



**Regular Board Meeting
September 24, 2018**

<u>PRESENT</u>	K. Pristanski, Chair J. Foulds, Director	N. Gladun, Director	E. Wawia, Director
	D. Murray, President & CEO D. Allen, CNE/COO	S. Jean Director, FHT/Community Services	Dr. R. Dhaliwal, COS
	D. Mangoff, Facilities Mgr J. Jean, Recorder	L. Imhoff, Nurse Mgr	L. Haskell, CFO
<u>REGRETS</u>	E. Rutherford, Director	Dr. Doug Scott, FHT Lead	
<u>GUEST</u>	C. Covino, Senior Director Quality and Risk Management, TBRHSC		

K. Pristanski welcomed S. Jean to the Board as Director NDFHT/Community Services and L. Imhoff as Acting Nurse Manager.

Invited guest, C. Covino, Senior Director Quality and Risk Management, TBRHSC was also welcomed.

1.0 CALL TO ORDER

K. Pristanski called the meeting to order at 5:30 pm.

2.0 PATIENT STORY

D. Allen (Chief Nursing Executive) shared a story of the recent LTC death of a resident with no power of attorney or living will.

Risk mitigation was discussed.

3.0

3.1 QUORUM

2/5 of voting members. Achieved.

3.2 CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3.3 APPROVAL OF AGENDA

MOTION #1

Moved by - J. Foulds

Seconded by – N. Gladun

"That the agenda be accepted as amended." Carried.

3.4 CHAIR REMARKS

K. Pristanski called for nominations for the position of Vice Chair of the Board.

N. Gladun was nominated by K. Pristanski for the position and she agreed to let her name stand. Additional nominations for the position of Board Vice Chair were called for. Hearing none, nominations were closed and the following motion was brought forward.

MOTION #2

Moved by - K. Pristanski

Seconded by - J. Foulds

"That N. Gladun be elected as Vice Chair of the Board of Directors for a two year term."
Carried.

3.5 Consent Agenda

K. Pristanski has requested that the Consent Agenda be deleted from the agenda in favor of reviewing each set of minutes brought before the Board. The October 2018 Board meeting agenda will reflect the Chair's instruction.

4.0 CONSENT AGENDA

MOTION #3

Moved by - N. Gladun

Seconded by - E. Wawia

"That the consent agenda be accepted as presented." Carried.

5.0 REPORTS AND DISCUSSIONS

5.1 CEO Report

D. Murray, President and CEO reported on the following:

- Physiotherapist from NDMH
- Comprehensive Approach to Rural Emergencies (CARE) Course
- Telepalliation Expansion Program
- Registered Nurses Association of Ontario (RNAO)
- Clean Needle Exchange Program Update
- Pension Plan Transition
- Hiring of Nursing Staff
- Program/Service Realignment
- Key Inventory
- In House Renovations
- Hydro One Township Wide Upgrade
- Canada Revenue Agency
- StaffRight

MOTION #4

Moved by - N. Gladun

Seconded by - J. Foulds

"That the President and CEO report of September 2018 be accepted as presented." Carried.

5.2 Chief of Staff Report

R. Dhaliwal, Chief of Staff reported on the following:

- Comprehensive Approach to Rural Emergencies (CARE) Course
- Portable Ultrasound demonstrations
- IT challenges with Secure Sign On
- Urgent Care

MOTION #5

Moved by - E. Wawia

Seconded by - N. Gladun

"That the Chief of Staff report of September 2018 be accepted as presented." Carried.

6.0 BUSINESS MATTERS

6.1 Director Declaration and Consent

Provided to Directors for completion.

6.2 Skills Inventory

Provided to Directors for completion.

6.3 Hospital Parking Directive Attestation

D. Murray executed the annual documentation that attests that we are in compliance with the Ministry's Parking Directive. The executed documents will be returned to the LHIN.

6.4 Board Terms of Reference Revision

Revisions subsequent to May 2018 include defining specific reporting requirements of each corporation (NDMH / NDFHT).

MOTION #6

Moved by - J. Foulds

Seconded by - N. Gladun

"That the Board Terms of Reference be accepted as further amended." Carried.

6.5 Director Recruitment

Advertisement for Director recruitment has been posted to the NDMH / NDFHT websites and included in the Nipigon Gazette. K. Pristanski has been in discussion with a possible recruit but their commitment is pending.

QUALITY

6.6 NDMH Quality Improvement Plans Q1

The Quality Improvement Plan's progress for Q1 was reviewed by D. Allen.

6.7 NDFHT Quality Improvement Plans Q1

The Quality Improvement Plan's progress for Q1 was reviewed by S. Jean. Discussion took place around the current indicators and how their progress will align with the plans for program/service realignment.

6.8 Scorecard, Q1

D. Allen reviewed other reporting requirements identified in the scorecard for Q1.

6.9 Quality Committee Resignation

The resignation of A. O'Connor has left a vacancy on the Quality Committee. N. Gladun agreed to fill this vacancy.

FINANCE

6.10 NDMH Finance, Q1

L. Haskell provided the Disbursements for Q1. Summary by Department / Variance Analysis, and Summary of Operations / Variance Analysis were also provided and reviewed.

6.11 NDFHT Finance, Q1

L. Haskell provided the Disbursements for Q1. Financial Performance / Variance Analysis, was also provided and reviewed.

6.12 Capital Summary 2018/19

L. Haskell provided a document outlining Capital purchases submitted for this fiscal year and the progress the Hospital has made in purchasing items in order of priority.

6.13 Hydro Damage Costs Incurrent

L. Haskell provided a review of the costs incurred for the months of June and July as a result of unplanned power outages.

6.14 Presentation of Audited Financial Statements of NDFHT

R. Jagielowicz of Grant Thornton joined the meeting via teleconference and reviewed the audited financial statements of the Nipigon District Family Health Team for 2017/18.

MOTION #7

Moved by - N. Gladun

Seconded by - J. Foulds

"That the 2017/18 Audited Financial Statements of the Nipigon District Family Health Team be accepted as presented." Carried.

6.15 Appointment of Auditors for the Nipigon District Family Health Team 2018/19

MOTION #8

Moved By: E. Wawia

Seconded By: N. Gladun

"That the Board approves the appointment of Grant Thornton Chartered Accountants LLP as auditors for the NDFHT for the 2018/19 fiscal year." Carried.

7.0 OTHER

7.1 Policy / Procedure Review

The following documents were provided for annual review. No changes were made.

MOTION #9

Moved by - J. Foulds

Seconded by - N. Gladun

"That the following policies/procedures, due for annual review, be accepted, without revisions, as presented.

- *OHS 01, Health and Safety Statement*
- *OHS 12, Internal Responsibility System*
- *OHS 30, Workplace Violence Prevention*
- *OHS 53, Workplace Harassment/Discrimination Prevention*
- *OHS 57, Domestic Violence."* Carried.

The following documents were provided for annual review. Changes were discussed.

MOTION #10

Moved by - J. Foulds

Seconded by - E. Wawia

"That ADM 30, Ethics be accepted as amended." Carried.

MOTION #11

Moved by - N. Gladun

Seconded by - J. Foulds

"That ADM 44, Point of Care Testing be accepted as amended." Carried.

The following new Finance documents were provided for review. Their addition to the Finance portfolio was discussed.

MOTION #12

Moved by - N. Gladun

Seconded by - E. Wawia

"That FIN 11, Personal Cell Phone Reimbursement be accepted as presented." Carried.

MOTION #13

Moved by - N. Gladun

Seconded by - J. Foulds

"That FIN 12, Corporate Credit Card Use be accepted as presented." Carried.

7.4 Board Attendance Summary 2017/18
Provided and reviewed.

7.5 June 2018 Meeting Effectiveness Results
100% Director satisfaction achieved at the June 2018 meeting.

8.0 IN CAMERA
MOTION #14
Moved By - J. Foulds
Seconded By - N. Gladun

"That the Board of Directors moves to In Camera at 7:20 pm." Carried.

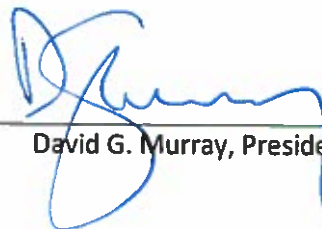
9.0 DATE OF NEXT MEETING - Monday, October 29, 2018 @ 5:30 pm

10.0 ADJOURNED - 7:50 pm.

MEETING EVALUATION



Kal Pristanski, Board Chair



David G. Murray, President and CEO