



**Nipigon District Memorial Hospital
Board of Directors Regular Monthly Meeting
Monday May 30, 2011 – 7:30 p.m.
Board Room**

PRESENT: J. Lasook, Chair, B. Lance, Vice-Chair, Dr. R. Bond, E. Stefanidis, T. Lasook, J. Pothof, E. Rutherford, V. Bull, L. Harbinson, C. Grove, **Staff:** C. Collinson, L. Enders, B. Gellert, D. Hill

1. Board Education – Risk Management/Quality Improvement Program:

C. Collinson conducted a Power Point Presentation highlighting key elements of the hospital-wide risk management program. The program is meant to support quality patient care through the implementation of quality initiatives and the management of risk. QI Program goals include:

- Planning, implementing, monitoring and evaluating QI activities/programs to improve patient care and service
- Minimizing identified and potential risks to patients, staff and property
- Maintaining compliance with Accreditation Canada standards
- Maintaining credentialing standards

The program is governed by the principles of continuous improvement, a customer focus, positive outcome focus, and based on evidence

The RM portion of the program is meant to prevent patient, staff or visitor injury and the prevention of financial loss by unplanned and/or uncontrolled events

RM is designed to protect the human, financial, material and intangible assets of NDMH and monitor all aspects of the hospital operations

The four steps of RM are

- Risk Identification
- Risk Assessment/Analysis
- Risk Treatment
- Risk Evaluation

QI activities flow from RM monitoring and evaluation

Program roles and responsibilities were reviewed. The Board, though the CEO, is responsible for ensuring there is a program in place and empowers the development, implementation and evaluation of the program to senior management.

Indicators were discussed with C. Collinson providing members with the RM/QI program chart that included all the indicators, including occurrence reporting.

2010-11 was the 4th year of the program with an annual report provided to Board, QI committees and Staff at end of each fiscal year

2011-2012 will focus on an evaluation of the program with recommendations for improvements /changes / additions to be made given the implementation of ECFAA

2. Call to Order – J. Lasook called the meeting to order at 8:20 p.m.

3. Declaration of conflict of interest – None declared

4. Additions to the Agenda -

- 9.4 LTC Compliance
- 9.5 Garden Courtyard
- 9.6 Board Applicant
- 9.7 Three Hospital Report

Motion #1: Moved by T. Lasook, seconded by E. Rutherford that the agenda for the May 30, 2011 meeting of the Board of Directors be approved as amended.

CARRIED

5. **Minutes of Previous Board Meeting** – April 25, 2011

Motion #2: Moved by E. Stefanidis, seconded by L. Harbinson that the minutes of the April 25, 2011 Board of Directors Regular Monthly Meeting be approved.

CARRIED

6. **Business arising from the minutes**

6.1 **Handi-Van Update -** C. Collinson reported that the communication plan has been implemented regarding the end of the Hospital's administration of the Handi-Van. Partners, clients and the municipalities have been informed. The van will come off the road May 31, 2011. ACL has not yet decided if they would like the van. If an Agency is not willing to accept the donation of the Handi Transit vehicle, Administration will explore other disposal options.

Board members noted that the press release was very good, explained things well.

There has been no significant input from community members to the members of the Board as yet. It did come up at the Senior's supper and residents did approach the MPP and MP for assistance regarding the matter.

7. **Committee Reports**

7.1-7.3 Minutes of the following Committee meetings were reviewed:

Governance and Nominating Committee meeting – April 18, 2011

Quality and Utilization Committee meeting – April 25, 2011

Medical Advisory Committee meeting – May 4, 2011

Motion #3: Moved by C. Grove, seconded by B. Lance that the Board of Directors adopt the minutes of the following meetings:

Governance and Nominating Committee meeting – April 18, 2011

Quality and Utilization Committee meeting – April 25, 2011

Medical Advisory Committee meeting – May 4, 2011

CARRIED

7.4 Operations and Audit Committee – verbal report. As most Board members were present for the Operations meeting a verbal report was not required.

8. **Chief Executive Officer's Report** – The Chief Executive Officer's report was reviewed. C. Collinson responded to questions regarding items in the report.

Motion #4: Moved by E. Stefanidis, seconded by C. Grove that the Board of Directors accept the CEO's report.

CARRIED

9. **New Business**

9.1 **Year-End Financial Statements**

The Board of Directors reviewed the year-end financial statements as reviewed with the auditor earlier this evening. NDMH will end the 2010-11 year with a deficit of \$134,135 after amortization (\$76,783 Operational deficit).

Motion #5: Moved by J. Pothof, seconded by T. Lasook that the Board of Directors approve the amended Audited Financial Statements for the year ending March 31, 2011 to be presented to the membership at the Annual General meeting of the Corporation.

CARRIED

9.2 **Summary of By-Law changes 2010-11**

Members reviewed the summary of by-law changes to be presented to the membership at the Annual General meeting of the Corporation June 27, 2011. These had been reviewed previously but a change was made to Article 3.13 (a) (v) after review and recommendation of the Governance and Nominating Committee.

Motion #6: That the Board of Directors recommend the changes to the Corporation's By-laws be approved by the membership at the Annual General Meeting of the Corporation.

CARRIED

9.3 **Presentation of the 2010-11 Year-end Risk Management Report**

Members reviewed the year-end RM report. C. Collinson, B. Gellert and R. Bond responded to questions. Of note were the many targets achieved. R. Bond noted some of the challenges and strategies to ensure that physicians complete history and physical reports as well as discharge reports within timelines. B. Gellert noted that the Falls Committee has a work plan in place for 2011-12 to reduce harm from falls.

Review and revision of the program in the 2011-12 year will likely result in a shorter report.

Motion #7: Moved by E. Rutherford, seconded by B. Lance that the Board of Directors accept the 2010-11 year-end Risk Management Report for the organization.

CARRIED

9.4 **LTC Compliance**

B. Gellert informed members of the changes in LTC legislation with the passage of the new LTC Homes Act – proclaimed July 2010. With the new Act, processes for compliance have changed, as well as administrative responsibilities. She provided members with an implementation dashboard outlining the requirements. We have many of the pieces in place but they are not in an organized format. Staff will be working over the next two months to ensure all pieces are in place. The first compliance visit under this new system will likely result in more non-compliances that we are used to but this has been the case throughout the province as the new process is implemented. LTC Compliance will become a standing agenda item for the Board going forward as required by the legislation. Members expressed concerns regarding the 'surprise' nature of inspections but were made aware that this has always been the case.

9.5 **Garden Courtyard**

C. Collinson reviewed the history of the courtyard garden. This was established as a Board initiative to beautify the grounds and provide an outdoor place for residents of the hospital. V. Bull stated that she will organize a group of volunteers and is looking for financial support from Board members to purchase flowers and bedding plants. Members can direct a donation to the hospital for the courtyard beautification. C. Collinson will let V. Bull know how much has been donated by members.

9.6 **Board Applicant**

Motion #8: Moved by E. Stefanidis, seconded by C. Grove that Maureen Kuzik be added to the slate of nominees for the Board of Directors at the Annual General Meeting of the Corporation.

CARRIED

10. **Date and Time of Next Meeting** – the next Regular Monthly meeting is scheduled on Monday September 26, 2011
11. **Adjournment** – the Regular Monthly Meeting adjourned at 9:35 p.m.

CHAIR

SECRETARY