

# NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

**June 7, 2018  
Boardroom  
MINUTES**

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Present: B. Selby, Chair; T. McLean, J. Russell, L. Kay, M. Bhargava, D. Mann, M. Vaughan, B. Carman, C. Tozer, A. Stratford, D. Slater, S. Olsen, P. Went, C. Gilmer, T. Hathway, L. Davis, S. Walsh, S. Forsyth

D. Morrison, K. Liu, A. Logan, B. Nixon

Staff: E. Vosburgh, J. Wright, J. Gillard

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**1. CALL TO ORDER**

B. Selby called the meeting to order at 5:00 pm.

**2. CONFLICT OF INTEREST**

C. Tozer declared a conflict for agenda item 4.4 Appointment of Auditors.

**3. HEALTH SCHOLARSHIPS PRESENTATION**

B. Selby presented the annual NHH Health Professions scholarships to local students, Brooklyn Martin and Brandon Kober (not in attendance) who had been selected as the recipients of this year's awards. A news release will be issued by Administration.

**4. CONSENT AGENDA**

It was Moved by D. Slater and Seconded by L. Kay to approve the Consent Agenda matters as circulated. Carried.

**5. ITEMS FOR DISCUSSION / INFORMATION**

**5.1 Report from the Board Chair**

B. Selby requested a moment of silence in remembrance of past Director Ed Merbis.

B. Selby noted her attendance at the NHH Long Service and Education Awards ceremony the past week. The Cobourg Physician Recruitment and Retention Committee doctor appreciation cocktail party was held the previous day and was well attended by the NHH Board.

The Northumberland Hospice Care Centre official launch noted that this project is very positive for the community. As of this week, the fundraising has reached 85% of total goal.

B. Selby extended her heartfelt thanks to J. Russell and D. Mann as they attended their last Board meeting as Directors. She noted appreciation for their mentorship during her first year as Chair. Thank you also to B. Gutteridge who has completed his term as community member.

The General Medical Staff Association had their Annual General Meeting earlier this month and new members were elected for President and Vice President for 2018-2019. B. Selby presented a token of appreciation to Dr. A. Stratford for his work with the Board the past two years including support and participation through the Operational Review and Hospital Improvement Plan process.

B. Selby noted the Biggest Coffee morning event hosted by Linda and Lloyd Davis on this day in support of the NHH Foundation; event was well attended by staff and volunteers.

Directors were reminded that the hospital's Annual General Meeting will be held on Thursday, June 21<sup>st</sup> at 5:00 pm in the education center.

## **5.2 Report from the Senior Staff**

L. Davis highlighted the report that was circulated.

NHH has implemented the real-time patient satisfaction surveys. Responses will be able to be addressed in real-time by staff for both positive comments and areas for improvement.

Long Service Awards held this month honouring staff at NHH who have been with the organization for 10 to 35 years.

NHH will be hosting the first family summer picnic in July at Victoria Park in Cobourg. All members are invited to attend.

Celebrating Indigenous Day event will be held at NHH on July 14<sup>th</sup>; all Directors invited.

Community conversations are scheduled with updated presentation to the community in Cobourg and Port Hope. Both forums will be held on June 18<sup>th</sup> at the public libraries. These forums are open to all members of the general public.

Doctor Appreciation Week runs April 30<sup>th</sup> to May 4<sup>th</sup>. NHH joins in recognizing the fantastic work of local physicians on Doctors' Day, May 1<sup>st</sup> 2018 and through the first week of May.

## **5.3 Report from the Quality and Safety Committee**

L. Kay provided the report of the Quality and Safety Committee.

The Committee received the 2018-2019 Quality Indicator Report for review. Some minor recommendations were suggested. A final draft was circulated in the Board meeting package for review.

**On a motion by L. Kay, seconded by C. Gilmer, the Board approved the 2018-2019 Quality Indicator Report as presented. Carried.**

#### 5.4 Report of the Finance and Audit Committee

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

The Committee met with the representatives of KPMG LLP to review the draft audited financial statements, receive the report of the Auditor and to have meeting without management to review any questions from the Committee.

The Audited Financial Statements for year ending March 31, 2018 were included in the meeting package. The hospital ended the year with a \$326,000 surplus. The Board queried on action plans to address the auditors recommendations on vacation accruals. T. McLean noted that vacation accruals are affected by the increased activities at the hospital including the two operational reviews and surge volumes. An action plan is in development by senior management.

**On a motion by T. McLean, seconded by P. Went, the Board approved the draft Audited Financial Statements for year ending March 31<sup>st</sup>, 2018 as presented. Carried.**

The Broader Public Sector Accountability Act (BPSAA) Attestation and consultant usage report were received by the Committee. The attestation requires sign off by the Board Chair and CEO to attest that consultant use, expense claims and other procurement directives under the Act are in compliance.

**On a motion by T. McLean, seconded by L. Kay, the Board approved the signing of the 2017-2018 BPSAA Attestation of Compliance as presented for fiscal year ending March 31<sup>st</sup>, 2018. Carried.**

The multi-sector accountability agreement (M-SAA) requires the Board of Directors to issue a declaration of compliance (Schedule G) declaring that all obligations are fulfilled under the accountability agreement in effect during the applicable period. L. Davis confirmed all programs under the M-SAA have completed the obligations for the year.

**On a motion by T. McLean, seconded by D. Slater, the Board approved the Chair to sign the Multi-Sector Accountability Agreement Declaration of Compliance – Schedule G – for the reporting period April 1, 2017 – March 31<sup>st</sup>, 2018. Carried.**

The Committee received the recommendation from senior management to re-appoint KPMG for the provision of external audit services for the fiscal year 2018-2019. The fees as outlined are part of the five year agreement; this is the third year of that agreement.

**On a motion by T. McLean, seconded by J. Russell, the Board recommends 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<sup>st</sup>, 2019 at the quoted fees included in the April 2016 proposal. Carried.**

## **5.5 Report of the Governance Committee**

S. Olsen presented the report of the Governance Committee.

The Committee received the results of the recent Board self-assessment survey. A copy of the results was included in the pre-circulated Board meeting package. Overall, good results for NHH. L. Davis reviewed action plans for areas of opportunity. These will be added to the work plans for the Board Committees in the 2018-2019 cycle.

## **5.6 Report from the NHH Auxiliary**

S. Forsyth provided the report of the NHH Auxiliary.

The NHH Auxiliary recently held their Annual General Meeting. P. Page Hoisak is now pas President. Marg Hilborn is the incoming President and Selena Forsyth is the Vice President for the 2018-2019 year. At the meeting, the NHH Auxiliary presented a cheque to the NHH CEO for \$200,000.

To date, the NHH Auxiliary has raised over \$1 million dollars in the last five years and \$2.8 million since the hospital was opened. This year marks the 95<sup>th</sup> anniversary of the Auxiliary with a total amount raised in support of the hospital in excess of \$4 million.

Petticoat Lane held a Biggest Coffee Morning raising \$1500 for the Auxiliary and \$1100 in support of the NHH Foundation.

## **5.7 Report of the NHH Foundation**

T. Hathway provided the report of the NHH Foundation.

Cobourg's newest sports bar, Turtle John's, held their grand opening on May 13<sup>th</sup> with 50% of proceeds to benefit the NHH Foundation. They raised just over \$2800.

Wine and Ale in the Park is officially sold out with 210 attendees. The Foundation continues to accept donations of bottles of wine for the raffle held during the event.

Arthur's Pub is holding a support the NHH Foundation night on June 28<sup>th</sup> with 10% of all bills cashed after 9:00 pm donated to the Foundation.

68 closest supporters of the NHH Foundation were welcomed to an event on May 23<sup>rd</sup> that featured speakers including Linda Davis, Dr. Mukesh Bhargava, Dr. Handa and representatives of Community Mental Health, the OPP and a community member to speak about living with mental illness.

The Foundation's development for a new strategic plan is underway. Several focus groups and one on one sessions have been held, including the NHH Board of Directors. It is hoped to have a completed plan by September 2018.

**It was Moved by S. Olsen and Seconded by D. Mann to receive all reports.  
Carried.**

**6. IN CAMERA**

On a motion from J. Russell and Seconded by D. Slater, the meeting moved to In-camera. The in-camera meeting addressed matters related to medical human resources and year-end financial matters.

**7. NEXT MEETING**

Thursday, June 21st, 2018.

**8. TERMINATION**

The meeting was terminated at 8:30 pm on a motion by J. Russell.