

 HANOVER &  
DISTRICT  
HOSPITAL  
**MINUTES OF THE REGULAR BOARD MEETING**

**DATE:** Tuesday, February 23, 2021

**TIME:** 1700 hours

**PLACE:** GoToMeeting

**PRESENT:** **Voting Governors:** Lorna Eadie Hocking (Chair), Corwin Leifso (Co-Vice Chair), Tina Shier (Co-Vice Chair), Tim Kraemer (Treasurer), Rejane Dunn, Terry Leis, Pam Matheson, Chris Prues, Cathy Rahn, Nikki Zeh

**Non-Voting Governors:** Dana Howes (President and CEO), Michelle Scime-Summers (Vice President of Patient Care Services/CNE), Dr. Randy Montag (Chief of Staff), Dr. Nick Abell (President of Medical Staff), Dr. Tim Heerema (Vice President of Medical Staff)

**Invited Staff:** Eric McCallum (Executive Manager of Human Resources/ Physician Recruitment), Kim Mighton (Vice President of Finance & Operations), Victoria Cumming (Recording Secretary)

**Guests:** Jeannette Wilken (HDH Patient & Family Advisor)

**REGRETS:** **Voting Governors:**  
**Non-Voting Governors:**

**1. CALL TO ORDER**

L. Eadie Hocking called the meeting to order at 1700 hours.

**2. OPENING REMARKS**

L. Eadie Hocking welcomed everyone to the meeting and shared opening remarks.

**3. APPROVAL OF AGENDA**

Moved and Seconded

**THAT the agenda be approved as presented.**

MOTION CARRIED

**4. DECLARATION OF ANY CONFLICT OF INTEREST**

No conflicts were declared.

**5. MISSION, VISION, VALUES**

The Board reviewed the Mission, Vision, and Values and were asked to keep them in mind throughout the meeting.

**6. PRESENTATION: SENIOR FRIENDLY FRAMEWORK**

L. Eadie Hocking introduced J. Wilken, HDH Patient & Family Advisor. M. Scime-Summers and J. Wilken provided a presentation on the Senior Friendly Framework which included the following;

- Brief Overview;
- Why it is important;
- Team Members;
- Senior Friendly Care Initiative;
- Senior Friendly Care Framework;
- Accomplishments to Date; and
- Next Steps.

The group discussed that 65+ is a large age range and it was questioned if the data was broken

down further by age group. It was explained that the committee's focus at this time is looking at the senior population as a whole. The committee did discuss that most patients are in their 80-90's. A survey will going to be developed to get more targeted feedback.

It was asked if the committee has considered any tools to improve the accessibility for communication. The group will dive into this further but this is part of the reason the Senior Friendly Committee will combine with the Accessibility Committee to form the Health Equity Committee. This will ensure things are looked at from an accessibility standpoint as well. There may be other material that will need to be developed.

*J. Wilken left the meeting*

## **7. STRATEGIC MATTERS**

### **7.1 Grey- Bruce Ontario Health Team (GB OHT) Update**

D. Howes provided a briefing note in the agenda and highlighted;

- The GB OHT Planning Committee completed an interview with the Ministry of Health (MOH) on January 25, 2021. Overall, the visit was positive and there was good discussion on a planned path forward;
- The Collaborative Decision-Making Arrangement (CDMA) Sub-Committee has met twice to identifying a governance model. Templates have been provided from the MOH to work from; and
- Engagement and Activities continue to take place and were highlighted.

It was also shared that there is currently a movement to modernize homecare in Ontario. There will be change coming forward as homecare will be transitioning and there is a commitment to look at evergreen contracts that are in place.

## **8. OFFICER REPORTS**

### **8.1 Board Chair Report**

L. Eadie Hocking provided a report in the agenda outlining the events/meetings she has participated in from January 20, 2021 to February 18, 2021. There was no further discussion.

### **8.2 President/CEO Report**

D. Howes provided a written report in the agenda and highlighted;

- The Georgian Bay Integrated Network (GBIN) Steering Committee met on January 29, 2021 to review updates from the Finance Committee and Clinical Advisory Committee (CAC). The status of the Remote Hosting Option (RHO) project was also reviewed;
- On February 8, 2021, the Ontario Hospital Association (OHA) hosted a Small, Rural and Northern (SRN) meeting to discuss opportunities to optimize the roles of small hospitals during the pandemic and beyond; and
- HDH is pursuing the ability to complete rapid COVID-19 Point of Care (POC) testing. The advantage of having the capability to test symptomatic patients rapidly is there would be a quicker turn-around time for initiating COVID-19 contact tracing, and it would further assist in care planning of patients.

It was clarified that the rapid COVID-19 POC testing takes around 15 minutes for a result. It is being used by other hospitals. The false positive rate is low with this test. There would be no change to the funding formula for testing. A PCR swab would still need to be sent away as well.

The membership of the Inter Hospital Laboratory Partnership (IHLP) and the SRN Committee were highlighted as requested.

## 9. **BUSINESS/COMMITTEE MATTERS**

### **9.1 Finance/Audit & Property Committee Report**

T. Kraemer reported that the Finance/Audit & Property Committee met on February 18, 2021 and reviewed the financial statements for the 10<sup>th</sup> period ending January 31, 2021. At the end of January YTD there was a surplus of \$536,222 before amortization and a surplus of \$301,965 after building amortization.

Upgrades were completed to the two Family Centred Care Suites including fresh paint and new flooring. A renovation has been started on a patient shower room on the inpatient unit.

The Finance/Audit and Property Committee reviewed the Draft Capital Budget 2021-22 and has recommended it for approval by the Board.

Moved and Seconded

***THAT the Board of Governors approve the Capital Budget 2021-22 as presented.***

MOTION CARRIED

The Committee also reviewed the draft Operating Budget for 2021-22 and after discussing decided to bring forth the budget to the Board for discussion and decision.

K. Mighton provided a slide deck that included the following information around the draft Operating Budget;

- What is the Budget Process;
- Revenue Assumptions;
- Expense Assumptions;
- Scenarios;
- Process for Deficit Budget;
- Our Next Steps;
- Why Now; and
- Our Options.

There has not been any assumptions/directions from the Ontario Hospital Association (OHA) or the Ministry of Health (MOH) at this time. HDH's assumptions are similar to other hospitals. HDH has never submitted a deficit in the past. A lot of internal budgetary work has been done the last few years and management feels there are no more efficiencies to be made.

No operating budget was officially submitted last year. The MOH never opened a process and the budget was therefore never submitted. It is unknown what will happen this year. The budget presented would be used as an internal budget at this time. It was clarified that a deficit could be funded through cash reserves but this is not a sustainable process for the future. If a 1-2% increase is received HDH will be able to balance. Other hospitals do have similar themes including salaries and wages and insurance.

Moved and Seconded

***THAT the Board of Governors approve the Operating Budget 2021-22 as presented.***

MOTION CARRIED

### **9.2 Fiscal Advisory Committee Report**

T. Kraemer reported that the Fiscal Advisory Committee met on January 27, 2021. An overview of hospital finances, Q3 financial reports and the budget process was shared with the group. The next meeting will be scheduled for the Fall.

### **9.3 Public Relations Committee Report**

C. Rahn reported that the Public Relations Committee met on February 3, 2021. The social media scorecard was reviewed and an update was provided for the new website. The design for the new website has been finalized. Content is currently being submitted for final approval and launch.

The committee reviewed and approved the HDH Communication Plan and has brought it forward for information for the Board.

### **9.4 By-Law Committee Report**

C. Leifso reported that the By-Law Committee has initiated its annual by-law review and will be meeting on February 25, 2021.

### **9.5 Nominating Committee Report**

C. Lefiso reported that the Nominating Committee met on February 17, 2021. The committee reviewed the terms up for election along with the current vacancies. There are 10 members currently with 2 vacant positions. All terms up for election have provided their nomination form to be elected for another term. It was unknown if there were any other members planning to step down. The committee reviewed Board Executive Succession.

The committee reviewed the skills matrix and Self-Evaluation completed by the board members. The committee asks that the board submit potential names that would be from the IT and/or community health care for recruitment.

The committee will use a recruiting letter to target excellent candidates from the previously mentioned fields to fill one of the vacant positions on the board.

Education was a theme on the evaluations. Due to the pandemic, there has not been as much opportunity for education. There was a board education session being set up with partner hospitals last year that was put on hold with Professor Richard LeBlanc as a presenter. The committee recommends that this education session move forward virtually. C. Leifso will reach out to L. Eadie Hocking about this education session.

In March, the committee will initiate the board chair evaluation. Last year's evaluation did not happen due to the pandemic.

## **10. CONSENT AGENDA**

***Item 10.2(c) Medical Advisory Committee Minutes – January 4, 2021 was removed from the consent agenda for discussion;***

Clarification was asked for around the palliative care report. It was explained that the palliative care physicians no longer work under the Palliative Care Outreach Team (PCOT). There will be no change to patients as they can still receive care from these physicians. HDH physicians refer to the palliative care physicians outside of the PCOT.

Moved and Seconded

***THAT the Board of Governors accepts Item 10.2(c) as presented.***

MOTION CARRIED

Moved and Seconded

**THAT the items on the consent agenda are approved as follows;**

**10.1** Open Board Session Minutes – January 26, 2021

**10.2** Board Committee Reports

(a) Finance/Property Committee Minutes – January 21, 2021

(b) Quality Governance & Risk Management – January 26, 2021

**10.3 Reports**

- (a) Finance & Property Report
- (b) VP of Patient Care Services/CNO Report
- (c) Chief of Staff Report
- (d) Foundation Report

**10.4 HDH Accessibility Plan**

MOTION CARRIED

**11. ROUND TABLE**

There was no further discussion.

**12. NEXT MEETING**

Tuesday, March 23, 2021 at 5:00pm

**13. COMPLETION OF BOARD MEETING EVALUATION**

L. Eadie Hocking reminded the group to complete the Board Meeting Evaluation.

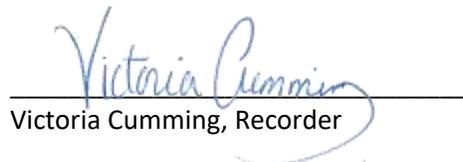
**14. ADJOURNMENT**

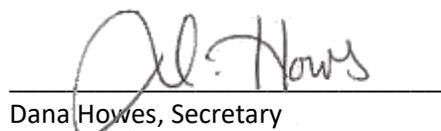
The meeting adjourned at 1832 hours.

**NOTICE OF IN-CAMERA SESSION**

An in-camera session was held following the open board session to discuss matters as outlined in Board Policy # 400.

  
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Lorna Eadie Hocking, Chair

  
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Victoria Cumming, Recorder

  
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Dana Howes, Secretary