

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

December 3, 2015
Boardroom
MINUTES

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

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

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

1. CALL TO ORDER

J. Russell called the meeting to order at 5:04 pm.

2. CONFLICT OF INTEREST

None declared.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF PREVIOUS MINUTES

It was Moved by P. Went and Seconded by S. Olsen that the minutes of November 5, 2015 be approved as circulated. Carried.

5. CHAIR REMARKS

J. Russell extended thanks to all senior staff for their work in completing the draft Hospital Improvement Plan. J. Russell welcomed members of the public and media in the audience.

The CE LHIN Governance Advisory Council meeting was held last month, J. Russell was in attendance along with other representatives from health service providers in the LHIN. These meetings will help move forward future discussions on shared service opportunities. A meeting has been scheduled with the CE LHIN Board Chair and CEO for December 11th.

6. SENIOR STAFF REPORT

L. Davis reviewed the report that was circulated.

NHH is prepared for new legislation banning smoking on hospital property as of January 1, 2016. NHH has been a smoke-free site since October 2003 and a renewed commitment to the policy was promoted in December 2014.

Scott Pepin, Integrated Regional Director of NHH's Community Mental Health Program, and Dr. John Maher, ACTT psychiatrist, were recently honoured by the Central East ACT Team Lead Network for their contributions to the region's ACTT programs.

NHH's annual influenza vaccine campaign is at 46 percent of all employees and physicians having received the vaccination as of December 1st. The internal campaign will continue through mid-December.

The Board queried on enforcement of the smoking policy and how policy relates to smoking within personal vehicles. E. Vosburgh responded that personal vehicles on hospital property are included in the smoke-free policy; as of January 1st, municipal By-law officers will be patrolling property and enforcing legislation.

8. CHIEF OF STAFF REPORT

D. Broderick reported on the credentialing requests received by the Medical Advisory Committee. The applications have been reviewed and the applicants are recommended for privileges at NHH.

Moved by D. Mann and Seconded by S. Olsen:

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;

The Board of Directors hereby grants the following privileges for the year ending March 31st, 2016:

- Dr. Karen Cozens, Courtesy Paediatrics
- Dr. Eli Miller, Associate Emergency Medicine

Carried.

B. Selby reminded the Board of the OHA Webcast on January 28th on Professional Staff Credentialing Responsibilities for Hospital Boards. L. Davis requested that one member of the Board prepare a summary report of the webcast to provide education to the full Board.

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 \$212,975 compared to a planned net operating deficit of \$690,308 for period ended October 31st, 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 reviewed the refreshed Community Accountability Planning Submission (CAPS) and Multi-sector Service Accountability Agreement (M-SAA) Schedule. NHH continues to work with the Executive Directors to reach balanced plans for the fiscal year for both the Seniors Care Network program and the Community Mental Health program.

Moved by B. Gerber and Seconded by T. McLean, to approve the 2016-17 Community Accountability Planning Submission (CAPS) refresh as presented. Carried.

The HSFR Reporting tool was received by the Committee. The tool has been implemented as a corporate dashboard for HSFR and a quarterly report for the Committee.

9.2 Governance Committee

B. Selby provided the report of the Governance Committee.

The Committee reviewed the Director Code of Conduct and Statement of Confidentiality and has recommended an annual renewal by all Directors. A code of conduct for Community members will be developed. Members requested to sign and return the forms to S. Connell.

The Committee reviewed the revised media/public relations Board policy. Peer policies were reviewed for best practice.

Moved by B. Selby and Seconded by J. Hudson, to approve the revised Board policy II-002 Media/Public Relations as presented. Carried.

9.3 Quality and Safety Committee

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

Information regarding the Diagnostic Imaging Department and the Interventional Radiology program was presented as education for the Committee members. Following the presentation, the Committee was invited to tour the department.

The Q2 status report for the Quality Improvement Plan was received. Most targets are on track to be met by year end.

9.4 Nominating Committee

L. Kay provided the report of the Nominating Committee.

The Committee reviewed their reporting timelines and terms of reference. No changes were required and the timelines were circulated for information to the Board of Directors.

The schedule of terms for Directors was discussed; currently one vacancy expected at the end of the fiscal year. The Board was requested to complete an update of the skills matrix. L. Kay reminded members that not all sections of the matrix are required, only areas applicable to the personal skills of the Board member should be filled in.

Intent to re-apply letters will be sent to each member of the Board. Request for completed return of letter is mid-January.

10. MATTERS FOR INFORMATION

10.1 Auxiliary Report

P. Page Hoisak provided the report of the Auxiliary.

Petticoat Lane has raised a total of \$175,000 in benefit of Northumberland Hills Hospital. This represents 44% of the total amount raised by the NHH Auxiliary this year.

P. Page Hoisak presented a cheque for \$40,000 to J. Russell and L. Davis, bringing the total amount to \$400,000 for 2015-16. The Board extended their appreciation to the NHH Auxiliary for the tremendous support of NHH.

10.2 Foundation Report

L. Stevenson provided the report of the Foundation.

92% of the Foundation Board and 78% of the Hospital Board members have made a gift to date.

Saturday, December 5th is the Reindeer Run. It is a 3km walk or 5km run starting at Victoria Park. All funds raised will be split between the NHH Foundation and the YMCA. The Spry Christmas Tree event is Sat Dec 12th and Sun Dec 13th. The cost is \$60 and 100% of the proceeds support the Foundation.

Wednesday, December 9th Star 93.3 broadcasts their morning radio show live in support of the Light up a Life campaign. Tickets to the breakfast are \$10 each.

As part of our brand awareness initiative, community members have been invited to complete a quick online survey. The NHH Board was encouraged to visit the Foundation's website at www.nhhfoundation.ca to complete the survey.

Thank you was extended to all members of the NHH Board for outstanding support of the Gala. A final total raised has been determined but is confidential until the magazine release on Thursday, December 10th in the Northumberland News.

It was Moved by J. Hudson and Seconded by L. Kay to receive all reports. Carried.
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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 Hospital Improvement Plan and the Medical Arts Building.

12. TERMINATION OF MEETING

The meeting was terminated at 8:40 pm on a motion from B. Gerber.