

# Nipigon District Memorial Hospital Regular Board Meeting

**Monday, September 28, 2015**

**PRESENT** K. Pristanski (Chair), E. Rutherford (Vice Chair), M. Kusick, J. Pothof,  
Dr. Rhonda Crocker Ellacott\*, Sonja Stephenson\*, Dr. Ravinder Dhaliwal\* (*audio*)

**OTHER** Dan Hill (CFO)

## **EDUCATION** **Regional Critical Care Response Program**

Dr. Crocker Ellacott provided an interactive demonstration of the RCCR program, via OTN. The LHIN funded pilot program brings critical care and trauma expertise to patients across the region.

### **1.0 CALL TO ORDER**

K. Pristanski called the meeting to order at 6:05 pm.

### **2.0 PATIENT STORY**

Dr. Crocker Ellacott educated the Directors on the value of sharing a patient's story. The sharing of a patient's health care journey provides opportunities for quality improvement. It helps build a picture of what it is like as a service-user, how we can make improvements to the service we provide, and celebrate successful patient experiences. With the permission of a recent patient, Dr. Crocker Ellacott shared his story and congratulated the staff on their extra ordinary efforts.

### **3.1 QUORUM**

Achieved.

### **3.2 CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

### **3.3 APPROVAL OF AGENDA**

Moved by: J. Pothof

Seconded by: E. Rutherford

*"That the Agenda be approved as circulated."*

### **3.4 CHAIR REMARKS**

K. Pristanski welcomed the members back from summer hiatus. He has been successful in recruiting a person from the Nipigon community to the Board. He encouraged the members to continue their recruitment efforts.

### **4.0 PRESENTATION**

#### **4.1 Accreditation Canada, Board Self Assessment**

S. Stephenson provided a tutorial on the Governance Self Assessment that must be completed by each Board member and submitted by November 30<sup>th</sup> in preparation for the Accreditation visit of September 2016.

## 5.0 CONSENT AGENDA

Moved by: J. Pothof

Seconded by: M. Kusick

*"That the Board of Directors approves the Consent Agenda as presented."*

## 6.0 REPORTS AND DISCUSSIONS

### 6.1 Credentialing

Moved by: M. Kusick

Seconded by: J. Pothof

*"That the Board of Directors approves the staff status changes of Dr. John Jackson Hughes from Active to Locum, and Dr. David Janhunen from Locum to Associate."*

Moved by: J. Pothof

Seconded by: E. Rutherford

*"That the Board of Directors approves the following to the Locum Staff category for the remainder of 2015."*

- David Crawford
- Diana Bennett
- Damian Gunaratne
- Ji Zhou

Moved by: J. Pothof

Seconded by: E. Rutherford

*"That the Board of Directors approves Dr. John Rawlinson to the Courtesy Staff category for the remainder of 2015."*

Moved by: E. Rutherford

Seconded by: M. Kusick

*"That the Board of Directors approves the following to the Regional Staff category for the remainder of 2015."*

- Alallam Alallam
- Rajni Bhatia
- Mary Ann Cooper
- Christine Giordani
- Sunil Gulavita
- Jonathan Huber
- Laura Power
- Anthony Ralph-Edwards
- Jonathan Rhee
- Elena Tsvetkova
- Martin Wlordarski
- Shawn Dookie, Nurse Practitioner
- Arlene McCorry, Nurse Practitioner
- Alison Thompson, Nurse Practitioner
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### 6.2 Report from President and CEO

Dr. Rhonda Crocker Ellacott, President and CEO reported on the following:

- Introductory Meetings
- Annual Emergency Tabletop Exercise of September 3<sup>rd</sup>, 2015
- Building Maintenance

- Hospital Improvement Response to LHIN
- Helipad Inspection
- NDMH H-SAA
- College of Pharmacists Site Visit
- Resource Matching and Referral
- Accreditation
- North Short Hospitals and NOSP Annual Board Education Retreat

J. Pothof requested, and Dr. Crocker Ellacott provided additional information regarding the requirements of the College of Pharmacists Site Visit.

Moved by: J. Pothof

Seconded by: M. Kusick

*"That the President and CEO report of September 2015 be accepted as presented."*

## 7.0 **BUSINESS MATTERS**

### 7.1 **Board Meeting Attendance Review 2014/15**

K. Pristanski commended the Directors on their commitment to the Board.

### 7.2 **Annual Evaluation Results 2014/15**

Reviewed without comment.

### 7.3 **Approval of Work Plan 2015/16**

Members are pleased with the current format.

Moved by: E. Rutherford

Seconded by: J. Pothof

*"That the 2015/16 Board Work Plan be accepted as presented."*

### 7.4 **Board Meeting Schedule 2015/16**

Reviewed without comment. The Open Board meetings of the Board of Directors of Nipigon District Memorial Hospital will remain on the last Monday of each month at 5:30 pm.

Moved by: J. Pothof

Seconded by: M. Kusick

*"That the 2015/16 Board meeting schedule be accepted as presented."*

### 7.5 **Board Terms of Reference**

The document BRD 20 Board Terms of Reference was reviewed to reflect draft changes.

Moved by: E. Rutherford

Seconded by: M. Kusick

*"That BRD 20, Board Terms of Reference be accepted as presented."*

**7.6 Application to the Board**

K. Pristanski stated that he has successfully recruited E. Hill, RBC Branch Manager. His application and skills inventory was provided to the Directors.

Moved by: J. Pothof

Seconded by: M. Kusick

*"That the Board of Directors, after review of the application of Evan Hill, approve Mr. Hill for a one year term of appointment."*

**7.7 Q1, Finance**

**Disbursements**

D. Hill reviewed the disbursements for June 2015. Directors requested clarification on payment to Blackstone Energy. D. Hill explained that they are our energy agent; rates are negotiated and paid on our behalf which we reimburse.

**Financial Update**

D. Hill reviewed. No comments.

**Financial Performance and Variance Analysis**

D. Hill reviewed. Statistical Activity Summary to be reviewed and updated.

**Small Hospital Comparison, Benchmarking**

D. Hill provided a review of the facility comparison for 2014/15 of small hospitals in the NW LHIN. NDMH continues to appear efficient in comparison to its peers.

**7.8 Q1, Quality Improvement**

**Targets/Initiatives (Acute & LTC) - Falls / Safety/Security/Other**

S. Stephenson reviewed. No comments.

**Utilization Data/OTN Stats Beardmore**

S. Stephenson reviewed. No comments.

**Satisfaction Surveys - In Patient/Post Discharge/ER**

S. Stephenson reviewed. Directors stated that comparison of last fiscal year's quarter would be beneficial. S. Stephenson to include in quality improvement reporting.

**QIP Progress**

S. Stephenson reviewed. No comments.

**8.0 FOR INFORMATION**

**8.1 Thank You**

A thank you note was read from outgoing CEO, C. White.

**8.2 Next of Kin**

The Board of Directors wish to acknowledge a generous bequeath given to the hospital.

Attempts to contact next of kin thus far have not proven successful. K. Pristanski will further investigate.

**8.3 Health Achieve North**

The Ontario Hospital Association is hosting Health Achieve in Thunder Bay; November 3<sup>rd</sup> and 4<sup>th</sup>. Directors are encouraged to contact the Administration office for registration.

**8.4 LHIN Minute Health Care Update NW LHIN Information**

**8.5 Northshore/NOSP Board Education Materials**

E. Rutherford briefed the Directors on the retreat.

**9.0 DIRECTOR COMMENTS**

No comments.

**10.0 DATE OF NEXT MEETING**

Monday, October 26<sup>th</sup>, 2015 - Boardroom 5:30 pm

**11.0 IN CAMERA**

Moved by: J. Pothof

Seconded by: M. Kusick

*"That the Board of Directors moves to In Camera."*

**12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 8:45 pm.