

## OPEN SESSION MINUTES

Thursday, April 10, 2014 at 5:30 p.m.  
Huntsville District Memorial Hospital Boardroom

Approved May 8, 2014

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**PRESENT:**

<i>Elected Directors:</i>	Larry Saunders	Charlie Forret	Kevin King	Evelyn Brown
	Donna Denny	Catherine King	Cameron Renwick	Joe Swiniarski
	Philip Matthews	Gregg Evans	Eric Spinks	Christine Featherstone
<i>Ex-Officio Directors:</i>	Dr. K. Kents	Bev McFarlane	Dr. Jan Goossens	
<i>Executive Support:</i>	Vivian Demian	Harold Featherston	Robert Alldred-Hughes	
<i>Staff Resource:</i>	Tammy Tkachuk			

**REGRETS:** Dr. Steven Herr      Natalie Bubela      Tim Smith

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**1.0 CALL TO ORDER**

With a quorum present, the Chair, Larry Saunders called the meeting to order at 1730 hours.

**1.1 APPROVAL OF AGENDA**

*It was moved seconded and carried that the meeting agenda be approved as circulated.*

**1.2 DECLARATION OF CONFLICT OF INTEREST**

Upon review of the agenda, there were no declarations of conflict of interest.

**1.3 HEALTH SYSTEM FUNDING OVERVIEW**

Charlie Forret explained that the Ontario Hospital Association had provided a webcast for Board Chairs with an overview of Health System Funding Reform and highlighted initiatives and the approach to funding and quality care. The information would be a benefit to all Board members. It was anticipated that the webcast would be available for this Board meeting; unfortunately the Ontario Hospital Association has yet to release this webcast. It was suggested and agreed that once available, the webcast would be made available to Board members through the Board portal.

Harold Featherston shared a picture of a Facilities Staff member, Rick Bremner, preparing for the power shut down at the Huntsville Hospital Site that occurred April 9, 2014. It was explained that the day proceeded as planned and in fact was complete ahead schedule with power fully restored by 4:00 pm instead of 5:00 pm. The South Muskoka Hospital Site did experience higher volumes than normal as anticipated. There were some lessons learned that will be discussed in a debrief scheduled for April 11, 2014. Honourable mentions and appreciation were extended to Rick Bremner for leading the electrical side and Monique Charlton for the organization and project management.

The Chair thanked Harold Featherston for the overview and requested that thanks be extended to the staff mentioned and all those involved for working so hard to ensure the project was a non-event.

**1.4 CHAIR'S REMARKS**

Larry Saunders spoke to the report that was pre-circulated and appended to the meeting packaged. In addition, the Hand Hygiene results were noted with a 93.4% in the before category and 93.8% for the after category. All staff, physicians and volunteers were commended for a job well done in exceeding these targets.

## **2.0 CONSENT AGENDA**

A question was raised regarding the signing limit for payments exceeding \$100,000; it was explained that with a \$74 million budget, this limit is not unreasonable and the Resources Committee was comfortable with the limit.

*It was moved, seconded and carried that the following items be approved or received as indicated:*

- 2.1 Approval of the Board of Director Meeting Minutes from March 13, 2014**
- 2.2 Receipt of the Resources Committee Report of March 27, 2014**
- 2.3 Receipt of the Human Resources Report as at February 28, 2014**
- 2.4 Approval of the revised Signing Authority, Bank Cheques Policy**
- 2.5 Receipt of the Compliance Report as at February 28, 2014**
- 2.6 Receipt of the Expense Reports**
- 2.7 Senior Leadership Team Report**

## **3.0 ENSURE PROGRAM QUALITY & EFFECTIVENESS**

### **3.1 UTILIZATION REPORT**

Bev McFarlane presented the most recent utilization reports for both acute care and complex continuing care and noted that the organization continues to struggle with the Alternate Level of Care volumes. Staff continue to meet with the Community Care Access Centre staff and review every patient. There has been a six month deep dive into the data to explore potential barriers or interventions. A question was raised from the floor inquiring if MAHC is able to fluidly move patients between Hospital Sites; B. McFarlane stated that when one site or the other is over census, staff do explore the potential to move patients.

### **3.2 REPORT OF THE CHIEF OF STAFF**

Dr. Jan Goossens noted that the March 2014 Medical Advisory Committee Report was included in the pre-circulated meeting package. Further to the report, Dr. Goossens explained that the next Joint Board, Physician, Administration meeting is scheduled for Thursday, April 17<sup>th</sup> and invited any interested Board members to attend. A similar meeting was recently held at the Huntsville Hospital; there was good attendance and Board members were thanked for being part of that. From the written report, Dr. Goossens highlighted that the Medical Advisory Committee has approved that there is no longer a transfer of care from Midwives to Physicians; this change reflects the broadening scope of midwifery practice.

## **4.0 REPORTS**

### **4.1 REPORT OF THE CHIEF EXECUTIVE OFFICER**

A copy of the April CEO Report was pre-circulated and appended to the agenda package for information. It was confirmed that the South West Local Health Integration Network will be considering Muskoka Algonquin Healthcare's Voluntary Integration related to Information Technology later in April 2014.

Larry Saunders circulated a hardcopy of a notification recently received from the North Simcoe Muskoka Local Health Integration Network advising that following the community presentations around Cataracts, the LHIN has made a decision to recall the Request For Proposals and that they will not be making a decision regarding Cataracts in the region. The notification has provided the Hospital with minimal information except that the LHIN has directed the Project Steering Committee responsible for vision care to refocus its efforts. Further information will be provided as it is made available.

### **4.2 REPORT OF THE PRESIDENT, MEDICAL STAFF**

There was no report from the President of the Medical Staff at this time.

## **5.0 PROVIDE FOR EXCELLENT MANAGEMENT**

### **5.1 CHIEF OF STAFF PERSONAL BUSINESS COMMITMENTS FOR 2014-2015**

Dr. Jan Goossens presented the proposed Chief of Staff business commitments for fiscal year 2014-2015 as pre-circulated and appended to the meeting package. Upon review and in response to a question from the floor, Dr. Goossens communicated that the most challenging goal would likely be gaining agreement from physicians to the

required certifications. It was further explained however that this is an emerging trend for Hospitals of MAHC's size. The second most challenging will likely be the reduction of the length of stay. With no further questions or comments, Mr. Saunders called the question on the motion.

***It was moved, seconded and carried that the Board of Directors approves the Chief of Staff Personal Business Committee for 2014-2015 as presented.***

## **6.0 CONTRIBUTE TO THE STRATEGIC DIRECTION**

### **6.1 STRATEGIC PLAN STATUS REPORT**

Evelyn Brown, Chair of the Strategic Planning Committee presented the Strategic Plan Status Report; a copy of the report was pre-circulated and appended to the agenda package. The initiatives reported as Yellow were reviewed and staff provided an overview of the mitigation strategies to advance these initiatives back to Green scoring. The Chair opened the floor for discussion and a suggestion was made to include identification of the 'Working Capital Deficit' as a risk for Initiative #6 - Meet all Hospital Services Accountability Agreement obligations.

## **7.0 ENDEAVOUR TO ENSURE FINANCIAL VIABILITY**

### **7.1 FINANCIAL RESULTS AS AT FEBRUARY 28, 2014**

Gregg Evans reviewed the financial results for the period ending February 28, 2014 as were pre-circulated in the meeting package. Mr. Evans provided a brief overview of the past year in reaching the current position \$90,665 surplus. Although there remains one month in the fiscal year, there is confidence that the positive trend will continue and there will be a slight surplus at year-end. Following the overview, the Chair opened the floor for questions and discussion. In response to a question from the floor related to Quality Based Procedure funding, it was explained that any excess volume would influence future funding but there is a two year lag for hospitals to experience an increase in funding. Organizationally, for any procedures that have not met the identified volumes, the budget numbers for the next year would be adjusted accordingly. Mr. Evans noted that although there will be a surplus, the Hospital has not generated the cash flow required to meet the parameter of the Working Funds Relief Program and this will continue to be a significant challenge in the next fiscal year.

***It was moved, seconded and carried that the Financial Results for the eleven months ending February 28, 2014 be approved.***

### **7.2 HOSPITAL SERVICES ACCOUNTABILITY AGREEMENT EXTENSION**

On behalf of the Resources Committee, Committee Chair Gregg Evans explained that in order for Local Health Integration Networks to forward funding to Hospitals, a valid signed agreement must be in place. The current agreement has expired and approval of this new extension will be for an additional three month period. There are no other changes to the agreement.

***It was moved, seconded and carried that the Board of Directors authorizes the Board Chair and Chief Financial Officer to sign the 2008-14 Hospital Services Accountability Amending Agreement to extend the agreement for a three-month period ending June 30, 2014.***

## **8.0 MEETING TERMINATION**

The next Board meeting is scheduled for May 8, 2014 at 5:30 pm in the Boardroom at the Huntsville Site. The Annual General Meeting is scheduled for Annual General Meeting - June 23, 7:00 pm, Active Living Centre, Huntsville.

***It was moved, seconded and carried that the open session be terminated and the Board of Directors proceed into the in-camera session.***

  
Larry Saunders, Chair

  
Natalie Bubela, Secretary