

Nipigon District Memorial Hospital
Regular Board Meeting

Monday, September 29, 2014

PRESENT K. Pristanski (Chair), E. Rutherford (Vice Chair), L. Harbinson, M. Kusick, J. Pothof,
Dr. Jackson Hughes, S. Stephenson, D. Hill, J. Jean (Recorder)

REGRETS C. White, T. Lasook

CALL TO ORDER

K. Pristanski called the meeting to order at 6:15 pm.

1.1 Quorum
Achieved.

1.2 Declaration of Conflicts
There were no declarations of conflict of interest.

1.3 Approval of Agenda
The agenda was approved with the addition of
5.15 – Administrative document Patient Incident/Occurrence Reporting, ADM 24

Motion #1

Moved by E. Rutherford, seconded by J. Pothof THAT the agenda be accepted as amended.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

VERIFICATION OF PREVIOUS MEETING MINUTES

2.1 Quality & Utilization Meeting Minutes, June 23, 2014
The opportunity for comment was provided by K. Pristanski. No questions or comments from the Directors.

Motion #2

Moved by M. Kusick, seconded by L. Harbinson THAT the Quality & Utilization Meeting minutes of June 23, 2014 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

2.2 Regular Board Meeting Minutes, June 23, 2014
The opportunity for comment was provided by K. Pristanski. No questions or comments from the Directors.

Motion #3

Moved by J. Pothof, seconded by E. Rutherford THAT the Regular Board Meeting

minutes of June 23, 2014 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

2.3 MAC Meeting Minutes, September 17, 2014

The opportunity for comment was provided by K. Pristanski. No questions or comments from the Directors.

Motion #4

Moved by J. Pothof, seconded by L. Harbinson THAT the MAC Meeting minutes of September 17, 2014 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

ANNUAL DECLARATION AND CONSENT

3.1 Annual Signing of Director Declaration and Consent

All documents pertaining to the signing of the Declaration and Consent were reviewed by the members prior to the meeting. Declaration and Consent documentation was completed by all Directors in attendance.

BUSINESS ARISING FROM MINUTES

4.1 Lap Tops

In early spring 2014 the Board considered the use of lap tops to avoid excessive paper and postage costs. E. Rutherford had agreed, at that time, to share his experience on his use of a lap top with another committee. As E. Rutherford has not yet had the opportunity to make use of the electronic device this was deferred.

4.2 Letter from LHIN regarding Requirement to Submit a Hospital Improvement Plan and NDMH Response

Much discussion has taken place in the past around the requirements of the HIP. No comments at this time.

MATTERS REQUIRING DECISIONS

5.1 CEO Report

K. Pristanski reviewed the CEO's report with the Directors.

Motion #5

Moved by M. Kusick, seconded by E. Rutherford THAT the CEO report of September 2014 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

5.2 Board Terms of Reference

K. Pristanski stated that the change to the Terms of Reference includes the work of the previous Committees.

Motion #6

Moved by J. Pothof, seconded by L. Harbinson THAT the Focused Board Terms of Reference be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

5.3 Credentialing

Motion #7

Moved by M. Kusick, seconded by J. Pothof THAT the Board of Directors appoint Dr. Nicholas Escott to the Courtesy Staff category for the remainder of 2014.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

Motion #8

Moved by L. Harbinson, seconded by M. Kusick THAT the Board of Directors appoint Dr. Michael Wilson, Dr. Michael DiMeo, Dr. Kevin Agostino, Dr. Carla Dubois, Dr. Jennifer (Dani) Garon, Dr. Carla Barkman to the Locum Staff category for the remainder of 2014.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

Motion #9

Moved by J. Pothof, seconded by L. Harbinson THAT the Board of Directors appoint

- Debra Bishop
- Anali Dadgostar
- Lillian Dunn
- Roy Laine
- Tina Lefrancois
- Vanessa Luks
- Moira Mangatal
- Carey Murphy
- Rudolf Novak
- Marie N. Quevillon-Dussault
- Sandra Shymko
- Bhadresh Surti
- Lea Velsher

to the Regional Ordering Staff category for the remainder of 2014.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

5.4 Board Policies/Procedures Review

The following Board documentation was reviewed by the Directors without any recommendations for change.

- Statement of Roles and Responsibilities of the Board, BRD 02
- Board Director Description, BRD 23
- Board Code of Conduct, BRD 03
- General Principles Regarding Conflict of Interest, BRD 04
- Conflict of Interest, BRD 05
- Confidentiality, BRD 06
- Board Communications, BRD 07

Motion #10

Moved by E. Rutherford, seconded by L. Harbinson THAT the above noted Board policies and procedures be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

5.5 Quality Improvement Program, ADM 22

S. Stephenson reviewed the document.

Motion #11

Moved by L. Harbinson, seconded by J. Pothof THAT Administrative document Quality Improvement Program, ADM 22 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

5.6 Critical Incident Reporting/Disclosure, ADM 23

S. Stephenson reviewed the document.

Motion #12

Moved by J. Pothof, seconded by E. Rutherford THAT Administrative document Critical Incident Reporting/Disclosure, ADM 23 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

5.7 Volunteer Program, ADM 06

S. Stephenson stated that this document supports the earlier presentation by B. Nuttall on the Hospital's Volunteer Program.

Motion #13

Moved by L. Harbinson, seconded by M. Kusick THAT Administrative document Volunteer Program, ADM 06 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

5.8 Vulnerable Sector Screening Program, ADM 21

S. Stephenson stated that this document complies with our responsibility to our vulnerable occupants. Discussion took place around the necessity of a vulnerable sector screening, the concerns expressed by current volunteers, and the future recruitment of new volunteers.

Motion #14

Moved by E. Rutherford, seconded by J. Pothof THAT Administrative document Vulnerable Sector Screening Program, ADM 21 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

5.9 Patient Incident/Occurrence Reporting, ADM 24

S. Stephenson reviewed the document.

Motion #15

Moved by E. Rutherford, seconded by M. Kusick THAT Administrative document Patient

Incident/Occurrence Reporting, ADM 24 be accepted as presented.
In favor - 5 Opposed - 0 Abstention - 0 Carried.

MATTERS FOR DISCUSSION

Governance

- 6.1 Board/Committee Meeting Attendance Summary 2013/14
No Comments.
- 6.2 Annual Board Evaluation Results of June 23, 2014
No Comments.
- 6.3 Board Quality Indicators
K. Pristanski noted that these indicators are part of Board's participation in quality improvement. K. Pristanski noted that the Board achieved or exceeded most of its targets for 2013/14.

Financial

- 6.4 Disbursements for May, June, July and August 2014
Reviewed and discussed by D. Hill.
- 6.5 Financial Performance and Variance Analysis
Reviewed and discussed by D. Hill. K. Pristanski has requested that a current Vendor's List be provided to the Directors at the October meeting. D. Hill will provide this.
J. Pothof requested clarification on an inconsistency relating to HOCC. D. Hill will provide this at the October meeting.

Motion #16

Moved by J. Pothof, seconded by L. Harbinson THAT the Financial Performance and Variance Analysis as at June 30, 2014 be accepted as presented.

In favor - 5 Opposed - 0 Abstention - 0 Carried.

- 6.6 Small Hospital Comparison, Benchmarking and Variance Analysis
Reviewed and discussed by D. Hill.

Quality

- 6.7 Quality Improvement Plan Progress
S. Stephenson reviewed. Progress on the Quality Dimension *Integrated* was discussed. S. Stephenson stated that a LHIN wide discharge planning project is being implemented and our Family Health Team is working with us in this initiative. S. Stephenson discussed the challenges of discharge planning including who is best to see a patient for follow up post discharge (ie. physician, mental health counselor, diabetes nurse). The seven day post discharge timeline poses a challenge with follow up appointments.

6.8 Q1 Reporting

Falls

Reviewed by S. Stephenson.

Safety/Security/Other Incidents (ER/Acute/LTC)

Reviewed by S. Stephenson.

Survey – Post Discharge Follow Up

Reviewed by S. Stephenson.

Survey – In Patient Satisfaction

Reviewed by S. Stephenson.

Survey ER (Random)

Reviewed by S. Stephenson.

Utilization Data

Reviewed by S. Stephenson.

6.9 Outside Committees

J. Pothof has agreed to continue as the LHIN representative. He will attend the LHIN Workshop in Thunder Bay on the 22nd of October. E. Rutherford also expressed interest in attending.

M. Kusick has agreed to represent the NDMH Board as a member of the Family Health Team's Board of Directors.

MATTERS FOR REVIEW

7.1 Board Work Plan

K. Pristanski stated that the change to the Board Work Plan includes the work of the previous Committees.

7.2 Strategic Directions

Reviewed without comment.

READING MATERIAL

8.1 Today's News

No comments.

OTHER

9.1 K. Pristanski read a letter of thanks from bursary recipient C. Dumonski and a letter of thanks from recently retired employee J. Fuller.

IN CAMERA

10.1 Motion #17

Moved by J. Pothof, seconded by E. Rutherford THAT the Board move to *In Camera* at 7:55 pm.

In favor - 5

Opposed - 0

Abstention - 0

Carried.

10.2 Motion #18

Moved by E. Rutherford, seconded by J. Pothof THAT the Board move to adjourn the *In Camera* session at 8:05 pm.

In favor - 5

Opposed - 0

Abstention - 0

Carried.

ADJOURNMENT

K. Pristanski adjourned the meeting at 8:05 pm.

NEXT MEETING

Monday, October 27, 2014 @ 6:15 pm, Board Room