

**TEMISKAMING HOSPITAL**  
**BOARD OF DIRECTORS**  
**OPEN MEETING**

**Sunday, September 29, 2013 at 0900 hours**  
**Elk Lake Eco Resource Centre**

**PRESENT:**

Ron Scriven, Chair	Georgette Saxton
Sylvie Lavictoire, Secretary (non-voting)	Patricia Willard-Inglis
Christine Harrison	Dorothy Wight
Quen Lee	John Rowsell
Carmen Koski	Maurice Landriault
Susan Cavanagh	Dr. Andre Hurtubise (non-voting)
Dr. Mark Churman (non-voting)	
Erin Montgomery – Chief Nursing Executive Designate (non-voting)	

**ALSO PRESENT:**

Jeff Renaud – Finance Manager  
Carla Scott – Recording Secretary

**REGRETS:**

Bruce Hawkins  
Dr. Khaled Elgadi (non-voting)

1. **CALL TO ORDER** – Ron Scriven called the meeting to order at 0903 hours.
  - 1.1 **Quorum** – Confirmed.
  - 1.2 **Approval of Agenda** – Approved as presented.
  - 1.3 **Declaration of Conflicts** – None.
2. **MINUTES**
  - 2.1. **Approval of Previous Minutes**

The minutes of the Open Board of Directors meeting of June 24, 2013, copies of which had been mailed to each Trustee, were taken as read and were verified.
3. **GOOD NEWS**

Sylvie Lavictoire read an email from a visiting Radiologist who recognized an employee's outstanding work during a rare occurrence when no after hours CT tech was available. The employee went out of her comfort level under the Surgeon and Radiologist supervision and went the extra distance in the interest of patient care.

Ron Scriven shared a telephone conversation from a lady who experienced a minor stroke and was admitted to the Hospital. The lady wished to share her gratitude to the nurses who were absolute angels as she felt she could not have been treated any better. **Erin Montgomery will share the story with the Nursing Staff.**

#### 4. **EDUCATION SESSION**

Sylvie Lavictoire provided an update of the Strategic Plan and where we are with the five strategic directions. **See Appendix A attached to the original minutes for a copy of the Strategic Goal Corporate Tracking Board.**

##### 1. Patient Centered Care

This initiative is in the final stages with its development. A letter will be sent to the NE LHIN outlining the initiatives and its process of implementation that supports patient centered care approach. The letter will request the Hospital be formally recognized as a patient centered care facility.

##### 2. Leadership, Partnership, Integration

Goal 3 pertaining to Patient Care System (PCS) is in progress but taking longer to establish. This project is through the NEON group who is experiencing delays based on complexity, support from IT and NEON direction due to competing priorities. Discussions are being had at NEON CEO level with possible inclusion of North Bay Regional Health Centre in the NEON group. This would be an asset for Temiskaming Hospital as North Bay is our referral center.

##### 3. Culture of Safety

This goal has seen great progress and a change of mind set around everyone's responsibilities. At the moment, focus is on patient and public roles with promoting safety.

##### 4. Finance

Focusing on healthcare reform and quality based procedures and funding.

##### 5. Quality

Quality goals are on target and are ongoing.

An explanation of the patient centered care initiative was provided, examples include:

- Nutrition and Food Services moving to a choices menu.
- Working towards a remote registration kiosk in the Clinics area.
- Special Care Unit implemented communication boards, that details who the patients physician is, plan for the day, scheduled tests etc.
- Operating Room patients receive a follow up phone call to see if needs were met or if improvements could be made.

**5. CONSENT AGENDA**

It is recommended that the Consent Agenda for the September 29, 2013 Board meeting, **see Appendix B attached to the original minutes**, consisting of the following reports, be received:

- 5.1 Motion #3 - Terms of Reference for Quality of Care/Medical Audit, Tissue & Transfusion Committee
- Motion #21 - Terms of Reference for Mental Health Advisory Committee

**5.2 Committee Reports**

- i) Minutes of the Medical Advisory Committee – September 5, 2013

<b>MOTION NO.:</b>	1	<b>DATE:</b>	September 29, 2013
<b>MOVED BY:</b>	Maurice Landriault	<b>SECONDED BY:</b>	John Rowsell
<b>Motion:</b>	<i>That the Board of Directors approves the Consent Agenda for the September 29, 2013 Board meeting.</i>		
Carried <input checked="" type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Chairman's Initials:			

**6. COMMITTEE MINUTES**

**6.1. Quality & Service Planning Committee Minutes**

The Quality and Service Planning Committee minutes of September 16, 2013 were distributed with the agenda prior to the meeting. Carmen Koski provided a verbal report.

<b>MOTION NO.:</b>	2	<b>DATE:</b>	September 29, 2013
<b>MOVED BY:</b>	Maurice Landriault	<b>SECONDED BY:</b>	John Rowsell
<b>Motion:</b>	<i>That the Board of Directors approves policy ADM-G-13-XX Personal Assistive Devices as presented in Appendix A of the Quality and Service Planning Committee minutes of September 16, 2013.</i>		
Carried <input checked="" type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Chairman's Initials:			

<b>MOTION NO.:</b>	3	<b>DATE:</b>	September 29, 2013
<b>MOVED BY:</b>	Georgette Saxton	<b>SECONDED BY:</b>	Carmen Koski
<b>Motion:</b>	<i>That the Board of Directors approve the proactive disclosure of the Accreditation Executive Summary Report on the Temiskaming Hospital's website.</i>		
Carried <input checked="" type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Chairman's Initials:			

<b>MOTION NO.:</b>	4	<b>DATE:</b>	September 29, 2013
<b>MOVED BY:</b>	Carmen Koski	<b>SECONDED BY:</b>	Georgette Saxton
<b>Motion:</b>	<i>That the Board of Directors receives the Quality &amp; Service Planning minutes of September 16, 2013.</i>		
Carried <input checked="" type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/> Chairman's Initials:			

**7. CORRESPONDENCE****7.1 Letter of Resignation**

A letter from Cliff Geddes was received resigning from the Board of Directors. **A letter of appreciation will be sent to Cliff.**

**7.2 Card**

A card of appreciation was shared from a couple who visited a patient in the Hospital. The couple was very impressed with the caring staff, the cleanliness and the all around ambiance. They recognized that the Hospital is up-to-date on all aspects of health care.

**7.3 Letter of Appreciation**

Ron Scriven shared a letter of appreciation with regards to the care from a Physician in the Emergency Department. **A copy of the letter will be shared with the Physician.**

**8. MATTERS REQUIRING DECISION****8.1 Electronic Board/Committee Packages**

Prior to the summer break, the Board discussed moving to a paperless system for committee packages. All Board Members were surveyed. Results showed no objections to moving forward and only two members did not have a portable electronic device.

The Members reconsidered moving to a paperless system and it was decided at the current time to remain with paper packages.

**8.2 Appointment of a Board Member to the Hospital Foundation**

The Hospital Foundation has an opening for a Director from the Hospital Board. Carmen Koski brought her name forward to join the Foundation.

<b>MOTION NO:</b>	5	<b>DATE:</b>	September 29, 2013
<b>MOVED BY:</b>	Dorothy Wight	<b>SECONDED BY:</b>	Maurice Landriault
<b>Motion:</b>	<i>That Carmen Koski be appointed as a Director on the Hospital Foundation.</i>		
<b>Carried</b> <input checked="" type="checkbox"/>	<b>Defeated</b> <input type="checkbox"/>	<b>Tabled</b> <input type="checkbox"/>	<b>Chairman's Initials:</b>

**8.3 Non-Union Compensation  
Deferred.****9. MATTERS FOR DISCUSSION**

**9.1. Next Year Fall Education Session**

The Members discussed the format of the Education Session. It was decided to move to the Friday afternoon and full day Saturday rather than the full day Saturday and half day Sunday.

In general the education session is felt to be a valuable session that involves team building and developing personable relationships with each other that ultimately helps the Board function as one.

The Elk Lake Eco Centre inadvertently booked our regular weekend for 2014 and the next available date is October 24-26, 2014. **Other options for the weekend of September 26-27 will be explored such as Temagami Shores Inn and Resort and La Bannik in Québec.**

**10. TREASURER'S REPORT**

The Report of the Treasurer was with the agenda prior to the meeting. **See Appendix C attached to the original minutes.** Jeff Renaud reported:

- The funding notice announced an increase of \$260,000.
- A positive variance to date has been achieved.
- The difference in cancer care revenue is offset by cancer drug savings, and there was not as many chemotherapy visits.
- The budget included rent from the GNFHT starting September 2013, however due to the fact that we continue to wait for a response from the Ministry, the FHT has not moved in. The suggestion was brought forward to contact our local MPP to assist with getting a response from the Ministry.

<b>MOTION NO:</b>	6	<b>DATE:</b>	September 29, 2013
<b>MOVED BY:</b>	Quen Lee	<b>SECONDED BY:</b>	Christine Harrison
<b>Initiated from:</b>	Finance Department		
<b>Motion:</b>	<i>That the Report of the Treasurer be approved.</i>		
<b>Carried</b> <input checked="" type="checkbox"/>	<b>Defeated</b> <input type="checkbox"/>	<b>Tabled</b> <input type="checkbox"/>	<b>Chairman's Initials:</b>

**11. UTILIZATION REPORT**

The utilization report was distributed with the agenda prior to the meeting for information purposes. **See Appendix D attached to the original minutes.**

The c-section rate was questioned; reassurance was provided that c-section standards are being met. **It was requested to have the Provincial average added to the report for comparison.**

**12. ADMINISTRATION REPORT**

The Administration Report was distributed to the members in the Board package prior to the meeting. **See Appendix E attached to the original minutes.**

A brief explanation of Health Links was provided.

**The meeting was directed to item 15.1 Goals and Objectives for the Chief of Staff.**

**13. FOR INFORMATION PURPOSES**

The following were distributed with the agenda prior to the meeting for information purposes:

- NE LHIN Letter re: Temiskaming Health Link’s Business Plan – August 8, 2013
- Newspaper Clippings
  - New obstetrics program delivering results
  - On the move Community Cancer Care finds new home
  - Temagami Lions donate to Temiskaming Hospital
  - The Last Newspaperman
  - Filling the gap Non-urgent patient transport under study
  - From the editor’s desk
  - Patient service pressing for provincial action

**14. REPORT – None.**

**The meeting was directed to item 16 In-Camera Session.**

**15. OTHER BUSINESS**

**15.1. Goals and Objectives**

Chief of Staff – Dr. Mark Churman

In an effort to decrease readmission rates and ensure a smooth transition to community services, his goal is to develop forms for discharge that will act as reminders of best practice guidelines.

Dr. Churman spoke to a pilot project that the Haileybury Group of Physicians applied for. Dr. Churman offered to present on the topic as an education session should the application be accepted.

**The meeting was directed to item 13 For Information Purposes.**

**16. IN -CAMERA SESSION**

<b>MOTION NO:</b>	7	<b>DATE:</b>	September 29, 2013
<b>MOVED BY:</b>	Susan Cavanagh	<b>SECONDED BY:</b>	Patricia Willard-Inglis
<b>Motion:</b>	<i>That the meeting move in-camera at 1033 hours.</i>		
<b>Carried</b> ✓	<b>Defeated</b> <input type="checkbox"/>	<b>Tabled</b> <input type="checkbox"/>	<b>Chairman’s Initials:</b>

<b>MOTION NO:</b>	8	<b>DATE:</b>	September 29, 2013
<b>MOVED BY:</b>	Susan Cavanagh	<b>SECONDED BY:</b>	Patricia Willard-Inglis
<b>Motion:</b>	<i>That the Open Board meeting reconvene at 1200 hours with no report.</i>		
<b>Carried</b> <input checked="" type="checkbox"/> <b>Defeated</b> <input type="checkbox"/> <b>Tabled</b> <input type="checkbox"/> <b>Chairman's Initials:</b>			

**17. DATE OF NEXT MEETING**

The next Open Board of Directors meeting is scheduled for Monday, October 28, 2013 in the Boardroom.

**18. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1201 hours.

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 Ron Scriven, Chair

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 Sylvie Lavictoire, Secretary