

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

December 5, 2019
Boardroom
MINUTES

Present: P. Went, Chair; D. Morrison, C. Gilmer, M. Hilborn, C. Tozer, M. Bhargava, F. Cameron, T. Hathway, D. Slater, S. Olsen, L. Kay, T. McLean, B. Selby, M. McAllister, L. Davis, S. Walsh

K. Simmons, J. Saunders, S. Anderson, R. Stevenson

Regrets: B. Carman, A. Logan

Staff: E. Vosburgh, J. Gillard, A. Mukherjee

1. **CALL TO ORDER**

P. Went called the meeting to order at 5:00 pm. Don Morrison was welcomed to his first meeting at Director. New community members, John Saunders, Sharon Anderson and Ross Stevenson, were introduced and welcomed to the Board.

2. **CONFLICT OF INTEREST**

None.

3. **CONSENT AGENDA**

L. Davis requested one addition to the agenda under the report of the Finance and Audit Committee in regards to the Hospital Services Accountability Agreement.

It was Moved by B. Selby and Seconded by M. McAllister to approve the Consent Agenda matters as amended. Carried.

4. **ITEMS FOR DISCUSSION / INFORMATION**

4.1 **Report from the Board Chair**

P. Went announced that the preferred date for the Board spring planning session was confirmed for May 5th, 2020. Agenda and details will be circulated closer to the date.

L. Kay and Community Care Northumberland were congratulated for the very successful Handbags for Hospice event held in January. Cobourg Rotary Sportsman's night was also attended and was a very fun event. A webinar hosted by HIROC on Transitions and Risks for Ontario Health Teams was attended; the webinar focused on risk management for hospitals while entering into new partnerships.

4.2 Report from the Senior Staff

L. Davis noted that the Senior Staff report was pre-circulated in the meeting package.

Members of the senior team as well as members of the Board will be participating in the annual Coldest Night walk in Port Hope this month. Regular challenge with the Cobourg Police service for donations raised has been put forward.

Senior management extended their gratitude to the members of the Infection Prevention and Control committee, along with E. Douglas, Occupational Health Nurse, for their large role in the containment and elimination of the norovirus outbreak on 2A.

NHH will be holding its first Education Fair in February for all staff. This campaign will be directed at a new and exciting format for staff to complete all annual mandatory education components.

4.3 Report from the Governance Committee

L. Kay provided the report of the Governance Committee.

The Committee received a presentation on the new Communications and Community Engagement joint framework developed by representatives from NHH, NHH Foundation, and the NHH Auxiliary. The presentation outlined the development process, implementation timeline and next steps, as well as the benefits for each organization. Following approval of the proposed framework from each individual Board, the first joint communication plan will be developed.

On a Motion by L. Kay, Seconded by D. Slater, the Board approved the Joint Framework for Communication and Community Engagement as presented. Carried.

The Committee received a report on the use of a streamlined Accountability for Reasonableness (A4R) ethical framework, following feedback at the Fall Board planning session. The A4R is intended to provide guidance and assist governance and management to reach decisions and will provide assistance when leaders are unable to reach consensus on a decision.

On a Motion by L. Kay, Seconded by D. Morrison, the Board endorsed the Accountability for Reasonableness tool as the NHH administrative ethical framework. Carried.

4.4 Report from the Finance and Audit Committee

T. McLean provided the report of the Finance and Audit Committee.

The Committee received the draft recommendation for the 2020-2021 Capital Plan. The NHH Foundation has informed NHH that available funds for the coming year are estimated at \$1 million, due to the upcoming capital campaign. Senior Team is recommending, following review of all requested capital

equipment, that the funds be directed to supporting contracts for Omnicell, surgical equipment, IT equipment and remaining funds to be allocated as contingency for priority needs throughout the year.

L. Davis reported that all managers have been requested to review all high priority needs for review by senior management with the intent to provide for these items under contingency, operating or potential financing options.

On a Motion by T. McLean, Seconded by M. McAllister, the Board approved the 2020-2021 Capital plan as presented. Carried.

L. Davis reported that NHH has received an amending agreement to the Hospital Services Accountability Agreement (H-SAA). The changes reflect removal of all references to Local Health Integration Networks and replacing with Ontario Health. The Board accepted the changes as outlined and endorsed the CEO and Board Chair to sign the amendment.

4.5 Report from the NHH Auxiliary

M. Hilborn provided the report of the NHH Auxiliary.

Auxiliary Volunteers have been recently requested to volunteer for extra shifts due to the number of volunteers away this winter. Illnesses are also impacting coverage across the hospital. The Auxiliary extends their gratitude to the hospital for regular information on the virus outbreak.

M. Hilborn noted that members are eager for the next steps in the joint communication framework.

The Auxiliary presented three student scholarships in early January. A volunteer recruitment push is expected to be required in the coming months. The Board extended some suggestions on new ways to advertise for volunteers such as in physician offices.

4.6 Report of the NHH Foundation

T. Hathway provided the report of the NHH Foundation.

The 2019 Light Up a Life campaign set a new record, raising over \$200,000. Funds will be directed to the purchase of new patient beds.

The Mental Health Matters event was attended by 240 guests. This is a well-received annual event held at the Capital Theatre in Port Hope. A new event, NHH Alumni hockey game, will raise funds to support Community Mental Health services.

Gift of Gratitude honourees have been posted to the NHHF Facebook page.

The capital campaign has been endorsed by the NHH Foundation Board and planned to begin in 2020-2021.

The NHH Foundation has raised \$2 million against the \$2.3 million goal as of the end of December 2019.

**It was Moved by B. Selby and Seconded by C. Tozer to receive all reports.
Carried.**

5. IN CAMERA

On a motion by L. Kay, seconded by D. Morrison, the meeting moved to in-camera. The in-camera meeting addressed matters related to medical human resources and financial matters.

6. NEXT MEETING

Thursday, April 2, 2020.

7. TERMINATION

The meeting was terminated at 6:45 pm on a motion by M. McAllister.