



SUMMARY MINUTES OF THE BOARD OF DIRECTORS Tuesday, October 14, 2014 (18:30 hours) Board Room

ATTENDANCE

Present:

Sylvie Bélanger
Jo-Anne Beninger
Collin Bourgeois
* Cynthia Désormiers
Julie Duhaime
Howard Longfellow
Janet Parsons
Daniel Richard
Eric Stevens
* Jo-Ann Lennon-Murphy

Regrets:

* Dr A. Béhamdouni
* Dr. Klère Bourgault
Priscille Desjardins
Léo Malette
* Dr. Richard Katsuno
Charles Goulard
* Non-voting Board members

Participant: Ryan Jeffers, Chief Financial Officer

1. Call to Order & Welcome

Collin Bourgeois called the meeting to order at 18:40 hours and welcomed everyone.

2. Presentation : Discharge Planning

Jo-Ann Lennon-Murphy provided the board with an overview of the Discharge Planner & the discharge process at the WNGH. The supporting documentation provides details on the role and responsibilities of the Discharge Planner, the discharge process and its clientele, statistics, and a snapshot of the new Behavioral Support Program initiated at the WNGH in June 2014.

- Since the rollout of the CriteCall Repatriation as part of the Life or Limb Policy, the Hospital has been able to repatriate the vast majority of its patient leaving for other hospitals to receive higher level of care.
- Sylvie Bélanger commended the discharge planner for the valuable collaboration that has been providing to community agencies and service providers.

3. Approval of the Consent Agenda

Moved by Janet Parsons, seconded by Daniel Richard

« THAT THE CONSENT AGENDA FOR THE OCTOBER 14, 2014 BOARD OF DIRECTORS MEETING, BE APPROVED »

Carried M-14-96

4. Approval of the Regular Agenda

Moved by Daniel Richard, seconded by Julie Duhaime

« THAT THE REGULAR AGENDA OF THE MEETING OF THE BOARD OF DIRECTORS HELD TUESDAY, OCTOBER 14TH, 2014, BE ACCEPTED AS PRESENTED. »

Carried M-14-97

5. Declaration of Pecuniary Interest

No conflict of interest was declared.

6. Business/Committee Matters

1. Chief of Staff - Medical Staff Report (Dr. K. Bourgault)

Dr. Bourgault reported on the importance of timeliness in completing accurate discharge summary and meeting data submission compliance deadlines.. There is a correlation between data submission and funding.

2. Recommendation arising from the Finance and Audit Committee – August 2014 Financial Statements

The minutes of the Finance and Audit Committee meeting held September are not available at this time. Moved by Howard Longfellow, seconded by Sylvie Bélanger

« THAT ON THE RECOMMENDATION OF THE FINANCE AND AUDIT COMMITTEE, THE BOARD OF DIRECTORS APPROVES THE FINANCIAL STATEMENTS FOR THE PERIOD ENDING AUGUST 31ST, 2014, AS RPESENTED. »

Carried M-14-98

3. Health Infrastructure Renewal Fund (HIRF) and Capital Project Update

Ryan Jeffers announced that the Ministry of Health and Long-Term Care has already shared HIRF funding eligibility for hospitals to accurately identify all their projects and manage funding as effectively as possible. The Hospital has been approved for a Health Infrastructure Renewal Fund (HIRF) grant of \$305,139 for 2014-15 and \$152,570 for 2015-16 thus far. This funding will be used towards projects that have already been identified in the VFA Facility Condition Assessment Report to be completed this fiscal year, among others, the water plumbing distribution system.

4. Hospital Accountability Planning Submission (HAPS) Update

The Board-approved 2014-15 HAPS has been renewed and submitted to NE LHIN. Cynthia Désormiers noted that the hospital general assumption for 2014-15 remains on target.

5. Financial performance against budget - Update

The briefing note from CFO Ryan Jeffers was provided in everyone's meeting package for reference purposes.

7. Consent Agenda Matters

.1 Chief Executive Officer's Report (C. Désormiers)

The October CEO's Newsletter was included in everyone's meeting package for information purposes.

.2 Minutes of September 8, 2014 Board Meeting

Moved by Jo-Anne Beninger, seconded by Howard Longfellow

« THAT THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD MONDAY, SEPTEMBER 8TH, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-14-99

.3 Credential Recommendations arising from the Medical Advisory Committee (MAC) Minutes

Moved by Eric Stevens, seconded by Jo-Anne Beninger

« THAT THE FOLLOWING CREDENTIAL COMMITTEE RECOMMENDATIONS ARISING FROM THE APRIL 17TH, 2014 MEETING BE APPROVED (IN BLOCK). »

Carried M-14-100

.4 NECCAC Collaborative Capacity Analysis Briefing Note

Cynthia Désormiers provided a CEO briefing note to the Board on the on the NE CCAC Collaborative Capacity Analysis done by the Hay Group. The briefing note provides a quick overview on the report's findings. Hospitals and CCAC sectors are engaged in dialogue and discussion with the opportunity to provide views from a hospital perspective, the current state of our home care services within the NE CCAC and the opportunity to develop and strengthen partnerships with the NE CCAC to improve patient-centred care, communication and collaboration. The report's executive summary will be made available to the Board.

.5 Correspondence – Thank You Letter from NE CCAC

The thank you letter from NE CCAC to Collin Bourgeois and Cynthia Desormiers for taking the time to participate in their Board Retreat on September 2014 was included in everyone's meeting package for information purposes.

.6 Fall Investigation Q2 Report 2014

The second quarter (Q2) 2014/15 fall incidents report was included in everyone's meeting package for information purposes.

.7 Medication Errors Investigation Q2 Report 2014

The second quarter (Q2) 2014/15 Medication incidents report was included in everyone's meeting package for information purposes.

.8 Active Offer of French Language Services Briefing Note

Cynthia Désormiers provided a CEO briefing note on the HR Support Kit for a pathway to bilingual services provided by the *Regroupement des intervenantes et intervenants francophones en santé et en services sociaux de l'Ontario* (RIFSSSO). The briefing note provides a snapshot on the kit that provides resources to English-speaking recruiters to help them hire bilingual health and social services personnel.

.9 Bill 8 Briefing Note

Cynthia Désormiers updated members on the Bill 8, Public Sector and MPP Accountability and Transparency Act, 2014 that is expected to be debated during the Second Reading.

If enacted, the legislation would allow the government to set executive compensation frameworks in the broader public sector and amend legislation to establish a Patient Ombudsman for complaints from the health care sector.

.10 Foundation

a) Update as at October 1st, 2014

The Foundation provided the Board with an update, which is a collection of current activities and ongoing work of the Foundation.

b) Minutes of September 2, 2014

Moved by Moved by Julie Duhaime, seconded by Sylvie Bélanger

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL FOUNDATION BOARD HELD SEPTEMBER 2ND, 2014 BE ACCEPTED AS PRESENTED. »

Carried M-14-101

c) Minutes of September 22, 2014

Moved by Sylvie Bélanger, seconded by Howard Longfellow

« THAT THE MINUTES OF THE MEETING OF THE WEST NIPISSING GENERAL HOSPITAL FOUNDATION BOARD HELD SEPTEMBER 22ND, 2014 BE ACCPETED AS PRESENTED. »

Carried M-14-102

8. Quality Assurance & Risk Management

.1 Follow-up to 2014 Accreditation Canada Survey Visit

Jo-Ann Lennon Murphy provided a summary of the survey visit and the status of the accreditation decision. The primary comments regarding the survey visit provide the WNGH with commendations with findings recognizing the many noteworthy practices and strengths of which the Hospital should be proud.

The Board, Medical staff, Management and employees are recognized for their contributions to this success.

.2 Follow-up to Governance (Board) Goals & Objectives 2014-15

Cynthia Désormiers provided a report identifying all current Board of Directors goals and objectives 2014-15 being monitored and what actions have been taken to date in reaching goals/objectives.

.3 Sentinel Events / Near Misses & Adverse Events Reports Q1 Update and Q2 2014

The board was apprised about a privacy breach by a third party involving improper disclosure of personal information to the WNGH web administrators. Mr. Longfellow provided advice to mitigate the risks associated with this type of confidentiality/ breach issue.

.4 Health Care Quality Committee Minutes of March 3, 2014

Moved by Sylvie Bélanger, seconded by Julie Duhaime

«THAT THE MINUTES OF THE HEALTH CARE QUALITY COMMITTEE MEETING OF MARCH 3RD 2014 BE ACCEPTED AS PRESENTED»

Carried M-14-103

.5 Your Health System: In Depth Briefing Note

Cynthia Désormiers provided a briefing note with the key messages to assist board members understand the a new web-based report developed by the OHA and the Canadian Institute for Health Information (CIHI), that features indicators and contextual measures with three years of available trending data that focus on in-hospital sepsis, readmissions, and avoidable deaths. Two financial indicators are also reported that include Administrative Expense Ratio, and Cost of Standard Hospital Stay (formerly cost-per-weighted case).

Members are encouraged to access our Hospital data and to familiarize themselves with rates, as well as patient safety practices and any strategies that we have put in place to improve hospital performance with respect to the various indicators.

.6 Energy Management Plan and Plant Maintenance Policy 780-49

Cynthia Désormiers provided the Board with the West Nipissing General Hospital Strategic Energy Management Plan (SEMP) prepared to ensure compliance with our obligations under Regulation 397/11 of the Green Energy Act, which requires mandatory reporting of energy consumption and greenhouse gas emission, and to develop energy conservation and demand management plan, in our commitment to reduce our energy consumption and its related environmental impact as outlined in our overall target.

A policy has been created with respect to implementing energy efficiency management practices and measures into all areas of our activity with a clear link to the goals/ objectives of the SEMP.

.7 Hospital Parking Fees Briefing Note

Cynthia Désormiers provided an update on the Liberal government election promise to cap or, in some cases, cut hospital parking fees for those who must visit the hospital frequently.

Cynthia stated that there is no immediate plan to raise parking fees at WNGH. Also, the hospital does not anticipate having to cap parking fees, as it is felt that the Hospital current parking fees are quite reasonable.

.8 Pay Parking policy 100.50

Cynthia Désormiers provided an update on the Hospital Pay Parking policy highlighting the key revisions for the Board to consider. Moved by Howard Longfellow, seconded by Jo-Ann Beninger

«THAT THE PROPOSED REVISED ADMINISTRATION POLICY 100.50 TITLED <PAY PARKING>, BE ACCEPTED, AS PRESENTED. »

Carried M-14-104

9. Adjournment and Completion of Meeting Effectiveness Survey

Directors were provided time to complete the survey at the closing of the meeting.

Moved by Jo-Anne Beninger, seconded by Howard Longfellow

«THAT THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF TUESDAY, OCTOBER 14th, 2014 BE ADJOURNED AT 19:45 HOURS. »

Carried M-14-105

« ORIGINAL SIGNED »

Collin Bourgeois, Chair

« ORIGINAL SIGNED »

Cynthia Désormiers, President and CEO