

**SOUTH HURON HOSPITAL ASSOCIATION
MINUTES OF BOARD OF GOVERNORS MEETING
Thursday, March 8, 2018 at 5:30 p.m.
SHHA Board Room**

Present: Christina Godbolt, Chair Aileen Knip Drew Robertson
Karen Brown Ellen Shapiro Shelley Bourne
Debbie Mountenay John McNeilly Roberta Teahen
Kay Wise Dr. Ken Milne, *Ex Officio*
Jennifer Peckitt, *Ex Officio*

Invited & Guests: Darlene Borland Heather Klopp
Bill Brintnell Katie Willert (*recorder*)

Regrets: Bruce Shaw Todd Stepanuik, *Ex Officio*
Brad Sheeler Kay Wise

1. Call to Order and Welcome
C. Godbolt called the meeting to order at 1731 hours.
2. Guests
3. Declaration of Conflict
Members were asked to voice any declarations of conflict. There being no further declaration; the meeting continued. Should an unanticipated conflict arise during the course of this meeting, members were asked to notify the Chair immediately.
4. Opening Remarks from Board Chair
5. Approval of Agenda/Consent Items

Moved by: *Ellen Shapiro*

Seconded by: *Aileen Knip*

Motion: *To approve the March 8, 2018 agenda as presented. Carried.*



Consent Items

- Take out Board minutes from February 8, 2018 – move to Other Business
- Take out CNE Report – move to Other Business

Having heard no other objections, these items, motions and recommendations are considered adopted.

Moved by: *Karen Brown*

Seconded by: *Roberta Teahen*

Motion: *To approve the March 8, 2018 consent items as amended.*

6. SHHA Financial Update

6.1 Financial Report

Financial report for the period ending January 31, 2018 was included in the agenda package.

Discussion ensued:

- D. Borland reported the financial position as of January 31st is a surplus of \$100,644 (1.09%).
- The forecast to March 31 is still projected to be a surplus position, however, unexpected sick times in February will reduce it. The amount is unknown at this time because the length of the sick time is also unknown.
- There was nothing new to report on Revenues and Expenses.

The Board expressed thanks to the leaders and their teams for the surplus position and appreciation for the time and effort that went into making this happen.

Moved by: *Drew Robertson*

Seconded by: *John McNeilly*

Motion: *To accept the financial report for the period ended January 31, 2018 as presented. Carried.*

7. Strategic Matters

7.1 Briefing Note/Draft 2018/19 Quality Improvement Plan

Briefing Note and draft 2018/19 Quality Improvement Plan was included in the agenda package.

Discussion ensued:

- R. Teahen reported that the Quality Committee reviewed the draft 2018/19 QIP Workplan and approved, in principle, the proposed indicators at the January 2018 Board Quality, Utilization & Risk Committee meeting. Due

to unforeseen scheduling conflicts, the committee has been unable to reconvene at this time.

- *Question posed: Indicator - Did you receive enough information from hospital staff about what to do if you were worried about your condition or treatment after you left the Hospital? Suggestion to increase the Target for Process Measure given the number of seniors that we serve to ensure they received and understood the information.*
 - Answer: It may be reasonable to re-visit the target of 85% once we have a good understanding of our baseline performance.

Moved by: Roberta Teahen

Seconded by: Aileen Knip

Motion: To endorse the recommendation of the Board Quality, Utilization and Risk Committee and approve the 2018/2019 Quality Improvement Plan as presented. Carried.

7.2 Revised 2018/19 Operating Budget (HAPS)

Revised Confidential 1819 Budget material differences to 1718 Budget was included in the agenda package.

Discussion ensued:

- D. Borland advised it is important to note that the attached document is a budget to budget comparison and not an actual to budget comparison
- There have been some changes made since the Board received in January which include the work the facility has done to identify opportunities to investigate additional revenues and recoveries, this work continues
- D. Borland noted the shaded line is the deficit from operations, which is \$168,292. This is where the Hospital projects it will be if all the initiatives are successful.
- D. Borland advised that if the Hospital receives a 2% base funding increase, the deficit will be just over \$17,000, which could be considered a balanced position.
- D. Borland advised that the organization continues to look at every opportunity to increase revenue and reduce expenses.

7.3 2018/19 Capital Budget

Presentation by T. Stepanuik and D. Borland was included in the agenda package.

- D. Borland noted that the capital plan is a multi-year plan, however, the included presentation represents the 1819 fiscal year.
- D. Borland advised the process is started in the summer months. Staff, physicians and stakeholders are engaged and a list is prepared for the leadership team to work through. Items are prioritized by the leadership team and the list will then presented to the Foundation.
- The Foundation and Auxiliary are significant contributors to the capital budget and the Hospital is extremely grateful for their continued support.



Moved by: Karen Brown
Seconded by: Shelley Bourne
Motion: To endorse the recommendation of the Executive, Governance and Planning Committee and approve the 2018/2019 Capital Budget as presented. Carried.

Based on the discussion regarding the EMR/HUGO/CPOE, an amendment was made to the motion regarding the Capital Budget.

Moved by: John McNeilly
Second: Aileen Knip
Motion to: Remove Phase 2 of CPOE from the Capital Budget at this time.

7.3 EMR/HUGO/CPOE Discussion

C. Godbolt advised that the Board of Directors requires input from the Medical Staff regarding the decision of moving forward with an EMR/HUGO/CPOE as this is not the area of expertise of the Board.

Dr. Milne reported on behalf of the MAC, who met earlier this date, that a motion was made to proceed with the implementation of HUGO/CPOE. It was also noted that the physicians present at MAC wanted the Board to understand that they did not wish to proceed should programs or staff have to be reduced to financially support the HUGO/CPOE project.

Dr. Milne advised that since the Professional Staff By-Laws are silent with respect to proxy voting, the MAC made the decision to allow proxy voting in this case to ensure the medical staff who wanted to provide their vote, could do so.

The result of the vote at the MAC was 5 votes Yes to proceed with the implementation of HUGO/CPOE and 6 No. Therefore, the motion to proceed with HUGO/CPOE was defeated.

Dr. Milne advised that prior to the vote at the MAC meeting, the physicians had conversations and exchanged ideas via email.

K. Brown was present at the MAC meeting to witness the vote and hear the discussion.

Moved by: Karen Brown
Seconded by: Debbie Mountenay
Motion: Based on the MAC's decision March 8, 2018, the Board elects not to implement HUGO/CPOE at this time.

8. President & CEO Report

President & CEO Report authored by T. Stepanuk was included in board package.



Moved by: Roberta Teahen

Seconded by: Karen Brown

**Motion: To accept the President & Chief Executive Officer report as presented.
Carried.**

9. Business Carried Forward

9.1 Board Meeting Minutes (Jan. 11/18)

Draft Board meeting minutes from January 11, 2018 meeting were included in the agenda package.

The Executive Assistant was directed to make the following changes to the January 11, 2018 board meeting minutes.

1. Change the motion regarding the EMR to state:

Moved by: Shelley Bourne

Seconded by: Roberta Teahen

Motion: The South Huron Hospital Association (SHHA) Board endorses the recommendation of the Medical Advisory Committee to explore an EMR/HUGO in collaboration with our regional partners. Carried.

2. Remove the section with respect to the Board discussing revenue generation opportunities.

Moved by: Aileen Knip

Seconded by: Ellen Shapiro

Motion: To approve the draft January 11, 2018 board meeting minutes as amended. Carried.

10. New Business

No new business.

11. Other Business

11.1 Foundation Report

C. Godbolt read the Foundation report on behalf of P. O'Rourke.

- Work on Jessica's House continues with a planned opening date of the end of June.
- Thank you to D. Borland and the staff at SHHA for their assistance in managing the finances of the large capital campaign. They are a fantastic asset to both the SHHA and the SHHF.



- Plans for the Gala are well underway for June 1st at the South Huron Rec Centre. Chris Hadfield will be the speaker at this year's Gala.

11.2 Board Meeting Minutes (Feb. 8/18)

Discussion ensued regarding the motions to rise from in-camera to open session.

In the past, this motion has been recorded in the in-camera session notes. As requested, the Executive Assistant will record the motion to rise from in-camera on the open session notes from this meeting date forward.

Moved by: Karen Brown

Seconded by: Roberta Teahen

Motion: To approve the draft February 8, 2018 board meeting minutes as amended. Carried.

11.3 Site Director/CNE Report

Question posed: In the discussions regarding the new OPP agreement with the hospital, were there any discussions regarding the cost charged to the hospital for the police having to stay in the ER as security? The Memorandum of Agreement does not contain clauses regarding charges or payment.

Moved by: Drew Robertson

Seconded by: John McNeilly

Motion: To approve the Site Director/CNE Report as presented. Carried.

12. Correspondence & Announcements

Various Hospital correspondence and announcements were included in the agenda package.

13. In-Camera Session

Moved by: John McNeilly

Seconded by: Aileen Knip

Motion: To move to in-camera session at 1838 hours. Carried.

All guests were excused and left at 1840 hours.

CFO, Site Director/CNE, Chief of Staff and Executive Assistant remained.

CFO & Site Director/CNE were excused and left the meeting at 1907 hours.

Chief of Staff was excused and left the meeting at 1909



Moved by: Karen Brown
Seconded by: Drew Robertson
Motion: To rise from the in-camera session at 1921 hours. Carried.

13.1 **Moved by:** Aileen Knip
Seconded by: Drew Robertson
Motion: To accept the in-camera report and proceed as directed and approve the recommendations of the Medical Advisory Committee for approval of the following applications for appointment to the Medical Staff.

Courtesy
Dr. David Wonnacott

Consulting
Dr. Matt Rochon
Dr. Emily Wilson

Carried.

Executive Assistant left the meeting at 1922 hours.

Moved by: Ellen Shapiro
Seconded by: Karen Brown
Motion: To move to in-camera session at 1923 hours. Carried.

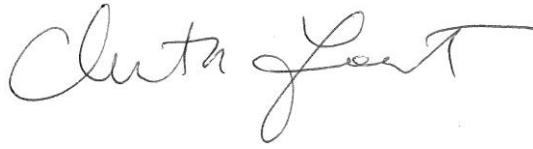
Moved by: Ellen Shapiro
Seconded by: Aileen Knip
Motion: To rise from the in-camera session at 1950 hours. Carried.

14. Next Meeting
April 12, 2018

15. Adjournment

Moved by: Drew Robertson
Seconded by: Roberta Teahen
Motion: To adjourn open session at 1951 hours. Carried.





Christina Godbolt,
Board Chair



Todd Stepanuik,
President & Chief Executive Officer