

## OPEN SESSION MINUTES

October 11, 2012

5:30 p.m.

South Muskoka Memorial Hospital Boardroom

Approved December 13, 2012

**ATTENDANCE**

<i>Elected Directors:</i>	Charlie Forret	Evelyn Brown	John Sinclair	Eric Spinks
	Sven Miglin	William Garriock	Joe Swiniarski	Gregg Evans
	Philip Matthews	Catherine King		
<i>Ex-Officio Directors:</i>	Natalie Bubela	Dr. Jan Goossens	Dr. A. MacLennan	Dr. Steven Herr
	Bev McFarlane			
<i>Executive Support:</i>	Tim Smith	Harold Featherston	Robert Hughes	
<i>Staff Resource:</i>	Christine Loshaw			

**REGRETS:** Rick Durst                      Larry Saunders**1.0 CALL TO ORDER**

With quorum present, Acting Chair Charlie Forret called the meeting to order at 5:32 hours. The Acting Chair welcomed Dr. Steven Herr, Vice-President of the Medical Staff to his first Board meeting and Erika Strok-McLellan, Process Improvement Projects Coordinator for MAHC.

**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 PROCESS IMPROVEMENT PROJECTS UPDATE**

Erika Strok McLennan presented an overview of the Process Improvement Projects initiatives at MAHC. N. Bubela acknowledged the excellent work that has been done. As well, Erika was acknowledged for her work as the project coordinator as well as all of the yellow and green belts who have completed training and taken the lead across the organization to achieve success.

**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 September 13, 2012*
- *Receipt of the Executive Committee Report*
- *Approval of the revised Executive Committee Terms of Reference*
- *Approval of the Executive Committee Work Plan*
- *Receipt of the Board Goals Dashboard Update*
- *Receipt of the Communications Plan Dashboard*
- *Receipt of the CEO and Chief of Staff Business Commitments Results*
- *Receipt of the Governance Committee Report*
- *Approval of the Governance Committee Work Plan*
- *Approval of the Board of Directors Work Plan*
- *Approval of the Education, Board of Directors Policy*
- *Receipt of the Resources Committee Report*
- *Approval of the Resources Committee Work Plan*

- *Receipt of the Human Resources Report*
- *Receipt of the Compliance Report as at August 31, 2012*
- *Receipt of the Expense Reports*
- *Receipt of the Consultant Use Report*

### 3.0 PROGRAM QUALITY AND EFFECTIVENESS

#### 3.1 PATIENT STORY

N. Bubela read aloud a letter received from a summer resident who expressed great satisfaction with the care that was provided to her father-in-law.

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

In addition to the Medical Advisory Committee report pre-circulated in the meeting package, Dr. Goossens reported that the Medical Advisory Committee met on September 17<sup>th</sup> and is continuing to work on completing the medical staff bylaws.

#### 3.3 PATIENT SAFETY EDUCATION

Bev McFarlane provided a presentation entitled “Gaps in Patient Safety – Can we Close Them?” B. McFarlane further reported that MAHC is engaged in a MSc (QIPS) at University of Toronto. Dawn Major, Manager of Infection Prevention and Control, Quality and Patient Safety has been accepted following a highly competitive process. As part of her learning, she will complete a thesis “Moving Patient Safety Culture Forward Through Quality Improvement” with a focus on three to six elements for the initial quality improvement project, implementing the change ideas and re-surveying of staff. The quality improvement journey will then continue with a focus on three new elements. B. McFarlane will be the Executive Sponsor for the project.

The chair expressed congratulations and best wishes to D. Major for her continued success.

### 4.0 REPORTS

#### 4.1 ANNUAL DELEGATION - FREEDOM OF INFORMATION

N. Bubela presented the recommendation of the Executive Committee with regard to the Freedom of Information and Protection of Privacy Act (FIPPA) as pre-circulated with the meeting package.

***It was moved, seconded and carried THAT the Chair of the Muskoka Algonquin Healthcare Board of Directors, delegate all powers and duties under the Freedom of Information and Protection of Privacy Act to the Senior Director – Corporate Services and Chief Financial Officer;***

***Further, if the Senior Director – Corporate Services and Chief Financial Officer is not reasonably available (e.g. illness, vacation, etc), then these powers and duties shall be delegated to the Manager, Health Information Services & Privacy Officer until the Senior Director – Corporate Services and Chief Financial Officer is reasonably available;***

***And further, if the Manager, Health Information Services & Privacy Officer is not reasonably available (e.g. illness, vacation, etc), then these powers and duties shall be delegated to the Board Liaison until the Manager, Health Information Services & Privacy Officer or the Senior Director – Corporate Services and Chief Financial Officer is reasonably available.***

#### 4.2 REPORT OF THE CHIEF EXECUTIVE OFFICER

In addition to the report included in the meeting package, N. Bubela advised that she was elected to the Governance Committee of the NSM LHIN Care Connections, effective immediately as well she was asked to sit on the Finance Committee of the Algonquin Family Health Team.

Dr. Herr elaborated on the role of the Physician Assistant in the ED at the HDMH Site, which has significantly improved wait times making the HDMH ED wait times the best in the province at present. Further discussion and clarification followed with respect to the differences between the scope of practice for Physician Assistant's and Nurse Practitioners. Current funding is approved for two years at present.

H. Featherston provided an overview of timing related to the Dialysis Renovation Project. The plan is to have the project completed by the end of December.

## **5.0 ENDEAVOUR TO ENSURE FINANCIAL VIABILITY**

### **5.1 FINANCIAL RESULTS AS AT AUGUST 31, 2012**

Phil Matthews reviewed the August 2012 year to date Financial Results as pre-circulated.

***It was moved, seconded and carried that the Board of Directors approve the Financial Statements for the five month period ending August 31, 2012.***

## **6.0 ENSURE BOARD EFFECTIVENESS**

### **6.1 NOMINATIONS COMMITTEE**

E. Brown reviewed the Nominations Committee recommendation as pre-circulated.

***It was moved, seconded and carried that the members of the Nominations Committee for 2012-2013 include Evelyn Brown as Chair, Gregg Evans and Eric Spinks.***

### **6.2 BOARD RETREAT PLANNING**

E. Brown provided a brief overview of the planning to date and the proposed dates for the Annual Board Retreat. Following a survey of the Board members, the Committee will be planning the retreat for Friday, April 5, 2013. A location is yet to be confirmed. Topics have been selected based on feedback received following the previous retreat.

In addition to the topic of "delivery of healthcare in the future", N. Bubela advised that there may be a sense of the direction of the Ministry of Health and Long-Term Care and North Simcoe Muskoka Local Health Integration Network by spring.

It was suggested and agreed that the Deputy Minister of Health and Ontario Hospital Association President be invited to attend as well.

In terms of the healthcare funding structure, it was noted that it is not likely that funding allocation for the next fiscal year will be known by that time; it is also unknown if detailed information regarding the quality procedure groupings will be known and where the organization stands with regard to the Ministry and LHIN targets.

## **7.0 FOSTER RELATIONSHIPS**

### **7.1 AUXILIARY REPORTS**

The report of the South Muskoka Memorial Hospital Auxiliary was received.

## **8.0 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.***

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Larry Saunders, Chair

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Natalie Bubela, Secretary