

BOARD OF DIRECTORS MEETING

Thursday, December 3, 2015 – 5:42 p.m. – 6:10 p.m.

Location: CMH Board Room

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

REGRETS – Derek Nice.

THE PRESS WAS PRESENT

GUEST – John Russell, Executive Director, CMH Foundation

RECORDER – Lynda Tinney, Executive Assistant.

AGENDA ITEMS and DISCUSSION	DECISION POINTS
<p>EDUCATION</p> <p>Moe Goulet, Manager of CMH’s Lab department gave a presentation about the lab department and laboratory equipment acquisition. Moe shared an interesting statistic that over 500,000 in-house tests are done annually in the CMH Lab.</p> <p>The presentation provided graphs showing total tests and the cost per reportable test. Cost per test in 2013/14 was \$3.18 and cost per test in 2015/16 was \$2.84 → a cost efficiency made possible through the use of sophisticated equipment.</p> <p>CMH’s Lab is key to giving patients the best treatment and care. In fact, up to 85% of decisions made at CMH about a patient’s diagnosis and treatment are based on Lab tests.</p> <p>Our Lab has the equipment that provides testing into four major categories: Microbiology, Chemistry, Hematology, and Transfusion medicine.</p> <p>In addition to providing test results, the Laboratory and Infection control work collaboratively to reduce hospital acquired infections.</p> <p>In recent months CMH also experienced a significant increase in the volume of blood work requests for our in-patients. The main reason is an increased acuity level (sickness) for our patients driving the need for additional testing. The complexity, variety and volume of testing, especially when exponential increases occur, can be efficiently handled with the correct type and capacity of instrumentation.</p> <p>Laboratory testing requires sophisticated equipment. Having the right Laboratory equipment is essential to helping our physicians make the right decisions for patients. Government funding only goes so far. The only way we can bring new equipment to CMH is with the support of all community members.</p>	<p>For educational purposes.</p>

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Moe concluded his presentation thanking the CMH Foundation for focusing its fundraising efforts on the Angels of Care Campaign to fundraise for the purchase of the following high priority items for the hospital's Lab.	
1. CALL TO ORDER	Tim Chennette called the meeting to order at 5:42 p.m.
1.1 Quorum	Tim Chennette confirmed a quorum.
1.2 Declaration of Conflicts	None declared.
1.3 Approval of Agenda	MOVED by Valerie Przybilla; SECONDED by Ann Anderson and CARRIED that the agenda be approved with no changes.
2. APPROVAL OF PREVIOUS MEETING MINUTES	<p>On an annual basis and no later than December 31st, board members must sign a declaration form confirming they have reviewed all the board policies and by-laws.</p> <p>Since the hospital's website is currently under construction and board members cannot access the board policies it was agreed to extend the deadline one month.</p> <p>MOVED by Valerie Przybilla; SECONDED by Karen MacGinnis and CARRIED that the policy deadline be extended to Friday, January 29, 2016.</p> <p>MOVED by Karen MacGinnis; SECONDED by David Pollack and CARRIED that the minutes of the Board of Directors meeting held on November 5, 2015 be approved.</p>
3. BUSINESS ARISING FROM MINUTES <i>(not otherwise covered on agenda)</i>	There was no business arising.
4. STRATEGIC MATTERS	
4.1 President & CEO Report Brad Hilker presented his CEO report that was circulated in advance. Brad highlighted the Q2 results and progress in achieving our QIP and operating plan objectives. Brad has surpassed his goal to run \$1,000 km and has finished the Hilker Hustle 2. The Board met the challenge and was thanked for their significant contributions and support. Donations can still be made on line by visiting the CMH Foundation website.	For information purposes.
4.2 Chief Nursing Officer Report Jan Raine presented her report that was circulated in advance. Liana Palmer and Elvin Petherick are our new patient care advisors and plans are underway to have a luncheon meeting with them. Liana and Elvin sit on the patient safety committee and will participate in senior walkabouts with the group. She noted that we have completed 2 senior walkabouts to date. Dr. Syed Najfi, our new General Surgeon, attended the Medical Advisory Committee on	For information purposes.

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<p>December 2nd.</p> <p>Jan thanked Karen MacGinnis and Ann Anderson for attending the NAC meeting.</p> <p>Sue Robinson is participating on behalf of CMH at the bi-weekly Holiday Surge meetings in anticipation of the usual influx of patients at the time of year and to try to pro-actively deal with the challenges that all hospitals and EMS face.</p>	
5. BUSINESS/COMMITTEE MATTERS	
<p>5.1 Q2 Quality Care & H-SAA Indicator Report</p> <p>Jan Raine presented the second quarter results that were included in the meeting package.</p> <p>Percentage of ALC days continues to be a challenge. The hospital continues to experience increases in the number of inpatient beds over the second quarter occupied by ALC patients.</p> <p>CDI Rate – Target continues to be in the red although there was an improvement in the second quarter of 0.67 compared to 0.73 in the last quarter.</p> <p>Patient Satisfaction – Overall good results with a slight decline in the inpatient patient satisfaction indicator. The hospital is not getting a lot of patient satisfaction survey backs and patient complaints are down.</p>	For information purposes.
<p>5.2 Succession Planning (Board policy 1-165)</p> <p>As part of the Governance Committee’s review of all the board policies on a 4-year basis, the Succession Planning policy was looked at and the changes can be seen in the policy included in the meeting package. Essentially the change is the CEO would present the succession plan directly to the Board and not take two steps.</p> <p>The Governance Committee recommends the policy to the Board as revised.</p>	MOVED by Gord Park; SECONDED by Karen MacGinnis and CARRIED that the Board of Directors approves the revisions to the Succession Planning policy 1-165 as recommended by the Governance Committee.
<p>5.3 Board Retreat</p> <p>The Governance Committee initiated planning discussions for next year’s board retreat. The consensus was to go with a senior friendly focused atmosphere for half of the day including topics such as integration and the rural health hub with our partners involved such as the GAIN team, CCAC, CCN, THFHT and Community Living. It was also suggested doing a case study of a patient navigating through the health care system.</p> <p>Brad Hilker will invite Kelly Kay, Executive Director of the Seniors Care Network in the CE LHIN.</p> <p>It was agreed to spend the other half of the day focusing on recruitment and retention strategies from a physician, nursing and allied professional staff perspective.</p>	<p>The retreat will take place in April 2016 – the date to be determined.</p> <p>Board members were asked to submit any other ideas to Tim, Brad or Gord.</p>
<p>5.4 Set Membership Fee/Minimum Donation</p> <p>For purposes of the Annual Meeting, the members become members of the Hospital Corporation either on the basis that they donated some amount to the CMH Foundation in the prior calendar year or they paid a fee to become a member.</p> <p>In the past few years, the Governance Committee has recommended the minimum donation and fee be \$20 and the Committee is recommending that they stay at \$20.</p>	MOVED by Gord Park; SECONDED by Alex Davidson and CARRIED that the minimum donation and member fee be \$20 for 2016-17.

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5.5 Board Work Plan Gord Park advised that the Governance Committee is recommending the addition of "Credentialing Process Review" to the Board's work plan in the month of September.		The recommendation was approved by consensus.
5.6 Chief of Staff Report Dr. Joe Barbero presented the Medical Advisory Committee's recommendations for approval of 5 physician applications for privileges at CMH.		MOVED by Valerie Przybilla; SECONDED by Bruce Thompson and CARRIED that the following physicians be granted privileges at Campbellford Memorial Hospital as recommended by the Medical Advisory Committee: Consulting Privileges – Dr. Andrew Klug Locum Privileges – Dr. Kent Tisher Term Privileges – Drs. Doug Barton, Carolyn McQuarrie and Crispen Richards.
6. THE MATERIALS <i>(any Board member may request that any of "The Materials" be moved to the Board meeting agenda)</i>		
6.1 Board Orientation Evaluation Summary 6.2 CMH Foundation 6.4 Auxiliary to CMH 6.5 CM Multicare Lodge		There were no requests to remove any of the Materials listed to the Board meeting agenda. On behalf of the Board of Directors, Tim Chennette thanked Dr. Joe Barbero for his contributions on the Board and wished him luck in his new adventures.
7. TERMINATION		MOVED by Bruce Thompson; SECONDED by David Pollack and CARRIED to terminate the meeting at 6:10 p.m.
8. IN CAMERA SESSION – Separate Agenda. Minutes taken.		

Tim Chennette,
Chair, Board of Directors

Brad Hilker,
Secretary, Board of Directors