

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

December 8, 2016

Boardroom

MINUTES

Present: J. Russell, Chair; B. Selby, T. McLean, D. Broderick, S. Forsyth, L. Stevenson, B. Gerber, C. Tozer, S. Olsen, C. Gilmer, P. Went, K. Hook, B. Carman, A. Stratford, L. Davis, H. Brenner

B. Gutteridge, J. Farrell, S. Aldis Routh

Regrets: L. Kay, D. Mann, P. Page Hoisak

Staff: J. Gillard, E. Vosburgh, L. Boyle

1. CALL TO ORDER

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

2. CONFLICT OF INTEREST

None declared.

3. EDUCATION SESSION

Kelly Kay, Executive Director, Seniors Care Network attended the meeting to present the Board education session. The presentation highlighted the programs under oversight of the Seniors Care Network, specialized geriatric service planning in the CE LHIN and opportunities for organizations to engage in senior friendly care.

Following the presentation, the Board queried on the estimated growth rate in the northeast cluster. K. Kay noted that the projections are drawn from the administrative data and provincial sources.

L. Davis commented that one of the programs, NPSTAT, has provided excellent support to NHH and has been able to reduce admissions coming from long term care facilities. In addition, the GEM Nurse program has been beneficial in getting patients back to home and community rather than into institution settings..

K. Kay noted, in response to a query, that the role of the CCAC case worker has been embedded in the GAIN program teams to assist in providing dedicated care coordinators.

4. CONSENT AGENDA

It was Moved by P. Went and Seconded by C. Gilmer to approve the Consent Agenda matters as presented. Carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

No items.

6. ITEMS REQUIRING DECISION/APPROVAL

6.1 Report from the Finance and Audit Committee

B. Gerber reviewed the written report of the Finance and Audit Committee in respect of the Hospital Annual Planning Submission and the Ultrasound Service agreement; related documents were included in the meeting package.

The 2017-2018 Hospital Annual Planning Submission (HAPS) was received by the Committee and changes since initial draft were highlighted. The proposed operating plan presents a break even budget after building amortization. Changes include the addition of the Assess and Restore Program, increased surge budget and a decrease in funding assumptions from previous. L. Davis noted that discussions continue with the CE LHIN on available funding for Assess and Restore.

On a motion by B. Gerber, seconded by B. Selby, the Board approved the 2017-2018 Hospital Annual Planning Submission as presented. Carried.

NHH has recently purchased a new ultrasound unit and completed upgrades on existing equipment, as per approved capital budget. Toshiba has provided a service agreement contract quote for 5 years that will cover all equipment at \$11,500 per year per unit for the five years. The Board queried if the Finance and Audit Committee was satisfied that the tender process requirements were met. B. Gerber noted that the Committee is satisfied in the process. E. Vosburgh noted, in response to a follow up question that, as per the Hospital Improvement Plan, the service agreement contract has been reviewed in depth by hospital staff and CMEPP. The accumulated savings from the contract review will be captured in the HIP savings metrics.

On a motion by B. Gerber, seconded by S. Olsen, the Board approved the Toshiba Medical Canada 5 year service agreement as presented at a total cost of \$172,500. Carried.

7. ITEMS FOR DISCUSSION / INFORMATION

7.1 Report from the Board Chair

J. Russell extended his thanks to B. Carman for representing the Board at the Port Hope Strategic Plan public forum. Good feedback was received at both the Port Hope and Cobourg meetings.

J. Russell attended the CE LHIN's Governance Advisory Council meeting; presentations were received on Bill 41 and the LHIN sub-regions. J. Russell had the opportunity to meet with the new Board Chair of the LHIN and has started communication regarding regular meetings and a tour of NHH.

7.2 Report from the Senior Staff

L. Davis noted that the Senior Staff report had been circulated. The NHH Patient and Family Advisory Council has scheduled its first meeting following selection of seven individuals.

NHH continues to experience sustained patient surge and has, at its peak, been operating at 120% capacity within the medical/surgical unit. The Board discussed reasons for the province wide surge and impact on staff and physician resources.

The NHH Strategic Plan survey will be launching this month in both hard copy and electronic formats.

The Board queried on the CE LHIN surge planning for the holiday season. L. Davis noted that there is a detailed plan and process for all LHIN health care providers; some initiatives for hospitals in extreme surge may include ambulance by-pass and priority status to long term care beds. L. Davis further noted, in response to a question, that the CE LHIN has a consistent high rate for ALC patients; increased funding for the CCAC has been announced to assist and the Ministry of Health has a greater awareness of the long term bed shortage in the LHIN.

7.3 Report of the Improvement and Sustainability sub-Committee

The written report of the Improvement and Sustainability sub-Committee was pre-circulated with the meeting package. B. Selby presented the update on the hospital improvement plan metrics. The quarterly report to the CE LHIN Board is scheduled for mid-December.

7.4 Report from the NHH Auxiliary

S. Forsyth provided a verbal report of the activities of the NHH Auxiliary. Petticoat Lane is celebrating its 48th birthday in addition to the \$1 million achievement celebration. In total, \$2.2 million has been raised for the hospital by the NHH Auxiliary since inception.

7.7 Report of the NHH Foundation

L. Stevenson provided a verbal report of the NHH Foundation activities.

The Stand Up to Breast Cancer Event, in support of the Clay and Elaine Elliot Centre, raised \$4000. The 2016 Light up a Life event has been launched, \$69,000 raised already to date.

The Foundation's annual Gala achieved a total of \$191,000 to support NHH needs. The Gala magazine will be delivered to all homes in the local paper. So far this year, the Foundation has raised over \$4 million against a budget of \$2 million. This is attributed to the dedication and commitment of all Foundation staff and volunteers.

The Spry Christmas tree event is this weekend; 100% of revenues will go to the NHH Foundation. Directions to the tree farm can be found on the Foundation website.

It was Moved by B. Gerber and Seconded by B. Selby to receive all reports. Carried.

8. CORRESPONDENCE OR OTHER INFORMATION

No items.

9. IN CAMERA

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

The in-camera meeting addressed matters related to the Hospital Improvement Plan and medical manpower.

10. NEXT MEETING

Thursday, February 2nd, 2017 beginning at 5:00 pm.

11. TERMINATION

The meeting was terminated at 6:45 pm on a motion from B. Selby.