

BOARD OF DIRECTORS MEETING

Thursday, June 4, 2015 – 5:05 p.m. – 6:55 p.m.

Location: CMH Board Room

PRESENT – Tim Chennette (Chair), Susan Armstrong, Gord Park, David Pollack, Jan Raine (non-voting), Dr. Celeste Collins (non-voting), Alex Davidson, Valerie Przybilla, Ann Anderson, Rosemarie Peikes.

REGRETS – Pat Sheridan, Derek Nice, David Carlaw, Karen MacGinnis, Brad Hilker, Bruce Thompson, Jill Stewart, Dr. Joe Barbero.

RECORDER – Lynda Tinney, Executive Assistant and Lisa Curle, CMH Finance Manager (left after agenda item 7.2).

AGENDA ITEMS and DISCUSSION	DECISION POINTS
<p>1. EDUCATION</p> <p>Jennifer McKelvie, Case Worker/Crisis Worker, and Robin English, Program Coordinator, at the Campbellford & District Community Mental Health Centre, gave a presentation to the Board about the program and the clients it serves. Jennifer provides counselling and therapy case management advocacy and support. The centre has 305 active clients as of June 1. Their current wait list is approximately 3 to 4 months for non-urgent referrals. People can self-refer or be referred by their family physician or other health care professional.</p> <p>The centre's mission is to empower their clients, their families and caregivers to understand and cope with the challenges of serious mental illness and improve the quality of their lives. CMH also has an agreement with Ontario Shores Centre for Mental Health Sciences which includes arrangements for an onsite clinical manager who provides consultation and supervision to the clinicians. The centre also uses OTN services to facilitate consultations for clients with psychiatrists based at PRHC or Ontario Shores.</p> <p>The centre's goals for the future include increasing group programming in an attempt to reduce wait times for service, continued professional development for staff and the planning of events to raise awareness.</p> <p>All services are free and confidential.</p>	<p>For information purposes.</p>
<p>2. CALL TO ORDER</p>	<p>Tim Chennette called the meeting to order at 5:50 p.m.</p>
<p>3. APPROVAL OF AGENDA</p>	<p>7.6 OHA's Rural & Northern Health Care conference report from Rosemarie Peikes was added to the agenda.</p> <p>MOVED by Valerie Przybilla; SECONDED by Ann Anderson and CARRIED that the Board of Directors approve the June 4, 2015 agenda with the addition of agenda item 7.5.</p>
<p>4. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING</p>	<p>MOVED by Alex Davidson; SECONDED by Valerie Przybilla and CARRIED that the minutes of the Board of Directors meeting held</p>

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	on May 14, 2015 be approved.
5. BUSINESS ARISING FROM PREVIOUS BOARD MEETING	
5.1 Board Chair Evaluation Tim Chennette met with Brad Hilker, Derek Nice and Jill Stewart and reviewed the Board Chair evaluation results. There were constructive ideas that will be considered moving forward. The process was a valuable experience for Tim although the response rate was not 100%.	The Board Chair evaluation process was conducted and completed according to the Board policy.
6. STRATEGIC MATTERS FOR DISCUSSION/DECISION	
6.1 President & Chief Executive Officer Report The CEO report was circulated in advance. Brad reported on the Pharmacy Accreditation, ED physician coverage and Hilker Hustle 2 fundraiser. Brad is meeting with Deborah Hammons, CE LHIN CEO, today (June 4) to talk about our ER physician coverage.	Jan Raine will arrange for CMH's pharmacist Jing Zhang to come and speak to the Board in the fall once the final accreditation report has been received. For information purposes.
6.2 Chief Nursing Officer Report Jan Raine reported the Pharmacy accreditation went very well and there will be some recommendations. They would like to see a pharmacist on site 7 days per week. CMH just increased the scope of practice with our pharmacy technicians. A formal report will follow in 2 to 3 months.	For information purposes.
7. BUSINESS/COMMITTEE MATTERS FOR DISCUSSION/DECISION	
7.1 Q4 Quality Care & H-SAA Indicator Report 1) ED Wait Time for Admitted Patients - Jan Raine reported it has been known for some time that the Q4 results for this indicator were going to be high. The target is 13.90 hours and Q4 results were 30.30 hours. 2) % Alternate Level of Care Days – Today (June 4) CMH has 15 ALC patients. 3) Patient Satisfaction – CMH is exceeding the both targets for 1) <i>Would you recommend?</i> And 2) <i>Overall Rating?</i>	For information purposes. Jan Raine will work with the Campbellford & District Community Mental Health Centre quality improvement initiative regarding repeat unplanned ER visits within 30 days for mental health conditions.
7.2 Draft Financial Statements Lisa Curle advised the Finance/Audit Committee conducted a review of the draft financial statements for the period April 1, 2014 to March 31, 2015. The hospital reported a surplus from operations of \$1,240 before net building depreciation during the fiscal year ending March 31, 2015. This meets the CE LHIN target and all MoHLTC obligations. The committee will be meeting again with the Auditor to receive and approve the finalized Financial Statements and Auditor's Report. This will require Board approval before the Annual General Meeting on June 18.	Report for information purposes.
7.3 Q4 Financial & H-SAA Indicator Report	Report for information purposes.

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<p>The Q4 report shows CMH is in compliance with the Accountability Agreement and is reflective of good results for our organization having met the accountability agreement standards from financial and volume-related perspectives.</p> <p>In all indicators, CMH is either meeting the performance standard or meeting or exceeding the performance target.</p> <p>Total ER visits for 2014/15 were 21,427 compared to 20,050 in 2013/14.</p>	
<p>7.4 Board Policies</p> <p>Valerie Przybilla advised the Quality Committee discussed the Disclosure and Point of Care Board policies and recommends to the Board that they be reconfirmed with no changes.</p> <p>Jan Raine pointed out that there was no mention in the Disclosure policy about having a ‘note taker’ present during the disclosure. Jan recommended that the policy be changed to reflect that there should be more than one person present during the disclosure and the Board agreed with her recommendation.</p> <p>Gord Park advised that the Governance Committee reviewed the Chief Executive Officer Board policy (2-050) and recommends to the Board that it be re-confirmed with no changes.</p>	<p>MOVED by Valerie Przybilla; SECONDED by David Pollack and CARRIED that the Disclosure policy (5-060) be approved with the changes discussed at the Board meeting.</p> <p>Approval of the Point of Care Testing policy (5-070) was deferred. Jan Raine will investigate the reasons behind the necessity of having a Board policy on Point of Care Testing and report back to the Board.</p> <p>MOVED by Gord Park; SECONDED by Alex Davidson and CARRIED that the Chief Executive Officer Board policy (2-050) be approved without any changes as recommended by the Governance Committee.</p>
<p>7.5 OHA Small Rural & Northern Conference</p> <p>Rosemarie Peikes gave a report from OHA’s Rural and Northern Health Care Governance workshop she recently attended. There were 6 sessions within a 5 hour period covering:</p> <ol style="list-style-type: none"> 1) Haliburton Highlands Health Services update on their integration journey and some of their challenges and lessons learned. 2) Generative Governance – There are 3 modes of governance leadership 1. Fiduciary – oversight 2. Strategic – insight and 3. Generative – foresight. It was recommended that 60% of board time be spent on strategy and generative thinking (Rotman ICD program) & 40% on day to day. The most important part is to be involved early before decisions are made. Strategies for how to operate with a ‘trifocal lens’ in presentation and this would make an excellent hands on workshop for our Board. 3) Tips for Effective Board Meetings – Use of Consent Agendas 4) Strategic Planning for Small Rural & Northern Organizations – What Boards Need to Know. A key message was “a strategy is essential and a good process leads to a good plan.” 5) The Board’s Role in Quality Oversight – Our Board is doing what it should be doing. 6) Relationships - Volunteer Associations/Hospital Foundations. Communication is key both within association and with the Foundation and the Hospital. When the partnership is strong the results will be too. 	

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<p>7.6 Chief of Staff Report</p> <p>Dr. Celeste Collins gave the Chief of Staff report authored by Dr. Bob Henderson. Although the hospitalist program for inpatient care is working quite well, there are times of real stress on the hospitalist if the ward beds are all full of active patients, with others waiting the ER, and a busy OR schedule needing surgical assists.</p> <p>Dr. Collins presented the applications for physician privileges and the annual Professional Resource Plan that are being recommended to the Board for approval by the Medical Advisory Committee.</p>	<p>MOVED by David Pollack; SECONDED by Alex Davidson and CARRIED that the 2015 Professional Resource Plan be approved as recommended by the Medical Advisory Committee.</p> <p>MOVED by Valerie Przybilla; SECONDED by Rosemarie Peikes and CARRIED that the reapplications of Drs. Kip Millitz and Steve Millward for Consulting privileges in Radiology be approved, and the application of Dr. Syed Najfi for Associate privileges be approved as recommended by the Medical Advisory Committee.</p>
<p>8. THE MATERIALS</p>	
<p>8.1 Auxiliary to CMH Report</p> <p>8.2 CMH Foundation</p> <p>8.3 Campbellford Memorial Multicare Lodge</p> <p>8.4 Trent Hills Recruitment & Retention Committee</p> <p>8.5 Quarterly Compliance Certificate – January to March 2015</p> <p>8.6 BPSA Reports – Use of Consultants & Expenses</p> <p>8.7 Accessibility Plan 2013-2016 Annual Update</p>	<p>There were no requests to remove any of the Materials listed to the Board meeting agenda.</p>
<p>9.0 TERMINATION OF BOARD MEETING</p>	<p>MOVED by Valerie Przybilla; SECONDED by Gord Park and CARRIED to terminate the meeting at 6:55 p.m.</p>
<p>10.0 IN CAMERA MEETING – Minutes recorded.</p>	
<p>11.0 IN CAMERA MEETING WITH CEO (EXCLUDING STAFF) – No minutes recorded.</p>	
<p>12.0 IN CAMERA MEETING (EXCLUDING STAFF & CEO) – No minutes recorded.</p>	

Tim Chennette,
Chair, Board of Directors

Brad Hilker,
Secretary, Board of Directors