

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

**June 4, 2015
Boardroom
MINUTES**

Present: J. Russell, Chair; B. Carman, L. Kay, T. McLean, P. Page Hoisak, J. Hudson, D. Mann, B. Gerber, T. Sears, C. Tozer, A. Stratford, D. Broderick, L. Davis, H. Brenner (phone)
S. Olsen, K. Hook, S. Olsen, J. Farrell, G. DeBruyn, J. Stalker

Regrets: B. Selby, M. Bhargava

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

1. CALL TO ORDER

J. Russell called the meeting to order at 4:06 pm.

2. CONFLICT OF INTEREST

C. Tozer declared a conflict for Appointment of Auditors.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF PREVIOUS MINUTES

It was Moved by B. Carman and Seconded by B. Gerber that the minutes of May 7th, 2015 be approved as circulated. Carried.

5. CHAIR REMARKS

J. Russell read a letter received regarding the NHH scholarships awarded at the last meeting and two patient letters commending the NHH staff on quality of patient care.

J. Russell extended recognition and gratitude on behalf of the Board to Linda Davis, Helen Brenner and Wendy Kolodziejczak for all their continued work to sustain the PATH program in the community. Jennifer Gillard was also recognized for her work in preparing for local radio interview to ensure proper community messaging.

The memorial for Christine Stewart was well attended. An invitation has been extended to her children to attend the Annual General Meeting on June 18th.

6. SENIOR STAFF REPORT

L. Davis provided verbal report. The palliative care community working group continues to meet with membership from community agencies and volunteers. The first value stream mapping exercise has been completed to review current state.

Staff from NHH attended the Canadian Healthcare Leadership conference in PEI to present several abstracts, including the PATH project. The PATH initiative has received an award from Canadian Health Informatics.

L. Davis will be hosting a Northumberland's Biggest Coffee Morning party in the Bistro on Wednesday, June 10th. Everyone is invited.

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 C. Tozer and Seconded by T. McLean:

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 commencing April 1st, 2015:

- Dr. Peter Woodward, Associate, GP-Anesthesia
- Dr. Patrick Prendergast, Associate, Emergency Medicine
- Dr. James Ducharme, Locum, Emergency Medicine
- Dr. Seychelle Yohanna, Locum, Nephrology
- Dr. Jeffrey Parker, Locum, Anesthesia

Carried.

9. REPORTS

9.1 Finance and Audit Committee

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

The Committee reviewed draft #2 of the 2014/15 annual financial statements and an overview of the changes from the original draft. The Committee approved these for presentation to the Board of Directors.

On a Motion by B. Gerber, Seconded by J. Hudson, the Board of Directors approves DRAFT #2 Annual Financial Statements 2014-15. Carried.

The Committee discussed and supported the re-appointment of KPMG LLP for the provision of external audit services for the fiscal year 2015-16 for the fifth year in a five-year engagement. The confirmed fees are as originally outlined in the fee structure included as part of the five-year agreement.

It was Moved by B. Gerber and Seconded by T. Sears to recommend to the membership at the forthcoming annual general meeting that KPMG LLP be re-appointed external auditor of the Hospital for the fiscal year ending March 31, 2016, at the quoted fees included in the April 2011 proposal. Carried. (1 abstention)

The 2015-16 draft capital plan was received by the Committee for discussion. All capital items were prioritized by management staff, medical leaders and senior management to reach a final list of only those items that are affordable within the identified sources of capital funding.

On a Motion by B. Gerber, Seconded by C. Tozer, the Board of Directors approved the 2015-16 Capital Plan as presented. Carried.

D. Broderick extended thanks to the management and physician leaders in completing the priority review. C. Tozer recognized the critical work of the Foundation and Auxiliary in supporting the capital needs of the hospital.

9.2 Governance Committee

T. Sears provided the report of the Governance Committee.

The Board self-evaluation survey results were received and reviewed by the Committee. A full summary of responses and action plan will be developed in the fall as part of the Committee work plan.

The Broader Public Sector Accountability Act (BPSAA) Attestation and consultant usage report was reviewed. The attestation requires signature from the CEO and Board Chair to attest that consultant use, expense claims and other procurement directives under the Act are in compliance.

On a Motion by T. Sears, Seconded by B. Carman, the Board of Directors the sign off of the Broader Public Section Accountability Act Attestation. Carried.

9.3 Quality and Safety Committee

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

A medical “campaign” in the community was recommended by the Committee to educate potential hospital visitors to bring medications to the hospital to assist physicians in understanding medical history. A story will be included in the hospital’s *In Touch* for May.

The Committee reviewed the 2014-15 year-end reports of the Quality Improvement Plan and the Quality Indicator Report. The 2015-16 Quality Indicator Report was developed and reviewed by the Committee along with a summary of the target changes and new indicators for this fiscal year. Senior Management has identified indicators that will be the organization focus (big dots) and have aligned the Quality Indicator Report with the Board’s Strategic Plan.

It was Moved by C. Tozer and Seconded by T. McLean to approve the 2015-16 Quality Indicator Report as presented. Carried.

9.4 Facilities and Campus Development

Discussion and review of the ground lease between NHH and Northumberland Medical Arts Inc. was completed at the Committee and by the Board of Directors. J. Hudson, J. Russell, D. Mann, T. Sears, and B. Carman excused themselves from the meeting due to conflict of interest.

It was Moved by B. Gerber and Seconded by T. McLean to approve the ground lease with Northumberland Medical Arts Inc. substantially in the form attached hereto and the signing officers for NHH authorized to sign said lease; to be null and void if building construction not commenced by December 31, 2015. Carried.

10. MATTERS FOR INFORMATION

10.1 Auxiliary Report

P. Page Hoisak provided the report of the Auxiliary.

The Auxiliary Annual General Meeting has been completed. The Board has presented a cheque to NHH for \$275,000 for capital equipment. This is the largest one-time donation from the Auxiliary. The NHH Board Directors extended their gratitude to the Auxiliary for this significant achievement.

The Volunteer Service awards were presented at the AGM – longest length of service recognized was 45 years.

Petticoat Lane will be holding a Northumberland Biggest Coffee Morning party on June 10th – everyone is invited.

10.2 Foundation Report

No report.

It was Moved by T. Sears and Seconded by D. Mann to receive all reports. Carried.

11. IN CAMERA

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

The in-camera meeting addressed matters related to the Nominating Committee and the Medical Arts Building.

12. TERMINATION OF MEETING

The meeting was terminated at 6:36 pm on a motion from B. Gerber.