

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

September 3, 2015
Boardroom
MINUTES

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

Regrets: B. Selby

Staff: J. Gillard, E. Vosburgh

1. CALL TO ORDER

J. Russell called the meeting to order at 5:00 pm. Two new Community members welcomed to their first meeting of the Board of Directors – Mary Anne Peek and Michael McAllister.

2. CONFLICT OF INTEREST

None declared.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF PREVIOUS MINUTES

It was Moved by B. Carman and Seconded by L. Kay that the minutes of June 4th, 2015 be approved as circulated. Carried.

5. CHAIR REMARKS

J. Russell noted how busy last month has been and extended gratitude to all Board Directors and especially staff who have been involved in operational review needs.

A meeting was held with the newly appointed Board Chair of PRHC and the interim CEO regarding potential partnership opportunities and clinical information system program. L. Davis continues to discuss these with the interim CEO at PRHC.

The Foundation Board held a special meeting to receive a presentation from Bruce Pye on the Clinical Information System project and a request was made for financial support from the Foundation.

Letter of thanks received from Port Hope Community Health Centre for the opportunity to participate in OHA Webcast held at NHH.

6. SENIOR STAFF REPORT

L. Davis reviewed the report that was included in meeting package.

PATH project proposal has been resubmitted to the Ministry of Health and Long-Term Care. Strong support has been noted for potential phase 2 of project.

Approval of land lease for the Medical Arts Building is awaiting review and approval from the Ministry of Health and Long-Term Care.

8. CHIEF OF STAFF REPORT

D. Broderick provided a brief report; there has been no meeting of the Medical Advisory Committee in the months of July and August. Meeting held with Department Chiefs with focus on the operational review.

9. REPORTS

9.1 Finance and Audit Committee

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

The Committee received a presentation on the business case for the Clinical Information System (CIS) planned partnership with Lakeridge Health who is looking to request approval from the CE LHIN and the Ministry of Health to lift the hold on e-Health systems and procurement and move forward with the planned partnership. The presentation highlighted next steps in the partnership and planned path; key decision points and various off-ramps from the process for NHH were outlined. Further information and a recommendation from Senior Management will be coming forward to the next meeting. The Board queried on the project operating costs of the new system. This information is not yet known but will become clearer throughout the RFP process. The new system is expected to increase efficiencies and savings to the organization that will offset some of the new operating costs.

The 2015-16 Committee Terms of Reference and Annual Objectives were received and reviewed by the Committee. Legal counsel review and possible procurement have been added to the objectives for 2015-16.

It was Moved by B. Gerber and Seconded by J. Hudson to approve the Finance and Audit Committee Terms of Reference and the Annual Objectives for 2015-16 as circulated. Carried.

The hospital experienced a net operating deficit of \$91,723 compared to a planned net operating deficit of \$220,519 in fiscal 2015-16 Q1. The hospital experienced a net operating deficit of \$152,702 compared to a planned net operating deficit of \$364,657 for the period ending July 31, 2015. The results are better than budget due to a number of factors including additional HSFR funding, lower activity, and temporary vacancies.

Patient activity report developed and received by Committee for review. This report will be brought to the Committee on a monthly basis.

The Committee received a physician impact analysis for the addition of an Internal Medicine specialist. This report is part of formal process for new physicians being recruited at NHH. The individual being recruited has a specialty in respirology. This will allow NHH to offer bronchoscopies; a service that currently patients are sent to other hospitals to complete. Equipment purchase of two bronchoscopes will be required by NHH. There will be a slight increase in medical supplies expected; however there will be a decrease in locum costs for internal medicine coverage. In addition, a negative pressure room is required to complete these procedures; the available room in the ICU

will be utilized for this purpose. Total expected capital costs of just over \$63,000 will be covered through the capital funds.

On a Motion by B. Gerber, Seconded by P. Went, to support moving forward with the credentialing process for Associate status for this Internal Medicine Specialist. Carried.

It was noted that the addition of a third internal medicine specialist will favourably impact the costs to NHH for locum support.

9.2 Governance Committee

P. Went provided the report of the Governance Committee.

New members to the Committee were welcomed to the Committee. The Committee reviewed the Board self-evaluation survey summary. Five areas of improvement were identified and discussed for priority and appropriate action.

The Board education survey for 2015-16 is being moved from paper to online format through survey monkey. A link to the survey will be sent out on September 8th and Board members will have two weeks to complete. The responses will be used to develop the education roster for the Board.

The current terms of reference were reviewed; the Committee agreed that these are still applicable and no changes were recommended.

It was moved by P. Went and seconded by S. Olsen to approve the Governance Committee Terms of Reference as circulated. Carried.

The 2015-16 Annual Objectives were discussed and it was recommended that the Strategic Plan objective for the Committee reflect the wording from the terms of reference.

It was moved by P Went and seconded by L. Kay to approve the Governance Committee Annual Objectives for 2015-16 as circulated. Carried.

9.3 Quality and Safety Committee

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

The Committee reviewed the Q1 reports of the Quality Improvement Plan and the Quality Indicator Report. H. Brenner shared information regarding the recent College of Pharmacy review of the hospital pharmacy department. New standards for all hospital pharmacies are in review and an action plan is being developed.

The current Committee Terms of Reference that were reviewed to ensure relevant for fiscal year. The Committee discussed membership; one minor amendment to the wording of membership was recommended.

It was moved by C. Tozer and Seconded by C. Gilmer to approve the Quality and Safety Committee Terms of Reference as circulated. Carried.

The Committee reviewed the 2015-16 Annual Objectives; some items on the objectives required more content and appropriate measures for the Committee. The Committee discussed and agreed to amendments to a number of objectives.

It was moved by C. Tozer and Seconded by P. Went to approve the Quality and Safety Committee Annual Objectives as circulated. Carried.

9.4 Facilities and Campus Development

D. Mann provided the report of the Facilities and Campus Development Committee.

The Committee reviewed the current terms of reference. Age of building and regular review of structure and systems was noted. Infrastructure renewal will be added to the terms of reference as a responsibility for the Committee.

It was moved by D. Mann and Seconded by J. Hudson to approve the Facilities and Campus Development Committee 2015-16 Terms of Reference. Carried.

A review of legal counsel and possible future tender for new firm was discussed by the Committee members. It was noted that current firm may be larger than what is required for some of the regular work of the hospital.

The Committee reviewed the annual objectives for 2015-16 Some minor amendments were requested and some additional items were added for site plan completion and conservation authority obligations.

It was Moved by D. Mann and Seconded by B. Carman approve the Facilities and Campus Development 2015-16 Annual Objectives. Carried.

10. MATTERS FOR INFORMATION

10.1 Auxiliary Report

P. Page Hoisak provided the report of the Auxiliary.

The Auxiliary will be providing a cheque for \$78,480 to NHH. This will bring to a total of \$2 million that the Auxiliary has raised in support of the hospital.

The Auxiliary Board is concerned about the number of volunteers available and is reviewing challenges in recruitment and retention of volunteers, including discussions with peer hospital Auxiliary Boards.

Signage for vending machines to indicate that funds go towards patient care is being sourced.

10.2 Foundation Report

L. Stevenson provided the report of the Foundation.

Two presentations received by the Foundation Board. A company presentation on branding was received and a brand awareness campaign has been approved.

A presentation by Bruce Pye was shared to the Foundation Board on the four hospital partnership on the Clinical Information System. CIS has been included in the “equipped to care” campaign.

Bike Up Northumberland event is this Saturday. Initiative is in partnership with the Campbellford Memorial Hospital Foundation Board and the NHH Foundation Board.

The Foundation Gala tickets are on sale starting September 14th. The Gala will be held at the Lion’s Centre on November 14th.

It was Moved by D. Mann and Seconded by J. Hudson to receive all reports. Carried.

J. Russell requested that the October Board meeting be moved one week to October 15th to align with the Operational Review schedule. This will be confirmed next week upon acceptance from Hay Group consultant.

11. IN CAMERA

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

The in-camera meeting addressed matters related to the Operational Review.

12. TERMINATION OF MEETING

The meeting was terminated at 7:40 pm on a motion from B. Gerber.