

OPEN SESSION MINUTES

Thursday, April 14, 2016 at 5:30 p.m.
Huntsville District Memorial Hospital Boardroom
Approved May 12, 2016

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|------------------------------|------------------------|--------------------|------------------------|--|
| Elected Directors: | Charles Forret | Evelyn Brown | Gregg Evans | Philip Matthews |
| | Donna Denny | Ross Maund | Cameron Renwick | Brenda Gefucia |
| | Dave Wilkin | Frank Arnone | Christine Featherstone | |
| Ex-Officio Directors: | Natalie Bubela (T) | Dr. Jan Goossens | Dr. Paulette Burns | Karen Fleming |
| | Dr. Jennifer Macmillan | | | |
| Executive Support: | Tim Smith | Harold Featherston | Esther Millar | Robert Alldred-Hughes |
| Resources: | Tammy Tkachuk | | | (T) indicates intent to participate via teleconference |
| <u>REGRETS:</u> | John Kropp | | | |

1.0 CALL TO ORDER

With a quorum present, the Board Chair, Charles Forret called the meeting to order at 5:31 pm.

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

Directors were reminded that conflicts of interest are to be declared for any agenda items and the Director is to excuse him/herself from the meeting for the duration of the discussion. Upon review of the agenda, there were no conflicts of interest declared.

1.3 CHAIRS REMARKS

The Chair advised the Board that it is National Volunteer Week and expressed appreciation and thanks to all MAHC volunteers. Directors were encouraged to express appreciation to volunteers at every opportunity as they are crucial part of the success of MAHC. Appreciation was also expressed to Board Directors for volunteering their time to MAHC. The Chair reminded Directors of the upcoming NSM LHIN Forum and encouraged attendance. As well, Directors were requested to ensure completion of the Board Self-Assessment.

1.4 SMOKE-FREE GROUNDS IMPLEMENTATION UPDATE

Harold Featherston provided the Board with an update on the implementation of the smoke free grounds project as per the Smoke-Free Ontario Act. The MAHC properties will be 100% smoke free June 1, 2016. A copy of the presentation was circulated to each meeting participant. H. Featherston, in presenting an overview of the progress of the project to date, highlighted the number of policies under development, enforcement aspects and the cessation resources available to both patients and staff. The Chair thanked H. Featherston for the presentation and opened the floor for questions.

2.0 CONSENT AGENDA

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 10, 2016**
- 2.2 Receipt of the Quality & Patient Safety Committee Report of March 29, 2016**
- 2.3 Receipt of the Governance Committee Report of March 14, 2016**
- 2.4 Approval of the revised Responsibilities of Elected and Ex-Officio Policy**
- 2.5 Approval of the revised Community Representatives on Standing Committees Policy**
- 2.6 Receipt of the Resources Committee Report of March 31, 2016**

2.7 Receipt of the Human Resources Report as at February 29, 2016

2.8 Receipt of the Compliance Report as at October 31, 2015

3.0 ENSURE PROGRAM QUALITY & EFFECTIVENESS

3.1 PATIENT STORY

Karen Fleming provided the Committee members with the feedback provided by the daughter of a patient. Three specific nurses were identified for the exceptional care provided to her father and family and it was noted that they lived out the Family Presence policy. In addition, the pharmacist was recognized for going above and beyond with daily attention to ensure her father was comfortable and the physicians was recognized for demonstrating excellence with frequent visits and being easily accessible. The daughter also credited staff and physicians for providing her father with a peaceful death. There were no opportunities for improvement identified.

3.2 REPORT OF THE CHIEF OF STAFF/MEDICAL ADVISORY COMMITTEE

Dr. Jan Goossens presented the March 2016 report from the Medical Advisory Committee and highlighted that the Family Practice Committee is exploring decreasing benzodiazepine to assist in reducing the number of Falls. In addition, the Board was informed that the MAC is reviewing a template to begin sharing individual feedback to physicians related to metrics such as length of stay and that the Royal Victoria Regional Health Centre is establishing a new child mental health clinic for the region. There were no questions arising from the report.

3.3 BALANCED SCORECARD

Evelyn Brown presented the Balanced Scorecard as reviewed by the Quality & Patient Safety Committee at their March 29, 2016 meeting. The report was pre-circulated and appended to the meeting package. It was explained that the report is similar to the previous report and due to the amount of information and dialogue occurring at the Committee level an additional meeting was held and typically some of the data would have presented at a later date. It was also noted that given the importance of oversight for quality, a recommendation will be made for this Committee to meet a minimum of five times per year to ensure Committee members clearly understand the measures. The action plans for each of the indicators not meeting target were reviewed as pre-circulated with the meeting package. A question was raised regarding the significant increase in wounds over the previous month; K. Fleming will follow up. E. Brown also explained that there will be revamp to the framework.

3.4 ALTERNATE LEVEL OF CARE DAYS REPORT

The third quarter results for the Alternate Level of Care Days was presented; a copy of the report was pre-circulated with the agenda. The analysis and relation actions items were highlighted and it was noted that one area that poses a challenge for staff are those with behavioural related issues. It was also noted that this is generally an issue across the Province for all Hospitals.

4.0 ENDEAVOUR TO ENSURE FINANCIAL STABILITY

4.1 FINANCIAL RESULTS

Brenda Gefucia presented the Financial Report for the 11 months ending February 29, 2016. A copy of the financial report was pre-circulated and appended to the agenda package. It was explained that Management provided the Resources Committee with an update on actions plans related to overtime including the Corporate Nursing Team as well as other initiatives. Focus continues on the outstanding accounts receivables that built up during the new system implementation; the current portfolio is being managed well and there is little to no risk of default given the bulk are from the government. It was also highlighted that the use of the Line of Credit did increase; some of those increases are based on timing of transfer payments but as the working capital remains strained there may be a need to borrow addition dollars. The Board was informed of the process to borrow from the LHIN if required in the future. The floor was open to questions and discussion.

It was moved, seconded and carried that the Financial Report for the eleven month period ending February 29, 2016 be approved.

4.2 HOSPITAL SERVICE ACCOUNTABILITY AGREEMENT (H-SAA) – EXTENSION

The North Simcoe Muskoka Local Health Integration has issued a six-month extension to the Hospital Services Accountability Agreement. It was confirmed that this is an additional extension to the 2008 agreement. There were no further questions from the floor.

It was moved, seconded and carried that the Board of Directors approve a six-month extension to the Hospital Services Accountability Agreement for the period April 1, 2016 – September 30, 2016, and that the Board Chair and CEO be authorized to sign the extension.

5.0 REPORTS

5.1 CHIEF EXECUTIVE OFFICER REPORT

The April report of the Chief Executive Officer was received for information. In response to a question it was reported that not aware of any risk given that the MAHC name and logo have not been trademarked.

6.0 ADJOURNMENT

It was moved, seconded and carried that the open session be adjourned and the Board of Directors proceed into the in-camera session following a short recess.



Charles Forret, Chair



Natalie Bubela, Secretary