

BOARD OF DIRECTORS MEETING

Thursday, November 5, 2015 – 5:45 p.m. – 6:40 p.m.

Location: CMH Board Room

PRESENT – Tim Chennette (Chair), Jan Raine, David Pollack, Ann Anderson, Rosemarie Peikes, Karen MacGinnis, Gord Park, Bruce Thompson, Kevin Huestis (by phone), Craig Hitchman, Susan Armstrong, Alex Davidson, Valerie Przybilla, Brad Hilker, Dr. Bob Henderson, Dr. Celeste Collins, Dr. Joe Barbero.

GUEST – Lisa Curle, CMH Finance Manager.

REGRETS – Nancy French, Derek Nice.

THE PRESS WAS PRESENT

RECORDER – Lynda Tinney, Executive Assistant.

AGENDA ITEMS and DISCUSSION	DECISION POINTS
EDUCATION	
Community Living Campbellford/Brighton – Celebrating 55 Years Tim Chennette introduced Nancy Brown, Executive Director of Community Living Campbellford/Brighton. Nancy talked about the founding member, Mrs. Mary Cook and how CLCB fulfills its mandate and vision and how they have achieved many employment and volunteer goals. CLCB received funding from the Minister of Commercial and Social Services. Nancy explained how they will use the funds in collaboration with CMH to create a centralized hub of supports for aging individuals with developmental disabilities. Nancy talked about the resources centre and all their programs and services available such as residential services and the host family program.	For educational purposes.
1. CALL TO ORDER	Tim Chennette called the meeting to order at 5:45 p.m.
1.1 Quorum	Tim Chennette confirmed a quorum.
1.2 Declaration of Conflicts	None declared.
1.3 Approval of Agenda	One item was added to the agenda. 5.8 – Health Achieve reports. MOVED by Rosemarie Peikes; SECONDED by Valerie Przybilla and CARRIED that the agenda be approved with the addition.
2. APPROVAL OF PREVIOUS MEETING MINUTES	MOVED by Karen MacGinnis; SECONDED by Alex Davidson and CARRIED that the minutes of the Board of Directors meeting held on October 8, 2015 be approved.
3. BUSINESS ARISING FROM MINUTES <i>(not otherwise covered on agenda)</i>	There was no business arising.

AGENDA ITEMS and DISCUSSION	DECISION POINTS
4. STRATEGIC MATTERS	
<p>4.1 President & CEO Report</p> <p>Brad Hilker presented his CEO report that was included in the package.</p> <p>The Regional Cardiac Rehab Program is up and running at the Field House in Hastings.</p> <p>Brad presented at Community Living Campbellford/Brighton and highlighted our goal to expand job trials to Stores and Finance.</p> <p>Brad has already run over 900 km to date and he thanked the Board for their support.</p> <p>Lakeridge Health made a presentation on behalf of the 5 hospitals that are participating in the CIS (Clinical Information Systems) project and has not heard back from the LHIN as to whether they have approved the project going forward.</p>	For information purposes.
<p>4.2 Chief Nursing Officer Report</p> <p>Jan Raine presented her report that was included in the package.</p> <p>CMH has started preparing for next year's QIP (Quality Improvement Plan) and participated in a webcast that covered topics such as what's new in 2016/17, changes to indicators and what new and refreshed resources are available.</p> <p>Our next accreditation survey will be held in September 2017. Jan attended a webinar that familiarized organizations as to how to use the accreditation portal.</p> <p>Jan and Brad participated in CMH's first Senior Friendly Hospital Walkabout in October. It was very interesting and 3 priority action items were identified. An action plan was developed and they are exploring options to fund the required renovations identified in the plan.</p> <p>To acknowledge Infection Control and Patient Safety Week the hospital held various events and learning opportunities and staff participated and enjoyed them.</p> <p>The Volunteer Program in the ER continues to be a success. There have been some challenges getting volunteers to cover the department. Feedback from the patients is very good and an evaluation of that program will be conducted in January 2016.</p>	For information purposes.
5. BUSINESS/COMMITTEE MATTERS	
<p>5.1 Operating Statements to September 30, 2015</p> <p>Lisa Curle presented the Operating Statements to September 30, 2015.</p> <ul style="list-style-type: none"> • MOH Funding under budget, primarily attributed to one-time projects scheduled to commence later in the fiscal year • Physician Transfer Funding under budget- ER AFA offset by expenses equally under budget • Recoveries- positive variance largely due to CMEPP rebate of \$78k, and admin 	<p>MOVED by Kevin Huestis; SECONDED by Craig Hitchman and CARRIED that the Operating Statements to September 30, 2015 be accepted as presented.</p>

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<p>recovery for GAIN program administration</p> <ul style="list-style-type: none"> • Patient Revenue- close to target, above budget revenues realized from WPI/National Defense in OR offsetting Echo/Ultrasound • Salaries- over budget, continued trend from Q1 in Med/Surg where complex clients requiring additional one-on-one supports and orientation of new staff. • Supplies- over budget due to higher than anticipated electricity costs • Similar to MOH Funding, Sundry expense under budget largely due to one-time project expenses expected to occur later in the year <p>As at September 30, 2015 the hospital is in a surplus position of \$79,882.</p> <p>As discussed at the Finance/Audit Committee meeting, the balance sheet was corrected to move bank overdraft to the short term borrowing line with an offsetting adjustment to cash assets/current portion of long term debt.</p>	
<p>5.2 Q2 H-SAA Financial Indicator Report</p> <p>Lisa Curle presented the Q2 H-SAA financial indicator report that was included in the package.</p> <p>Of the 10 indicators in the 2nd quarter, 2 are meeting the performance standards, 7 are exceeding the target and the performance standard on 1 indicator is being worked on.</p> <ul style="list-style-type: none"> - Weighted Cases – In Patient – normally volumes start to slow down from July to September and this has not happened. The trend is higher than last year and slightly below the performance target. - Weighted Cases- Emergency – weighted cases continue to be high because volumes continue to be high. The hospital is expected to exceed the performance target. - Emergency Visits – total ER visits for Q2 were 5,765. The hospital is expected to exceed the performance target. - Ambulatory Care Visits – total number of ambulatory clinic visits for Q2 were 1,380 and the hospital is expected to exceed the performance target. - Current Ratio – Q2 results were 0.58 and this has improved. The hospital expects to meet the performance standard by the end of the year even with additional cost pressures such as an extra leap year day in 2016 and extra statutory days. 	<p>For information purposes.</p>
<p>5.3 Compliance Certificate</p> <p>In regard to the Multicare Lodge Personal Support Worker (PSW) wage enhancements for 2014 and 2015, 2 certificates of compliance are required to be approved, signed by the Board and submitted to the LHIN advising that the Lodge has met the terms of the agreement with the CE LHIN.</p>	<p>MOVED by David Pollack; SECONDED by Gord Park and CARRIED that the Certificates of Compliance be signed by the Board Chair and the CEO and submitted to the LHIN as required.</p>
<p>5.4 Succession Planning</p> <p>Succession Planning, as included the Board's work plan, will be dealt with initially at the</p>	<p>Deferred to the Governance Committee.</p>

AGENDA ITEMS and DISCUSSION	DECISION POINTS
committee level.	
5.5 QIP 2016 A report on the Quality Improvement Plan for 2016 was in the Chief Nursing Officer report.	Progress report was included in the Chief Nursing Officer report.
5.6 Board of Directors Declaration Board members were reminded to sign the declaration form which provides confirmation that directors are aware of CMH's By-Laws and policies.	The declaration form is to be signed off and returned to Lynda Tinney no later than December 31, 2015. Access to all board policies on the website is not available at this time. Brad Hilker will investigate how board members can have access to all board policies until the new website is launched.
5.7 Chief of Staff Report Dr. Bob Henderson presented the Chief of Staff report that was included in the package. Flu season is here and all board members were encouraged to get their flu shot. October was a busy month. CMH was filled to capacity with complex patients. The physicians had a social evening for a number of doctors. The physicians said good bye to Dr. Sue Chue-Lam and Dr. Joe Barbero and welcomed Drs. Kelly Parks, Nana Hou and Jamie Reid. Dr. Neil Pritchard was thanked for stepping into the role of first Hospitalist to CMH. Dr. Henderson concluded his report with a recommendation for hospital privileges from the Medical Advisory Committee.	MOVED by Valerie Przybilla; SECONDED by Gord Park and CARRIED that Dr. Pankaj Chand be granted Term privileges as recommended by the Medical Advisory Committee (MAC).
5.8 Health Achieve 2015 Craig Hitchman, Valerie Przybilla, Karen MacGinnis, Gord Park and Brad Hilker gave reports and feedback from this year's Health Achieve conference.	For information purposes.
5.9 Busy Bees Donation Bruce Thompson shared some exciting news that the Campbellford Busy Bees announced that they are donating \$25,000 to the CMH Foundation to purchase the Blood Film Stainer for the Lab and the remaining dollars to go towards other Lab needs on the capital list. The Busy Bees have now donated over \$100,000 to CMH.	For information purposes.
6. THE MATERIALS <i>(any Board member may request that any of "The Materials" be moved to the Board meeting agenda)</i>	
6.1 BPSA Expense Report April to September 2015 6.2 Quarterly Compliance Certificate July to September 2015 6.3 CMH Foundation 6.4 Auxiliary to CMH 6.5 CM Health Centre	There were no requests to remove any of the Materials listed to the Board meeting agenda.
7. TERMINATION	MOVED by David Pollack; SECONDED by Karen MacGinnis and

AGENDA ITEMS and DISCUSSION		DECISION POINTS
		CARRIED to terminate the meeting at 6:40 p.m.
8. IN CAMERA SESSION – Separate Agenda. Minutes taken.		
9. IN CAMERA SESSION WITH CEO (EXCLUDING STAFF) – No minutes taken.		
10. MEETING WITHOUT MANAGEMENT – No minutes taken.		

Tim Chennette,
Chair, Board of Directors

Brad Hilker,
Secretary, Board of Directors