NHH Board for making the effort to attend. There are three full hospital board tables and ticket packages are now ready. Thank you was extended to Board Directors for donations of wine for the wine raffle.

<b>It was Moved by J. Hudson and Seconded by B. Gerber to receive all reports. Carried.</b>
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### 10.3 Correspondence

J. Russell circulated copy of letter received from the CE LHIN Board Chair, W. Gladstone, outlining recent motion at the CE LHIN Board meeting pertaining to the NHH Operational Review. NHH and the CE LHIN continue to discuss the release of the report.

## 11. IN CAMERA

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

The in-camera meeting addressed matters related to the Operational Review.

**12. TERMINATION OF MEETING**

The meeting was terminated at 8:47 pm on a motion from B. Selby.