

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

February 4, 2021
Virtual
MINUTES

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

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

Regrets: A. Logan, W. Ito

Staff: E. Vosburgh, J. Gillard

1. **CALL TO ORDER**

P. Went called the meeting to order at 5:00 pm and welcomed Bree Nixon as Director of the Board, filling vacancy term.

2. **CONFLICT OF INTEREST**

C. Tozer declared a conflict for agenda item 5.3 Auditors.

3. Education session: OHT-N Project Updates

Adrienne Bell-Smith, Northumberland Family Health Team; Carol Beauchamp, Rebound Child and Youth Services; Susan Brown, Northumberland Paramedics; and Bruce Pye joined the meeting to provide an update on the OHT-N projects status to date. L. Davis provided an overview of work to date on structure of the OHT-N including the implementation of a Governance Advisory Committee.

The presentation highlighted projects including the rural outreach support program, community paramedicine, and digital support including patient access of health records.

4. **CONSENT AGENDA**

It was Moved by B. Selby and Seconded by B. Carman to approve the Consent Agenda matters as presented. Carried.

5. **ITEMS FOR DISCUSSION / INFORMATION**

5.1 **Report from the Board Chair**

P. Went reported that she has been continuing with one on one discussions with members of the Board, with focus on areas of opportunity for the Board. There was consensus among members that due to the virtual meeting environment, social time is lacking. Board meetings will open a half hour early to allow time for all members to chat.

The Board sponsored lunch for NHH Staff was very well received. The Board donated \$1700 in support of this. P. Went extended her gratitude to all.

Board generative discussion sessions will be scheduled in the opposite month of the Board meeting. A list of potential topics will be circulated for input and facilitators for each session are needed. Any volunteers to contact P. Went.

5.2 Report from the Senior Staff

The senior staff report was pre-circulated. Vaccine rollout planning is underway in the county; the public health unit has established a Vaccine Advisory Committee with representation from each of the area hospitals.

The OHT-N will be holding a virtual forum in February. Transfer of patients from other hospitals has begun with NHH receiving two patients from larger hospitals.

5.3 Report from the Finance and Audit Committee

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

The hospital has a \$1000 threshold to designate capital expenses. This threshold has been identified as low particularly given increased costs in many minor items. The auditors have indicated that many hospitals have moved to a \$5000 threshold. Moving to a higher threshold for capital designation, operating funds could be used to support purchases of minor equipment, leaving funds from the Foundation to support the larger items.

On a motion by T. McLean, seconded by C. Gilmer, the Board approved a revised capital threshold of \$5000 beginning this fiscal year 2020-21. Carried.

The Committee received the interim audit report from KPMG at the meeting. The Auditors annual engagement letter and related fees was pre-circulated to the Board.

On a motion by T. McLean, seconded by D. Slater the Board approved the Auditor's annual Engagement Letter - including fees - for year ending March 31, 2021. Carried; one abstention.

5.4 Governance Committee

D. Slater provided the report of the Governance Committee.

The Committee received education on the 2022 Accreditation planning and specifically highlighting the Governance self-assessment survey process. The survey responses will provide a road map that will aid in the development of action plans.

The Board will be invited to a virtual group session in February to aid in the completion of the self-assessment survey with support on hand from L. Davis

and the Accreditation leads.

5.5 Report from the NHH Auxiliary

M. Hilborn provided the report of the Auxiliary.

The Auxiliary is facing a challenge with number of available volunteers, mainly attributed to the pandemic. The Auxiliary Board is working through some planning ideas.

5.5 Report of the NHH Foundation

P. Went reviewed the report provided by W. Ito that was pre-circulated.

The 2020 **Caring. Close to Home** gala raised over \$226,000, phenomenal results for a virtual event. The Light up a Life campaign raised a record amount of \$265,000 to date and the Spry Family Christmas tree event also surpassed all other years with a total of \$28,000.

With a goal of \$1.8 million for the year, the Foundation has raised almost \$2.8 million as of the end of December. A tremendous show of support from the community.

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| <p>It was Moved by C. Tozer and Seconded by D. Morrison to receive all reports. Carried.</p> |
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6. IN CAMERA

On a motion by B. Nixon, seconded by M. McAllister, the meeting moved to in-camera. The in-camera meeting addressed matters related to medical human resources and financial matters.

7. NEXT MEETING

Thursday, April 1, 2021.

8. TERMINATION

The meeting was terminated at 7:08 pm on a motion by T. McLean.