

# NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

February 2, 2017  
Boardroom  
MINUTES

---

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

M. McAllister, A. Logan, S. Aldis Routh, B. Gutteridge, D. Slater

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

---

**1. CALL TO ORDER**

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

A moment of silence was held in recognition of recent tragedy in Quebec City.

**2. CONFLICT OF INTEREST**

None declared.

**3. EDUCATION SESSION**

No session. The Board had participated in a mock accreditation survey that same day.

**4. CONSENT AGENDA**

It was Moved by L. Kay and Seconded by B. Selby 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 Community Annual Planning Submission related documents that were included in the meeting package.

The 2017-2018 Community Annual Planning Submission (CAPS) was reviewed by the Committee; the submission presents a balanced budget and meets CE LHIN requirements.

**On a motion by B. Gerber, seconded by S. Olsen, the Board approved the 2017-2018 Community Annual Planning Submission as presented. Carried.**

Following discussion, L. Davis announced that NHH has received notice of eligibility to receive the final installment of the Working Funds Deficit Initiative funding in 2017.

## 7. ITEMS FOR DISCUSSION / INFORMATION

### 7.1 Report from the Board Chair

J. Russell extended congratulations from the Board to T. McLean on his recent retirement.

Board Committee reports are showing great success in almost all target indicators including the financial position. J. Russell remarked that these results are indicative of the hard work by the Board, senior staff and most of all by all the staff providing direct patient care.

The strategic planning research phase included many opportunities for engagement internally and across the community. Solid feedback was received regarding the building itself, staff and quality of care.

J. Russell announced that K. Hook has announced her resignation from the NHH Board of Directors as of June 2017 due to family reasons.

### 7.2 Report from the Senior Staff

L. Davis noted that the Senior Staff report had been circulated. The NHH Safe Mobility Committee has introduced a new brochure with tips for fall prevention for patients and their caregivers.

NHH is working with system partners to monitor, assess interest and understand complexities associated with medical assistance in dying and will partner with nearby regional center to facilitate care when required.

A third obstetrician-gynecologist has been welcomed to NHH, bringing expertise in laparoscopic surgery and building local obstetrical capacity.

Surge challenges continue at NHH and across the province. The OHA is advocating to the Ministry of Health for additional hospital capacity.

The Board queried on the level of surge volumes at NHH. E. Vosburgh provided an overview of how surge is calculated and noted that NHH has seen single, double and mostly recently triple surge volumes. Staff overtime was discussed; regular shifts are filled first, but a sustained surge will impact overtime costs. Physical limitations of the hospital building were also questioned. The team works closely with the Chief of Staff, physician and peer hospitals to ensure space does not become a safety concern. A. Stratford added that the incredible efficiency of NHH staff in dealing with increased daily admissions and discharges shines throughout the sustained volume challenges.

The Board queried on the location of patients being seen at NHH. There is no current trending data on geographic location of patients presenting to the emergency department; it is expected that most patients are from the local catchment area. ALC rates are increasing significantly as the community ages which further impacts surge levels at the hospital. No new solutions have been identified within the LHIN to reduce ALC rates at hospitals; the Ministry of Health has recognized this increasing challenge and it is expected there will be further initiatives aimed at increasing community supports.

**7.3 Report of the Nominating Committee**

The written report of the Nominating Committee was included in the meeting package. P. Went requested that all Directors and Community members provide an update on the skills matrix; this will assist the Committee to review gaps for upcoming and future years. Discussion was held on definitions for identified skills – comments to be sent to L. Davis.

The Board members were reminded to return their letter of intent for 2017-2018 by February 9<sup>th</sup>.

**7.3 Report of the Quality and Safety Committee**

The written report of the Quality and Safety Committee was pre-circulated. L. Kay reported that the committee had received a report from a caregiver that outlined recent patient care at NHH. The caregiver had noted how appreciative she was to have the opportunity to tell her story and to see constructive changes implemented. The Committee acknowledged that tremendous response of the hospital staff to receive feedback and use recommendations to better quality of care for all patients.

**7.4 Report from the NHH Auxiliary**

P. Page Hoisak provided a verbal report of the activities of the NHH Auxiliary. She thanked the Board for the opportunity to attend and participate in the recent Board strategic planning sessions.

The NHH Auxiliary volunteers have provided over 19,000 hours to NHH since January 2016 and raised over \$170,000 this fiscal year. The Auxiliary has completed a skills survey to assist with succession planning.

J. Russell extended his thanks to P. Page Hoisak for the offer for further volunteer support where applicable to NHH patients and departments.

**7.7 Report of the NHH Foundation**

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

The Foundation has beat this year's target and reached \$4.3 million by the third quarter of the year. Light up a life event raised \$15,000 and the Spry Christmas tree event raised \$9500 for this one day initiative.

2017-18 planning underway includes the street hockey event, wine and ale in the park and Northumberland's biggest coffee morning.

<b>It was Moved by P. Went and Seconded by K. Hook to receive all reports. Carried.</b>
---

**8. CORRESPONDENCE OR OTHER INFORMATION**

Letter of thanks have been sent to all partners for their participation in the NHH strategic planning session.

**9. IN CAMERA**

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

The in-camera meeting addressed matters related to medical manpower.

**10. NEXT MEETING**

Thursday, March 2<sup>nd</sup>, 2017 beginning at 5:00 pm.

**11. TERMINATION**

The meeting was terminated at 6:23 pm on a motion from B. Selby.