

# NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

March 2, 2017  
Boardroom  
MINUTES

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Present: J. Russell, Chair; B. Selby, P. Page Hoisak, C. Gilmer, B. Carman, C. Tozer, K. Kay, L. Stevenson, B. Gerber, A. Stratford, L. Davis, H. Brenner  
M. McAllister, A. Logan, S. Aldis Routh

Regrets: P. Went, D. Mann, K. Hook, S. Olsen, T. McLean, D. Broderick

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

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**1. CALL TO ORDER**

J. Russell called the meeting to order at 5:05 pm.

**2. CONFLICT OF INTEREST**

None declared.

**3. EDUCATION SESSION**

L. Davis and E. Vosburgh provided the education program for the Board highlighting patient and family centered care at NHH and a new staff training program called Communicate with HEART aimed to support staff in having the skills and tools to provide excellent communication to patients and family members.

The presentation highlighted the model for patient centered care at NHH and provided a brief training overview for the Board. The goal is to have 80% of staff completing the training by the end of this fiscal year and evaluation criteria will focus on seeing a drop in formal complaints surrounding communication received at the hospital.

E. Vosburgh noted, in response to a question, that staff feedback from the course evaluations have been very positive.

**4. CONSENT AGENDA**

The report of the Quality and Safety Committee was removed from the consent agenda to allow for discussion on the quality improvement plan.

It was Moved by C. Tozer and Seconded by L. Kay to approve the Consent Agenda matters as remaining. 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 2017-2018 Capital Plan that was included in the meeting package.

The 2017-2018 draft capital plan was reviewed by the Committee; the submission allows for capital reserves for the Clinical Information System.

**On a motion by B. Gerber, seconded by B. Selby, the Board approved the 2017-2018 Capital Plan as presented. Carried.**

## 6.2 Report from the Governance Committee

C. Tozer reviewed the written report of the Governance Committee in respect of the annual Board policy review. A package of red-lined policies was pre-circulated to the Board. No further revisions or recommendations were required. Some minor typographical changes will be made to the final policies.

**On a motion by C. Tozer, seconded by L. Kay, the Board approved the revised Board policies as circulated and amended. Carried.**

C. Tozer extended her thanks on behalf of the Directors for the completion of the annual review by the policy working group, L. Davis, B. Selby and P. Went.

## 7. ITEMS FOR DISCUSSION / INFORMATION

### 7.1 Report from the Board Chair

J. Russell reported that NHH and the NHH Foundation held a staff appreciation event with support from NHH Board and NHH Foundation Board members. B. Selby attended this event and reported on its success.

A breakfast meeting has been scheduled with the CE LHIN Board Chair and CEO as part of a meet and greet schedule for the LHIN's new Chair.

Work continues on the development of the new four year strategic plan and a full report session has been scheduled for the NHH Board members prior to the April Board meeting.

NHH has been very busy with many activities over the past two weeks. J. Russell extended his gratitude to all Directors and Community members who put in the time to stay up to date on the many pieces of information that have been circulated.

### 7.2 Report from the Senior Staff

L. Davis noted that the Senior Staff report had been circulated. The CE LHIN Health Links Project Management office used NHH as a backdrop for a video they are producing to track a patient's journey through the evolving coordinated care planning process.

The Surgical Services team enjoyed a very informative education day this past month that highlighted topics such as infection control and electro surgery. A. Stratford added that this was the 2<sup>nd</sup> annual education day for the team and he has received very positive feedback from surgical services staff.

NHH is preparing to welcome three reviewers from Accreditation Canada next week.

The 2017 annual Group Achievement Awards were presented at the March CEO / Staff forum with two winning teams sharing the trophy.

The Central East LHIN has announced a new member to their Board of Directors , Debbie Doherty, who lives in Port Hope. L. Davis will be reaching out to welcome her to the LHIN.

### **7.3 Report of the Improvement and Sustainability sub-Committee**

The written report of the Improvement and Sustainability sub-Committee was included in the meeting package. B. Selby reviewed the attached narrative that highlighted the updates to the Hospital Improvement Plan metrics.

### **7.4 Report of the Governance Committee**

The written report of the Governance Committee was pre-circulated. C. Tozer reported that the committee had received a report on the corporate goals and objectives for 2016-2017. The Committee has recommended that Directors and Community members complete a self-evaluation of their participation on the Board; a copy of the survey was pre-circulated. At this time, the survey is solely for self-reflection and is not required to be returned. Further discussion will be had by the Board as to how the information gained by using the tool can be used to support individual member growth and development.

An open call for community members has been advertised in the local newspapers as well as the NHH website; application deadline is March 10<sup>th</sup>.

### **7.5 Report of the Quality and Safety Committee**

L. Kay noted that the written report of the Quality and Safety Committee was included in the meeting package. L. Davis reported that following discussion at the Quality and Safety and subsequent discussion among Senior Management, the 2017-2018 Quality Improvement Plan that was recommended to come to the Board for approval has been pulled back to allow for further review and revision. A revised plan will be presented to the Committee at their regular meeting in March.

### **7.6 Report from the NHH Auxiliary**

P. Page Hoisak provided a verbal report of the activities of the NHH Auxiliary. The Auxiliary Board has met with the CFO to review upcoming capital requirements at NHH in 2017-2018; the Auxiliary has committed to support \$100,000 towards the clinical information system and to fund the purchase of one birthing bed. In addition the Auxiliary is reviewing support of a transport incubator. Overall, the Auxiliary is anticipating potential for \$200,000 this year in support of NHH.

**7.7 Report of the NHH Foundation**

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

The Foundation is currently developing the 2017-2018 budget and activity plan. The Foundation Board will receive information on the capital process from the NHH CFO at their April meeting.

<b>It was Moved by B. Selby and Seconded by B. Gerber to receive all reports. Carried.</b>
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**8. CORRESPONDENCE OR OTHER INFORMATION**

None

**9. IN CAMERA**

On a motion from B. Carman and Seconded by B. Gerber, the meeting moved to In-camera. Community members were excused due to the nature of the agenda content

The in-camera meeting addressed matters related to the Nominating Committee activities.

**10. NEXT MEETING**

Thursday, April 6<sup>th</sup>, 2017.

**11. TERMINATION**

The meeting was terminated at 7:12 pm on a motion from B. Selby.