

NORTHUMBERLAND HILLS HOSPITAL BOARD OF DIRECTORS

June 2, 2022
Virtual
MINUTES

Present: P. Went, Chair; B. Selby, C. Tozer, S. Anderson, C. Gilmer, M. McAllister, T. McLean, D. Morrison, B. Nixon, D. Slater, R. Stevenson, S. Forsyth, F. Cameron, W. Ito, M. Bhargava, S. Walsh, B. Davis

K. Simmons, L. Savoy, M. Noel

Regrets: S. Olsen, G. Ivory

Staff: J. Cox, J. Gillard, C. Gyorf, L. Obomighie, B. Pye

1. TERRITORIAL ACKNOWLEDGEMENT

T. McLean provided the territorial acknowledgement and shared a reflection.

2. CALL TO ORDER

P. Went called the meeting to order at 5:02pm.

3. HEALTH PROFESSIONS SCHOLARSHIP PRESENTATION

P. Went recognized the successful recipients of NHH's 2002 Health Professions Scholarships. The scholarship winners are Alisia Campbell, Meaghan Catton and Alicia Zoldy all from Cobourg. The presentation continued a tradition started by the volunteer Board in 2003 to support students from Northumberland who have chosen to pursue a career in the healthcare sector.

4. EDUCATION SESSION: EQUITY, DIVERSITY AND INCLUSION

L. Obomighie provided an overview of initiatives and achievements to date focused on embedding equity, diversity and inclusion (EDI) into the culture of NHH.

5. CONFLICT OF INTEREST

None declared.

6. CONSENT AGENDA

It was Moved by C. Tozer and Seconded by B. Nixon to approve the consent Agenda matters as presented. Carried.

7. ITEMS FOR DISCUSSION / INFORMATION

7.1 Report from the Board Chair

P. Went provided an update on recent activities.

7.1.1 Annual Declaration and Consent

The Governance Committee formed a working group to review ONCA requirements related to Board governance. Legal counsel was also engaged. An obligation related to the process for annual declaration and consent requires a formal consent by Directors to act as directors of the Corporation, agreement to meet by telephonic or electronic means, all policies must be read and

understood as well as disclosure of any conflicts of interest. Each of these declarations are covered in one form titled annual declaration and consent and must be signed and returned before the June 28 Annual meeting. New Directors must sign the annual declaration and consent form within 10 days before or after becoming a Director. Community members of the Board must sign as well however, not all declarations apply.

7.1.2 Board Self-Assessment

P. Went noted previously the Board had completed the OHA board self-assessment survey; however due to the pandemic OHA was not supporting the administration of this tool and NHH determined to take a break from completion of the survey as many areas had been reviewed and explored in previous years. The OHA has now implemented the electronic self-assessment survey and the Governance Committee feels it is a valuable tool to complete this year. A link will be sent out next week along with a checklist outlining which documents describe the Board roles and resources. The self-assessment survey is to be completed by all Directors, Ex-officio and Community members by the survey end date.

P. Went shared congratulations to the Board for achieving 100% participation in the Capital Campaign. S. Anderson was recognized for receiving the Town of Cobourg award in the distinguished arts category. P. Went indicated this is her last meeting as Board Chair and thanked the members for their support, participation and preparation over the years.

7.2 Report from the Senior Staff

The Senior staff report was pre-circulated. S. Walsh focused her report on the theme of collaboration. NHH welcomed Rural Ontario Medicine students from the University of Ottawa. The four students are visiting the hospital and surrounding community from May 30 through to June 2 for Rural Health Week, an annual initiative coordinated by the province's Rural Ontario Medicine Program (ROMP). A special thank you to Dr. Emma Smith, a family physician with the Northumberland Family Health Team and Medical trainee Physician lead for NHH, who is leading this year's Rural Health visit.

NHH is steadily progressing its equity, diversity and including agenda through the hard work and careful thought of the Equity, Diversity, Inclusion Advisory Committee (EDIAC). Awareness, education and creating a culture of belonging and inclusion for all staff, volunteers, visitors, patients, physicians and midwives is the foundation of this committee. Recognition of individual professions in May included National Hospice Palliative Care week, Doctors' Day, International day of the Midwife, International Nurses Day, PSW day and International Human Resources Day.

Collaborative community partnerships were highlighted including the Northumberland PACE Talk series presenting Wed. May 25 by Dr. Paul Ketov, Chief of Emergency Department at NHH. Other collaborations of note included the OP and local police services along with NHH have expanded the M-Heart (Mental health Engagement and Response Team) Services in the municipality of Brighton aiding individuals with mental illness and/or addictions.

Continuing on the theme of collaboration, the strategic planning work continues in partnership with Ontario Health Team of Northumberland. This has been a five-month journey of consultation, reflection and priority setting as we work

toward NHH's next strategic plan, in close collaboration with our regional partners in the Ontario Health Team of Northumberland (OHT-N). This is truly an exciting time for NHH as we move forward in creating together in collaboration to a truly purpose-built strategy.

7.3 Finance and Audit Committee Motion

T. McLean provided an update on behalf of the Finance and Audit Committee and brought forward the following recommendations for approval.

On a Motion by T. Mclean and Seconded by D. Morrison the Board approves the 2022-23 Capital Plan as presented. Carried.

On a Motion by T. McLean and Seconded by B. Nixon the Board approves the change of CEO authorization from \$25,000 to \$1,000,000 for budgeted capital expenses. Carried.

On a Motion by T. McLean and Seconded by M. McAllister the Board approves recommendation to the membership at the forthcoming annual meeting, that KPMG LLP be re-appointed external auditor of the Hospital for the fiscal year ending March 31, 2023. Carried.

7.4 Quality and Safety Committee Motion

M. McAllister provided background to the Quality and Safety Committee motion. The Ministry of Health has given hospitals the option to submit a Quality Improvement Plan (QIP) this year recognizing the impact of the pandemic and other key priorities. NHH has made the decision to go ahead and submit a QIP in order to set priorities for 2022-23. The dimensions focus on quality through timely and efficient care, service excellence and equity through increased awareness of equity, diversity and inclusivity. The Quality and Safety Committee has approved the submission of a QIP and recommend for Board approval.

On a Motion by M. McAllister and Seconded by R. Stevenson the Board recommends approval of the submission of a Quality Improvement Plan. Carried.

7.5 Report from the NHH Auxiliary

S. Forsyth shared an update on the key activities of the NHH Auxiliary. The Auxiliary currently has 258 volunteers on its roster. Volunteers are not yet back in emergency or at the Front Desk; however, they are interested and eager to return. Petticoat Lane is having new counters and cupboards installed thanks to A Day of Caring. Gross income from Petticoat Lane for May was over \$18,000, netting over \$12k, the highest in five years. Recent donations were auctioned off at Gummer Estate Auctions in Colborne and raised \$2,876.50. This brings Petticoat Lane's net revenue for April and May to \$18,931. The Little Treasure Shop for April and May had revenue of \$7500.

7.6 Report from the NHH Foundation

W. Ito provided an update on recent and upcoming activities of the NHH Foundation. The wine and ale event for 2022 is officially sold out. There will be 275 guests for the June 29th evening social and celebration under the Big Tent.

Back by popular request is the opportunity to offer purchase of cases of 6 or 12 bottles of wine from Henry of Pelham estate winery. The dates for this will take place between June 20th and July 4th and more details to be shared on social media and website once available.

Several information sessions for Donors have been planned. These sessions will take place throughout the fiscal year and due to capacity restrictions, they are invitation only events. The second such session is taking place Jun 7th. The panel will include host Dr. Andrew Stratford, and guests will feature Dr. Bhargava, Susan Walsh and Dr. Kate Everdell.

On Jun 18th the Foundation has been invited to have space within the Highland games. Volunteers will be on hand to serve tea, coffee and cookies for a donation to NHH.

McHappy Day was a huge success with over \$14,000,00 donated to the Hospital from the event. Thank you to all who volunteered and came out to support.

The NHH Gala for 2022 will take place Sat. November 5th at the Cobourg Lion's Centre. Tickets will likely go on sale early fall and details will be shared over the summer months.

The NHH Foundation financial audit is underway and will be presented at the next meeting of the Foundation Board.

7.7 Report from the Governance Committee

B. Selby provided the report on behalf of the Governance Committee.

7.7.1 Meeting Frequency and Length

A requirement of the Committee workplan is to review annually the cadence of both Committee and Board meetings. The cadence of these meetings will remain the same. Committee meetings can be up to 90 minutes in length and will continue virtual for the near future with the possibility of exploring a hybrid technology solution at a later date.

7.7.2 Board Policy Annual Review

A small committee was struck to review all Board policies as part of the Governance annual workplan to ensure consistency in language and formatting. The Finance and Audit Committee also reviewed all finance policies for consistency in language and formatting. Adjustments were made to policy III-01, III-02, III-03 and III-05 as noted in Finance and Audit Committee minutes of May 25, 2022. All policies will be presented and approved of the changes at the Annual meeting.

7.7.3 Board By-law Review

All by-laws were reviewed with a focus on ONCA requirements. Professional by-laws were reviewed by the Medical staff and will be presented at MAC June 21 for final approval. This has been a very detailed review of the bylaws which also included our legal counsel BLG provided input to ensure compliance with ONCA. The footnoted and redline version of the Board by-laws was pre-circulated to the Board. All by-laws will come back to the Annual meeting for formal approval.

It was Moved by C. Tozer and Seconded by M. McAllister to receive all reports as presented. Carried.

8. Other Business/Correspondence

No other business or correspondence was discussed.

9. IN CAMERA

On a Motion by T. McLean and Seconded by B. Nixon the meeting moved to in-camera. The in-camera meeting addressed matters related to medical human resources and financial matters.

10. TERMINATION

The meeting was terminated at 7:33 pm on a Motion by D. Morrison.