

## OPEN SESSION MINUTES

April 11, 2013 at 5:30 p.m.

South Muskoka Memorial Hospital Boardroom

Approved May 7, 2013

**PRESENT:**

<i>Elected Directors:</i>	Larry Saunders	Eric Spinks	Charlie Forret	Gregg Evans
	Rick Durst	Joe Swiniarski	Sven Miglin	Philip Matthews
	Bill Garriock	Evelyn Brown		
<i>Ex-Officio Directors:</i>	Natalie Bubela	Bev McFarlane	Dr. A. MacLennan	Dr. Jan Goossens
<i>Executive Support:</i>	Tim Smith	Harold Featherston	Robert Hughes	Vivian Demian
<i>Staff Resource:</i>	Tammy Tkachuk			

**REGRETS:**

Dr. Steven Herr      Catherine King      John Sinclair

**1.0 CALL TO ORDER**

The Chair, Larry Saunders called the meeting to order at 1731 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 MUSKOKA ALGONQUIN HEALTHCARE FUNDING SOURCES**

T. Smith provided an overview of the sources of funding within Muskoka Algonquin Healthcare's operating budget elaborating on three broad types of revenue which include the following:

- annual operating funding received through base funding, the HBAM formula and quality based procedures;
- one-time funding noting that there is no guarantee the funding will continue for the next fiscal year; and,
- flow through funding wherein Muskoka Algonquin Healthcare acts as a paymaster.

Clarification was provided in that approximately eighty percent of the revenue does come from the Ministry of Health and Long-Term Care. In terms of revenue related to patient diagnostic testing, it was also clarified that the Hospital only get reimbursed for technical fees related to outpatients; any inpatient activity does not provide additional revenue with regards to technical fees for diagnostics. N. Bubela noted that the newly formed Revenue Generating Committee is conducting a review of all revenue streams to ensure the Hospital is maximizing all opportunities. Discussion ensued briefly with regards to the recent media attention related to parking at hospitals and it was confirmed that parking at Muskoka Algonquin Healthcare is owned by the Hospital rather than a third party. T. Smith also clarified that although Internal Recoveries is listed as a revenue line it is in fact a requirement to charge internal departments for items such as laundry. It is imperative that the Hospital understand the new funding model as the HBAM and quality based procedures are implemented to ensure that costs are kept at a minimum.

**2.0 CONSENT AGENDA**

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

- **Approval of the Minutes from March 14, 2013**
- **Receipt of the Governance Committee Report**
- **Approval of the Financial Donations to External Organizations Policy**
- **Approval of the Community Representatives Policy**
- **Receipt of the Resources Committee Report**
- **Receipt of the Human Resources Report**

- **Receipt of the Compliance Report as at February 28, 2013**
- **Receipt of the Expense Reports**
- **Receipt of the Senior Leadership Team Report**

### **3.0 PROGRAM QUALITY AND EFFECTIVENESS**

#### **3.1 QUALITY MATTERS - PATIENT EXPERIENCE**

N. Bubela reviewed the March Quality Matters report and explained that a fair amount of attention and focus as of late has been related to patient identification and labeling ensuring that there is a clear and consistent understanding of processes across the organization. N. Bubela also shared correspondence from a patient highlighting the excellent service and staff in the Emergency Department.

#### **3.2 REPORT OF THE CHIEF OF STAFF / MEDICAL ADVISORY COMMITTEE**

Dr. Goossens spoke to the Point of Care program and the process implemented to ensure that the Lab Director has clear oversight for the program; it was confirmed that there is confidence that the Lab Director has the checks and balances in place for the program.

***It was moved, seconded and carried that the Board of Directors assign the Laboratory Director, (Dr. J. Penswick) responsibility for developing and implementing point of care testing processes and procedures regardless of whether the examinations are performed by laboratory staff and regardless of which program/service owns the devices.***

### **4.0 REPORTS**

#### **4.1 REPORT OF THE CHAIR**

The Chair reminded Directors that the Annual Board Evaluations are due to be completed by May 3<sup>rd</sup>. In addition, it was noted that the North Simcoe Muskoka Local Health Integration Network's Annual Forum is scheduled for May 28<sup>th</sup> and 29<sup>th</sup>. Registration is now open and Directors were encouraged to attend. E. Brown explained that from the experience of attending in 2012, the event would be highly recommended for Directors to attend from a networking perspective and learnings from participating organizations.

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

Further to the report pre-circulated with the meeting package, N. Bubela explained that the North Simcoe Muskoka Local Health Integration Network has advised that they are interested in profiling the Emergency Department and the good work that has been done with regards to the Pay For Results program. In addition, correspondence has been received from Accreditation Canada and it was announced that Accreditation Canada has reported that all conditions have been met and Muskoka Algonquin Healthcare has been awarded full Accreditation. The next Accreditation is scheduled for the Fall of 2014; planning will be underway in the near future. A brief discussion was had with regards to the cost of Accreditation and the benefits to the organization. It was confirmed that the costs are based on the organization's revenue and that there is benefit in terms of a very focused review of processes.

### **5.0 FINANCIAL VIABILITY**

#### **5.1 FINANCIAL RESULTS AS AT FEBRUARY 28, 2013**

P. Matthews reviewed the financial results and noted that there was a slight slip into a deficit position that was mainly caused by negative variances in the drugs, medical supplies and medical staff remuneration lines. T. Smith explained that there is confidence that the organization will end the year with a slight surplus. It was also noted that the funding related to the capital relief program has been received which will also be included in the 2012-2013 year end statements. Concern was noted with regards to the communication around the capital relief dollars and it was agreed that this will need to be carefully explained that it is related to capital and not operations. T. Smith also confirmed that there has been no communication received with regards to the funding for the 2013-2014 fiscal year.

***It was moved, seconded and carried that the Financial Results for the eleven month period ending February 28, 2013 be approved.***

## 5.2 HOSPITAL SERVICE ACCOUNTABILITY AGREEMENT EXTENSION

T. Smith explained that in order for Local Health Integration Networks to flow funding to Health Service Providers there is legal requirement to have a signed service agreement in place. The current Hospital Services Accountability Agreement with the North Simcoe Muskoka LHIN expired as of March 31, 2013 and for the interim until the Hospital completed the budget consultation process and is in a position to submit a balanced budget, this amending agreement will extend the current HSAA for a six month period.

***It was moved, seconded and carried that the six month extension of the Hospital Services Accountability Agreement with the North Simcoe Muskoka Local Health Integration Network be approved.***

## 6.0 FOSTER RELATIONSHIPS

### 6.1 HUNTSVILLE DISTRICT MEMORIAL HOSPITAL AUXILIARY REPORT

The report was received and Larry Saunders noted that one of the Auxiliaries major fundraisers is scheduled for August 19<sup>th</sup> which will be the 4<sup>th</sup> Annual Golf Tournament at Deerhurst Resort. B. Garriock also highlighted that the South Muskoka Foundation golf tournament is scheduled for June 12<sup>th</sup>. Participation was encouraged in both events. N. Bubela explained that for the South Muskoka Foundation staff will be participating in terms of cooking the barbeque lunch for the day.

## 7.0 IN-CAMERA SESSION

***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