

## OPEN SESSION MINUTES

September 13, 2012

5:30 p.m.

Huntsville District Memorial Hospital Boardroom

Approved October 11, 2012

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<b>Elected Directors:</b>	Larry Saunders Sven Miglin Philip Matthews	Evelyn Brown William Garriock Catherine King	Charlie Forret Joe Swiniarski	Eric Spinks Gregg Evans
<b>Ex-Officio Directors:</b>	Natalie Bubela Bev McFarlane	Dr. Jan Goossens	Dr. A. MacLennan	
<b>Executive Support:</b>	Tim Smith	Harold Featherston	Robert Hughes	Vivian Demian
<b>Resources:</b>	Tammy Tkachuk			
<b>Regrets:</b>	Rick Durst	John Sinclair	Dr. Steven Herr	

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## 1.0 CALL TO ORDER

With quorum present, the meeting was called to order at 1732 hours by the Chair, Larry Saunders. The Chair welcomed Joe Swiniarski to his first meeting of the Board and also welcomed Dr. Adam MacLennan returning as President of the Medical Staff Association. Sven Miglin took a moment and expressed appreciation to the Board for the generous gift in honour of his tenure as Chair.

### 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 conflicts of interest declared.

### 1.3 POLICY AND PROCEDURE REVIEW

Evelyn Brown introduced the process that would be followed for the review of key Governance Policies.

## 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 June 18, 2012*
- *Approval of the Minutes from June 28, 2012*
- *Receipt of the Quality & Patient Safety Committee Report*
- *Receipt of the Patient Relations Report Q1*
- *Approval of the Quality Council Terms of Reference*
- *Approval of the QCIPA Review Policy*
- *Approval of the Strategic Planning Committee Work Plan*
- *Receipt of the Senior Leadership Team Report*

## 3.0 PROGRAM QUALITY AND EFFECTIVENESS

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

Dr. Goossens reported that the Medical Advisory Committee has reviewed a number of order sets and explained that order sets are a mechanism to have a standardized tool that increases efficiency of care and promotes better patient outcomes.

## 3.2 QUALITY IMPROVEMENT PLAN UPDATE & BALANCED SCORECARD RESULTS

Bev McFarlane provided an overview of the progress of the metrics included in the Quality Improvement Plan and Balanced Scorecard. It was noted that the August Hand Hygiene results are demonstrating achievement of the metric for August. This is following the implementation of the Hand Hygiene Campaign.

## 4.0 REPORTS

### 4.1 REPORT OF THE BOARD CHAIR

L. Saunders requested that each Board member complete and sign the Annual Declaration as provided and return to the Board Liaison office. In addition, each Director has been provided with the 2012 Quality Monitor report published by Health Quality Ontario is available for Board Members. This is the seventh annual report and describes how the different parts of the system (primary care, long-term care, hospitals, ect) perform across nine different dimensions.

The Chair took a moment to congratulate all of the Lab staff for a job well done on their Accreditation; further to the overview provided in the Senior Leadership Team Report it was noted that out of 484 requirements, MAHC was compliant with 97% of these. H. Featherston was requested to extend the Board's sincere thanks to all of the staff that were involved.

Directors were also asked to hold the date for the Annual MAHC Christmas Party scheduled for December 8th at the O'Meara Clubhouse in Huntsville.

### 4.2 REPORT OF THE CHIEF EXECUTIVE OFFICER

N. Bubela referred to the CEO's report pre-circulated and appended to the meeting package. In addition, the CEO commended the work of the Seniors Assessment and Support Outreach Team. The first quarter results will be presented to the Board at a future Board meeting.

## 5.0 CONTRIBUTE TO STRATEGIC DIRECTION

### 5.1 STRATEGIC ACTION PLAN STATUS REPORT

B. Garriock referred to the quarterly Strategic Action Plan Status update as pre-circulated with the meeting package and commented that the Committee is pleased with the implementation to-date with all of the projects identified meeting targets. N. Bubela also commented that each of the initiatives have individual project charters that will be reported on through the Committee structure in addition to this Quarterly report on the Plan as a whole.

### 5.2 PRE-CAPITAL SUBMISSION

H. Featherston provided an overview of the Draft Pre-Capital Submission which is the first step in the Ministry of Health and Long-Term Care's Capital Planning Process. The document was described as 'still a work in progress' in that some additional work is needed based on feedback from the Strategic Planning Committee as well as any feedback the Board may provide this evening. A preliminary review of the document has been completed by LHIN staff; overall the initial assessment was positive and additional meetings are being scheduled to provide a more in depth review. It was noted that further clarification will be provided within document related to the planning guidelines and space requirements. A suggestion was made to have some focus on the seniors population given the aging demographic in Muskoka. Discussion ensued regarding the resource requirements for the next step in the capital planning process; it was noted that from a systems process these steps are required in order to complete any infrastructure changes.

***It was moved, seconded and carried that the Board of Directors endorse the Pre-Capital Submission to the North Simcoe Muskoka Local Health Integration Network and the Ministry of Health & Long-Term Care.***

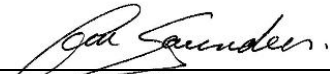
## 6.0 ENSURE BOARD EFFECTIVENESS

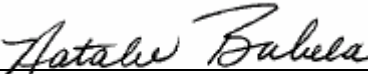
### 6.1 GOVERNANCE POLICY & PROCEDURE REVIEW CONT'D

Directors proceeded to complete the Governance Policy and Procedure review process.

## 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.*

  
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Larry Saunders, Chair

  
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Natalie Bubela, Secretary