

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

**June 2, 2016
Boardroom
MINUTES**

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

K. Hook, M. McAllister, S. Aldis Routh

Regrets: B. Selby, P. Went, A. Stratford

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

1. CALL TO ORDER

J. Russell called the meeting to order at 4:35 pm.

2. CONFLICT OF INTEREST

C. Tozer declared a potential conflict of interest for item 7.15 Appointment of Auditor.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF PREVIOUS MINUTES

It was Moved by J. Hudson and Seconded by T. McLean that the minutes of May 4, 2016 be approved as circulated. Carried.

5. CHAIR REMARKS

J. Russell reminded the members of the Board of three surveys that are closing this week including the Governance Accreditation Survey and the OHA Board self-assessment survey. The survey links will be resent to members as a final reminder.

J. Russell and L. Davis attended a retreat event organized by Peterborough Regional Health Centre with the keynote address from Dr. Bob Bell, Ministry of Health and Long Term Care. In addition, the Central East LHIN Governance Advisory Council meeting was also attended, with same keynote address from Dr. Bell. J Russell reported that the key message from Dr. Bell's speech was the move forward with the Patient's First action plan.

A one-to-one lunch meeting was held with J. Russell and Wayne Gladstone, Chair, Central East LHIN Board, to discuss NHH's continued structural deficit challenges highlighted by the External Operational Review; Mr. Gladstone directed NHH to work through the CEO of the LHIN. J. Russell also requested regular meetings with the new incoming CE LHIN Board Chair.

NHH held a Long Service and Education Awards event for staff and physicians. J. Russell noted that the event was well attended and appreciated by staff and physicians.

A meeting has been scheduled with MPP Lou Rinaldi to discuss the hospital's ongoing financial challenges.

6. SENIOR STAFF REPORT

L. Davis provided a verbal report.

An update on the status of the Hospital Improvement Plan was provided to the Central East LHIN Board on May 25th and also to NHH staff on the same day. Public forums are scheduled for June 9th and 10th.

Safe Communities Expo is this weekend at the Cobourg Community Centre. NHH's Community Mental Health program is participating in this free event organized with community partners.

Northumberland's Biggest Coffee Morning is next week. L. Davis invited all members of the Board to join her for a Coffee Morning hosted by herself and Mr. Davis in the Bistro kiosk on Thursday, June 9th starting at 8:30 am.

June is Seniors Month and number of lunch and learns and other activities are scheduled for staff by NHH GEM Nurse, Sarah Gibbens.

7. REPORTS

7.1 Finance and Audit Committee

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

The hospital has achieved a net surplus from operations of \$848 following one-time funding from the Central East LHIN. Minor changes to the financial statements since the last draft were noted.

On a Motion by B. Gerber, Seconded by T. McLean, the Board of Directors approved the 2015-2016 Annual Financial Statements as circulated. Carried.

The Committee received the consultant usage report for review and decision on signing the Broader Public Sector Accountability Act Attestation on the hospital's consultant use, expense claims and other procurement directives under the Act are in compliance.

On a Motion by B. Gerber, Seconded by B. Carman, the Board of Directors approved NHH to sign the Broader Public Sector Accountability Act Attestation. Carried.

NHH completed an RFP for Audit Services as 2015-2016 was the final year of the five year contract with KPMG. The Hospital received three proposals which were reviewed by the RFP Evaluation team. Following evaluations, there was unanimous agreement of the Evaluation Committee that the preferred audit firm was the incumbent, KPMG LLP and are recommending the appointment of KPMG for five years with an option to renew for a further two years.

On a Motion by B. Gerber, Seconded by S. Olsen, the Board of Directors recommends to the membership at the forthcoming Annual General Meeting that KPMG LLP be appointed external auditor of the Hospital for the five years 2016-2017 to 2020-2021 with an option, at NHH's discretion, to renew for a further two years to fiscal 2022-2023 (subject to annual renewal at the NHH Annual General Meeting) at the proposed 7-year engagement fees (before HST) of \$234,925. Carried.

The Hospital has received an extension of the Hospital Sector Accountability Agreement (H-SAA) to March 2017 as the Ministry of Health and Long Term Care is still finalizing the development of new H-SAAs. Indicators on the H-SAA extension remain as currently in place. Discussion ensued on the challenges of signing a contract with agreement for a balanced year-end budget which the hospital has informed the Central East LHIN will not be possible under current funding, even after full implementation of the 2016-2017 Hospital Improvement Plan initiatives. Conversation and motion was tabled to the in-camera session of the meeting.

7.2 Governance Committee

J. Hudson provided the report of the Governance Committee.

The Committee reviewed the 2015-2016 work plan and terms of reference. Areas that have not been completed were discussed and some items will be brought to the Committee work plan for 2016-2017.

The Q4 report on the Corporate Goals and Objectives for 2015-2016 and the draft 2016-2017 Corporate Goals and Objectives were received. Areas from the current year that did not meet targets were highlighted. L. Davis noted that advocacy for hospital base funding will be added a separate objective for 2016-2017.

The Committee participated in an ethics test case scenario for Board ethical-decision making framework. The framework will be put into practice starting in the fall and evaluated following a six-month period.

7.3 Quality and Safety Committee

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

The Committee reviewed its 2015-2016 work plan and annual objectives and noted some recommendations for the Committee terms of reference for 2016-2017.

The Q4 reports for the Quality Indicator Report and Quality Improvement Plan were reviewed by the Committee. The draft 2016-2017 Quality Indicator Report was received and fulsome discussion on targets was carried out. C. Tozer extended her thanks to Dr. Broderick and Dr. Bhargava for their input into the indicator targets.

On a Motion by C. Tozer, Seconded by J. Hudson, the Board of Directors approved the 2016-2017 Quality Indicator Report as circulated. Carried.

7.4 Improvement and Sustainability sub-Committee

B. Carman provided the report of the Improvement and Sustainability sub-Committee.

The Committee received presentations on the status of a number of Hospital Improvement Plan (HIP) initiatives. B. Carman noted that the Caring for Generations Society event received presentations from physicians and staff that highlighted the quality of care evident at NHH. Drs. Broderick and Bhargava noted that increased focus on reducing length of stay has potential to increase re-admission risks for patients.

The HIP metrics were reviewed by the Committee; areas with progress status changes since last report were highlighted.

7.5 Nominating Committee

L. Kay provided the report of the Nominating Committee.

Following completion of interviews, the Committee is recommending Kristy Hook for election by the membership at the Annual General Meeting. Re-elections will include Catharine Tozer and two ex-officio positions – L. Davis and D. Broderick.

8. MATTERS FOR INFORMATION

8.1 Auxiliary Report

P. Page Hoisak provided the report of the Auxiliary.

The NHH Auxiliary held their Annual General Meeting last week; there are no changes to the Executive positions for 2016-2017. Special guests at the meeting included Linda Davis, Louise Stevenson and Jack Russell. Auxiliary volunteers were recognized for their years of service with one member celebrating 35 years of service to the hospital.

8.2 Foundation Report

L. Stevenson provided the report of the Foundation.

Gratitude was extended by L. Stevenson to the NHH Auxiliary volunteers for the care she experience during a personal visit to NHH.

Northumberland's Biggest Coffee Morning will be held on June 8th. L. Davis will be hosting an event, along with her husband, in the Bistro on Thursday, June 9th.

The Foundation Annual General Meeting is on June 22nd at 7:00 pm. Wine and Ale in Park is returning this month, June 29th. Tickets can be purchased online through the Foundation website.

It was Moved by L. Kay and Seconded by B. Gerber to receive all reports. Carried.
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9. IN CAMERA

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

The in-camera meeting addressed matters related to the hospital improvement plan, and the H-SAA.

10. TERMINATION OF MEETING

The meeting was terminated at 6:39 pm on a motion from J. Hudson.