



**NIPIGON DISTRICT MEMORIAL HOSPITAL
Board Meeting
September 26, 2011**

PRESENT J. Lasook (Chair), B. Lance, E. Rutherford, L. Harbinson, M. Kusick, J. Pothof,
C. Grove, T. Lasook, C. Collinson, D. Hill

REGRETS E. Stefanidis, V. Bull, R. Bond

1. EDUCATION SESSION

1.1 *Freedom of Information and Protection of Privacy Act*

Privacy Officer, Tammy Barr provided a presentation to the members outlining the guidelines of FIPPA. General discussion took place.

1.2 *Understanding Roles and Accountability*

Guide to Good Governance, Chapter 1 Understanding the Role and Accountabilities of a Public Hospital, was summarized by C. Collinson. The Hospital's Board Accountability Statement was reviewed.

2. CALL TO ORDER

J. Lasook called the meeting to order at 7:56 p.m.

2.1 DECLARATION OF CONFLICT OF INTEREST

None declared.

APPROVAL OF AGENDA

The following items were added to the agenda:

4.5 2011-12 Operating Budget

4.6 Declaration of Authority for FIPPA

Motion #1

Moved by T. Lasook, seconded by E. Rutherford that the agenda of the meeting be approved as amended. Carried.

3. FOR REVIEW AND APPROVAL

3.1 *Minutes of previous Regular Meeting – May 30, 2011*

Motion #2

Moved by J. Pothof, seconded by B. Lance that the minutes of the Regular meeting of May 30, 2011 be approved. Carried.

3.2 *Minutes of Special Meeting – June 27, 2011*

Motion #3

Moved by E. Rutherford, seconded by B. Lance that the minutes of the Special meeting of June 27, 2011 be approved. Carried.

- 3.3** *Operations and Audit Committee Meeting Minutes - May 30, 2011*
Medical Advisory Committee Meeting Minutes - June 1, 2011
Medical Advisory Committee Meeting Minutes - September 7, 2011
Quality and Utilization Committee Meeting Minutes - June 22, 2011
Governance and Nominating Committee Meeting Minutes - August 22, 2011

Motion #4

Moved by T. Lasook, seconded by L. Harbinson that the minutes of the listed meetings be approved as amended. Carried.

4. ITEMS REQUIRING DECISIONS/MOTIONS

4.1 Chief of Staff nomination

Dr. R. Bond has resigned as Chief of Staff. At the September MAC meeting the physicians recommended that Dr. John Jackson Hughes be appointed as Chief of Staff by the Board of Directors.

Motion #5

Moved by T. Lasook, seconded by B. Lance that Dr. John Jackson Hughes be appointed Chief of Staff. Carried.

4.2 Governance and Nominating Committee Annual Work Plan

The annual Board Evaluation identified a need for governance education and drafted an annual Work Plan focused on governance. The draft was presented to the Board.

Motion #6

Moved by J. Pothof, seconded by T. Lasook that the Board of Directors approve the 2011-12 draft Work Plan of the Governance and Nominating Committee. Carried.

4.3 Report of the Chief Executive Officer

C. Collinson added to her report that she has recently submitted a proposal to the North West Local Health Integration Network that supports frail and high-risk seniors in their homes. She received a call today from the NW LHIN that the proposal was approved. A teleconference is scheduled later this week to discuss details moving forward.

C. Collinson welcomed questions regarding her report. E. Rutherford inquired as to the status of the energy retrofit. C. Collinson stated that the Hospital has signed a Letter of Intent with Honeywell and the Hospital will move forward based on the energy audit results. J. Pothof requested an update from J. Lasook on the status of the CEO employment contract which will be discussed in-camera later this evening.

Motion #7

Moved by C. Grove, seconded by B. Lance that the Board of Directors accept the report of the Chief Executive Officer. Carried.

4.4 Draft Perquisite Policy

J. Pothof, Chair of the Operations and Audit Committee, discussed the policy and its evolution as per the Broader Public Sector Guidelines.

Motion #8

Moved by J. Pothof, seconded by C. Grove that the Board of Directors approve the Perquisite Policy. Carried

4.5 Budget Motion

J. Pothof reviewed the 2011-12 budget and identified that our funding increase is 1.8% this fiscal year. The Hospital is required to submit a balanced budget, or, if unable to balance, an Improvement Plan must be submitted that demonstrates how the Hospital will achieve a balanced budget. At their meeting earlier this evening, the Operations and Audit Committee reviewed the budget presented by staff and recommends the submission of the proposed budget to the NW LHIN. The proposed budget has also been reviewed by the Fiscal Advisory Committee with suggested changes incorporated into the budget presented this evening.

Motion #9

Moved by E. Rutherford, seconded by J. Pothof that the Board of Directors approve the submission of the 2011-12 Operating budget as recommended by the Fiscal Advisory Committee and the Operations and Audit Committee. Carried.

4.6 Declaration of Authority for FIPPA

The legislative accountability for meeting the wide range of duties under FIPPA is the responsibility of the “head”, a position assigned to the Chair of the Board in the legislation. This responsibility can be delegated to the Chief Executive Officer through Board delegation.

Motion #10

Moved by B. Lance, seconded by L. Harbinson that the Chair of the Board of Directors delegate her authority under the Freedom of Information and Protection Act to Catherine Collinson, Chief Executive Officer. Carried.

5. ITEMS FOR DISCUSSION

5.1 Code of Conduct and Conflict of Interest Guidelines

All Board members in attendance signed and dated Board Member Affirmation of the Code of Conduct and Conflict of Interest Guidelines. Discussion took place around when to leave the meeting when a conflict of interest is apparent. The Governance and Nominating Committee will review the comments of the Board members at the October 17th meeting and bring a recommendation forward.

5.2 Board Evaluation Summary Results

As per 4.2 Governance and Nominating Committee Annual Work Plan, members reviewing the evaluation survey noted opportunity for improvement in governance knowledge within the Board. The remainder of the survey demonstrated strengths in Board composition and quality, Board structures and processes, Board efficiency and performance, and self assessment.

5.3 Board of Directors Annual Education Plan

The Annual Education Plan includes 15 minutes of education about the facility and 15 minutes of governance education at the beginning of each Board meeting. Members identified hospital tours as valuable, ensuring that staff costs are not incurred during same. Presentations from outside agencies, including Ambulance and other service providers would be desired as well.

5.4 *LTC Compliance*

The Implementation Dashboard was reviewed and revealed that only two requirements are yet to be initiated. 91% of requirements have been either initiated or achieved.

5.5 *Consent Agenda*

Members were provided with background information regarding Consent Agendas in the package. Members discussed the benefits of adopting a consent agenda. All members agreed that using the tool recognizes the benefits in the interest of time. Use of the Consent Agenda requires members to receive and review their packages in advance of the meeting. Unless a Board member feels that an item should be discussed and request the removal of that item ahead of time, the entire Consent Agenda is voted on at once, without any additional explanations or comments. Members requested the inclusion of the Consent Agenda on a go-forward basis for Board meetings.

5.6 *Life Line*

C. Collinson stated that the current equipment is coming to the end of its useful life and will require replacement at an expense estimated at \$45,000. In conversation with Philips several options are possible – 1) continue as is, 2) Philips will provide service and the Hospital will promote the service on patient discharge and will receive \$5.00 per month for each new referral, 3) the Hospital provide the service and lease the equipment. C. Collinson stated that in the new Seniors at Home initiative she requested new Life Line equipment. The Hospital realizes a profit of 4,800 per year for Life Line, however, this does not include staff hours. The Board requested the preparation of a report to be presented at the next Board meeting. This report will include options considering time spent by staff, possible liability and financial considerations for the subscriber.

6. ITEMS FOR INFORMATION

6.1 *Workwell Audit*

The WSIB audit of the Hospital's Health and Safety Program in August was completed. NDMH will be required to undergo a second audit in April 2012 to achieve a pass.

6.2 *Energy Audit Update*

As stated previously, the two short-listed vendors made presentations in August (attended by two Board members) and Honeywell was chosen as the preferred vendor to move forward.

6.3 *Telemedicine Proposal*

Funds have been approved to support additional nursing hours for Telehealth services.

6.4 Proposal to Increase Nurses Time at the Bedside

A proposal has been submitted to examine opportunities to increase nurses' (RN and RPN) time at the bedside, utilizing examine quality improvement methods to determine where nurses are spending their time. The goal is to decrease non value added time for nursing staff.

6.5 Accreditation Letter for Laboratory

C. Collinson congratulated S. Normore on his excellent effort in receiving OLA accreditation.

7. OTHER BUSINESS

7.1 New Agenda Format

All members were impressed with the new agenda format and appreciated the time limits placed on each item so that the meeting may remain focused. It was agreed unanimously to continue with the new agenda format.

7.2 Meeting Times

The members agreed to a trial change in meeting times. For the months of October and November 2011 and January 2012, Committee meetings will commence at 6:15 p.m. and Board meetings will commence at 7:15 p.m.

8.0 IN-CAMERA

Members moved to in-camera session from 9:15 P.M. – 9:25 P.M.

NEXT MEETING

Monday, October 24th, 2011 at **7:15 p.m.**

Meeting adjourned at 9:26 pm

Judy Lasook, Chair

C. Collinson, Secretary