

SOUTH HURON HOSPITAL ASSOCIATION
MINUTES OF BOARD OF GOVERNORS MEETING
Thursday, December 1, 2011
Boardroom B110 at 1900 hours (7:00 p.m.)

Present:	Jeff Keller (<i>Chair</i>)	Ernie Miatello	Cathy Cade
	Rae Ann Ladouceur	Ellen Shapiro	Christina Godbolt
	Bill Brintnell	Dr. Ken Milne	John McNeilly
	Tom Hayter	Conor O'Keefe	Rob Morley
Invited:	Heather Klopp	Kim Spearin	Kim Killens
	Darlene Borland	Faye Reichert (recorder)	
Regrets:	Marion Snow	Sandra Albrecht	

Jeff Keller, Chair, called the meeting to order at 1915 hours.

1. Declaration of Conflict
None declared.

2. Additions/Changes to Agenda
None

3. Minutes of Open Session for Board Meetings
Minutes provided previously for open session of November 3, 2011 Board meeting.

Moved by: John McNeilly
Seconded by: Ellen Shapiro
Motion: To approve the minutes of the open session of the November 3, 2011 Board meeting as presented. Carried

4. Business Arising
No business arising.

5. Strategic Planning (*Jeff Keller*)
Members provided with revised Implementation Plan to include those changes discussed at Board Retreat in September.

6. Educational Opportunities (*Jeff Keller*)
Defer until January meeting.

7. Chair Report/Correspondence (Jeff Keller)

7.1 Correspondence

No correspondence

7.2 Board Policies

Following policies have been revised in compliance with OHA By-Law Guidelines. Draft policies provided for review, further discussion and approval to be held at the January meeting.

- Role & Responsibilities of Board
- Position Description – Board of Directors

8. CEO Report (Glenn Bartlett)

8.1 Declaration of Understanding of Confidentiality and Conflict of Interest

All Board members required to complete with signature annually.

8.2 Nursing Shortage (ER)

With the current nursing shortage, SHHA and other hospital sites are having difficulty in staffing the Emergency Rooms. Our emergency department is vital to the local community and surrounding catchment area. Due to the commitment of our Chief of Staff physicians and nurses, the SHHA emergency department has remained opened 24/7 and not required outside services for coverage.

Health Force Ontario (“HFO”) has been mandated to provide physician coverage where shortages may jeopardize hospital emergencies staying open. Medical/physician coverage is required; however, the short supply of nursing staff is a growing concern. Glenn met with Brian Tibbet, Partnership Co-ordinator SW Health Force, Marketing & Recruitment Agency, to suggest a new concept that their mandate be expanded to include nurses. Brian will pass this along to Toronto to include the Nursing Secretariat. It is felt this would need to be a Province-wide initiative.

8.3 Corporate By-Laws

Members provided with “draft” as revised in accordance with OHA guidelines. Further discussion will be held at the March Board meeting. Recommendation for approval will be held at Annual General Meeting in June. The Board will also have an opportunity to review the Medical staff By-Laws once the Medical Advisory Committee make recommendations to Board.

8.4 Tour of Clinic Facilities

The Working Group Committee has been working with the Foundation regarding requirements/layout of a ‘purpose built building’. For comparison purposes and to see what works/does not work, committee toured four (4) other site locations (Strathroy, Grand Bend, St. Mary’s and London). The tour was very worthwhile and the committee has a better understanding of available options, which

systems/layouts function best for physicians, teaching and nursing space requirements, dedicated area for IT equipment and allowance for storage. The next steps will be to look at building types.

8.5 Director of Patient Services and Chief Nursing Executive

Sandra Albrecht is leaving SHHA to pursue her career at another local hospital site. We wish Sandra all the best in her future endeavours. The position will be filled and postings with skill set requirements have been placed in local papers as well as London Free Press and on SHHA website.

8.6 Collaboration with Grand Bend Area Community Health Centre (“GBCHC”)

Glenn has informed Michael Barrett, of progress at our hospital and collaboration efforts of both organizations. The intent is to strengthen infrastructure while avoiding cost increases. The shared services of both organizations were provided as well as the purchased services, some of which are funded by the Erie St. Clair LHIN.

Michael felt that SHHA is meeting the legislated definition of integration and totally supports what we are currently doing, including our community outreach programs. It does not make sense for small hospitals to stand alone. Primary Care will be the new focus of health and both organizations are well positioned.

8.7 Institutional Comparisons

A chart of comparisons for the GBCHC and SHHA features was distributed and reviewed, which clearly shows the difference between the two organizations.

Moved by: *Bill Brintnell*

Seconded by: *Conor O’Keefe*

Motion: *To accept the report of the President/CEO, as presented by Board Chair. Carried*

9. Committees

9.1 Medical Advisory Committee (“MAC”) (Dr. Ken Milne)

On behalf of the committee, Dr. Milne expressed thanks to Sandra Albrecht for fulfilling her duties in the role of Director of Patient services and Chief Nursing Executive. The medical staff enjoyed working with Sandra and wishes her all the best in future endeavours.

MAC Meeting held November 24, following highlights -

- The Ontario Medical Association workshop was held at the Grand Bend Area Community Health Centre earlier this date. Two sessions were held “Client-Patient Communication to Enhance Health Outcomes” and “Difficult Clinician-Patient Relationships”. The event proved to be very productive and well attended by SHHA - twelve (12) physicians and six (6) nurses. It is hoped this will be an annual event funded by the OMA.

- The January MAC meeting has been moved up to January 19th in order to allow for discussion and review of the HUGO project as well as the E-Health initiative.
- Committee in process of review of Professional Staff By-Laws as well as Corporate By-laws, which will then be recommended for approval at the June Annual General Meeting.

9.2 Board Risk, Quality & Utilization (Christina Godbolt)
Next meeting scheduled for December 7th.

9.3 Executive, Governance and Planning (Jeff Keller, Chair)
Meeting held earlier this date, next meeting scheduled for January 19th.

9.4 Public Relations Committee (Jeff Keller, Chair)
Jeff had interview with ETM – expressed Christmas Greetings.

9.5 Auxiliary (Cathy Cade, Co-Chair)
Cathy Cade and Linda Marsden attended the Auxiliary Conference in Toronto and learned of some new ideas for fundraising. Michael J. Fox was an amazing speaker. Cathy Cade will present a donation to the Auxiliary at their Christmas gathering for her volunteer hours of service.

9.6 Audit Committee (John McNeilly, Chair)
No meetings held.

Moved by: Ernie Miatello

Seconded by: Cathy Cade

Motion: To approve the committee reports as presented. Carried

10. Finance (John McNeilly for Darlene Borland)

10.1 Financial Statements
The October 31, 2011 financial statements had been provided for information, indicating a surplus of \$84,520 or 1.36% against targets of \$0.00 and 0%.

10.2 Compliance Statement
Statement provided indicating all remittances complete and returns filed as of October 31, 2011. HBAM funding formula allocation process is proceeding very slowly in their review of big hospitals versus small hospitals.

Motion by: Rae Ann Ladouceur

Seconded by: Tom Hayter

Motion: To accept Finance Report as presented. Carried

11. Other Business

11.1 Foundation

Highlights of meeting held November 2nd –

- John Wuerth will attend Working Group Meetings
- Executive and Finance Committee members reviewing Foundation investments.
- Foundation meets again in December

12. New Business

No new business.

13. Next Board Meeting

Reminder – Christmas Luncheon – December 14, 2011

January 26, 2012 – *(some information to be sent out in advance for review)*

14. Motion to move to in-camera session at 2020 hours, approving request for Recording Secretary to remain.

Moved by: Ernie Miatello

Seconded by: Ellen Shapiro

Motion: To move to in-camera session. Carried

15. Motion to adjourn open session 2115 hours.

Moved by: Rob Morley

Seconded by: Rae Ann Ladouceur

Motion: To adjourn open session. Carried

Jeff Keller,
Chair

Glenn Bartlett,
Secretary