

Regular Board Meeting, January 30, 2018

A **Regular Board Meeting** of the Board of Directors of the Hornepayne Community Hospital was held on Tuesday, January 30, 2018 at 4:00 p.m. in the Hospital Board Room.

PRESENT:
R. Kelly - Chair
L. MacEachern
H. Jaremy-Berube – Secretary
A. Liebigt
A. Morrison
H. Verrino
M. Zajac

REGRETS:
Dr. Henderson
Dr. Cameron
S. Peroff
B. Claveau
M. Gauvin
C. Fort
A. Le Fort
A. Sloan

IN ATTENDANCE: S. Baker- Recording Secretary

1. CALL TO ORDER - APPROVING AGENDA

The meeting was called to order at **4:10 p.m.**

Amendments to the Agenda:

***88-01-18 Motion:**

It was moved by **L. MacEachern** and seconded by **A. Liebigt** to accept the agenda as amended.
CARRIED

2. RECEIVING AND PASSING OF MINUTES

2.1 Minutes of the Regular Board meeting of December 5th, 2017

Errors or Omissions

***89-01-18 Motion:**

It was moved by **A. Liebigt** and seconded by **L. MacEachern** that the minutes of the Regular Board meeting of December 5th, 2017 be accepted as presented.

CARRIED

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3. REPORT OF OFFICERS:

3.1 Chief Executive Officer

CEO Report to the Board January 2018

Strengthening Homecare/ALC

Pending submission for proposal for Assisted Living in the community submitted October 2017.

ALC pressures have eased somewhat after the summer.

Interprofessional Primary Care Team

The Ministry of Health has extended the opportunity for communities to apply for IPCT, which essentially is a Family Health Team. This opportunity in recent years has not been available, however the Ontario Budget 2017 provides an opportunity for LHINS to advance the 17/18 priorities of expanding Family Health teams consistent with the “Patients First “ plan, to improve access to primary care. I submitted a business case requesting funding for a Family Health team early November. I asked recently as to when we could expect word on this proposal and I was informed this would come at the end of February.

Hospital Properties

The new apartment is ready, below the locum apartment and is currently occupied by new nurse.

Physiotherapy

Physiotherapy for LTC residents is progressing well, with word recently from Physiotherapist from Wawa that PSW Brigitte Rotar is trained and delivering physiotherapy to all LTC residents who are able. Now that this is well underway, the physiotherapist will be required to visit here less frequently and will instead monitor patient with regular contact with Brigitte.

Executive Compensation

We have received some questions from MOHLTC regarding the Executive Compensation plan prepared for us by DiBrina Consulting. The MOHLTC has asked that we remove one of the larger hospitals as a comparator, and we pointed out that the Finance Manager Position is no longer part of the hospital’s executive structure, but rather is a purchased service from Notre Dame Hospital. DiBrina has amended the plan, we will re-submit to the MOHLTC. It is expected that it will be approved for posting. It will have to be posted for 30 days.

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General Staffing/non Nursing

Some changes have occurred in the Administration department after re-structuring. Finance duties are overseen by Maryse Gauvin, Notre Dame Hospital. The staff at Notre Dame have been working very hard finalizing year end and preparing for next years budget. In addition, they have been preparing for how work will be distributed amongst our own staff, on a day to day basis. Since November 2017, Linda Kozlowski, has been handling her duties as Finance Clerk/AP, as well as assisting NDH staff as necessary.

Moving forward, we see that it is necessary that she be relieved of the time sensitive duties of her current position. We have created a Finance Assistant/Human Resources fulltime position. This will include daily finance duties, as per Director of Finance (NDH). Monthly journal entries, statistical reporting and year end preparation, and assistance with budget preparation will be included in her duties. She will train and

monitor activities of Finance clerk. Additionally, she will turn a more consistent eye to Human resources functions which will include but not be limited to maintenance and administration of employee benefits, maintenance and proper record keeping with respect to union issues, job postings, personnel files and other such Human Resource needs.

The Finance Clerk position has been posted, and filled internally by Sabrina McLeod who comes to Administration from Purchasing. Sabrina will be a welcome addition to the Administration Department.

Finance

The Finance Department has been busy preparing budget and HAPS submission. No report is available today. Finance meeting will take place next week on February 5th.

Strategic Planning

Still working on getting survey out to everyone and completed.

Accreditation

The end of December Accreditation surveys were filled out to develop a roadmap to begin to prepare for Accreditation. The preliminary results are returned for Governance and Administration.

***90-01-18 Motion:**

It was moved by M. Zajac and seconded by A. Liebigt to accept the Chief Executive Officer's report as presented.

CARRIED

3.2 Chairman of the Board

Nothing

3.3 Chief Nursing Officer

Nursing Report

1. Acute Care/Emerge

- ALC – no further crisis at present
- Planning for accreditation
- Rachel, Nurse Educator completed a big job of “validating” the Electronic Health Record in collaboration with Jarret (DI), Pam (Medical Records) and Jeanette (IT) in preparation for the E-Health One Patient, One Record across the province.

2. LTC

- LTC Required Programs continue to be a focus. 2 done, 2 to go.
- Registered Staff are getting more comfortable with Point Click Care Charting System and the additions to it we have had to add in order to meet Ministry Requirements
- Planning LTC Family Valentine Supper

3. Pharmacy

- UNIT DOSE PACKAGER – It is set up and Liz received training. She has to build our medication inventories into the software, which will take some time.
- AUTOMATED DISPENSING UNITS (ADU's) - We are collaborating with other hospitals in our LHIN. We have seen 2 different units. The LHIN is pushing for this and we might see this rolled out sooner than anticipated. We will keep you posted.
- LTC PHARMACY SERVICE PROVIDER – We are happy with this service. Having the clinical pharmacist participating in our Quarterly Review Meetings has added tremendous value. The staff has adjusted to the changes.

4. Staffing

- RN's – Our New RN – Dolores has completed Orientation and is working independently. She is doing very well and is very pleased with her experience her in Hornepayne.
- PSW's – Our new Part-Time PSW Hire from White River, Nancy is doing well. She stays in the House when she is on a stint of shifts. Judy Johnson begins clinical as a PSW Student next week. She is doing the education contract with the hospital. We have a total of 2 LOAs.
- RPN's – LOA's and lack of Part Time make it difficult to fill scheduling needs. We have a total of 2 LOA's and a 3rd going off in July. 18 month long maternity leaves are now the expectation.

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5. **Quality**

- Work in progress.
- See Presentation for Governance – Accreditation October 2018

6. **PowerPoint Presentation Governance Red Flags.**

***91-01-18 Motion:**

It was moved by L. MacEachern and seconded by H. Verrino to accept the Chief Nursing officer report as presented.

CARRIED

3.4 **Manager of Nutritional, Domestic & Plant Services**

- I would like to thank the Board for the beautiful Christmas gifts for my staff and I, they were very much appreciated.
- **Maintenance-**
- The Locum apartment renovations are now complete. We have furnished it and it has been occupied as of Jan 19, 2018.
- We are seeking quotes for 8 windows in the L.T.C, the windows and window sills are in need of replacement
- Maintenance staff are catching up on some painting around the building
- In the spring we would like to get some eaves throughout the back of the building, we are in the process of getting quotes
- The Haavalsrud house is keeping us busy ironing out issues as they arise
- In the Dietary Department, Victoria Derooy has resigned from her part time position and we hired Kimberly Earle from housekeeping
- Jarvis Brown is back to work as of January 15, 2018. He has put all of the procedures for dietary on the new templates and is now working on the policies and they will be on the X-drive when finished
- All of the Housekeeping and Laundry policies and procedures have been done on the new template. All the checklists have been updated and have been put in order of priority. The housekeepers helped me with this endeavour

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- We had an inspection today from the Public Health. We had no critical violations and 3 non-critical violations cake pans needed to be replaced, we had three thermometers in the fridge and one was inaccurate and had to be discarded, and the Quat sanitizer needs to be adjusted
- by Ecolab when they come. His comments were that the facility is very well kept, and the operators and staff demonstrate care in maintaining a clean and sanitary facility
- Meals on Wheels we need more volunteers, we accepted 3 more clients last week

***92-01-18 Motion:**

It was moved by L. MacEachern and seconded by A. Morrison to accept the Manager of Nutritional, Domestic & Plant Service's report as presented.

CARRIED

3.5 Hospital Auxiliary

Hornepayne Hospital Ladies Auxiliary
Jan. 30, 2018

Christmas is over and all merchandise was discounted for the first part of Jan. and is now packed away for another year. As mentioned in the previous month our XMAS season was huge success, including memorial candles, selling over 100. The Auxiliary receive a lot of positive compliments as to the changes to the display of the candles throughout the cemetery this year. We were pleased at how many people came to enjoy the feeling of peace and pay their respects to their loved ones that have passed away. The auxiliary is happy to announce a new recruitment to the Hospital Gift Shop Mrs. Diane Decevito.

Albena Liebigt
Hornepayne Ladies Auxiliary Representative

***93-01-18 Motion:**

It was moved by L. MacEachern and seconded by H. Verrino to accept the Hospital Auxiliary's report as presented.

CARRIED

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4. NEW BUSINESS

Internet Password- Heather- We have had a complaint from a patient that was here and had no access to Wi-Fi. We are going to look into steps we can take to try and get access to acute patients without having staff use and abuse it.

***94-01-18 Motion:**

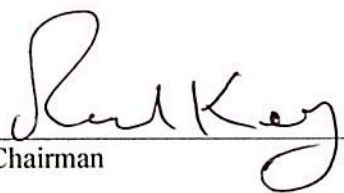
It was moved by **L. MacEachern** and seconded by **H. Verrino** to accept the New Business report as presented.

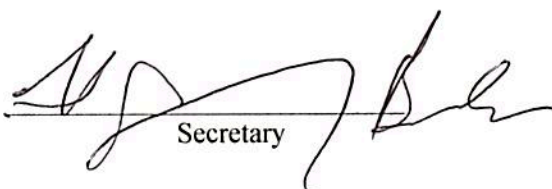
5. ADJOURNMENT

***95-01-18 Motion:**

It was moved by **R. Kelly** that the meeting be adjourned at **5:20** p.m.

CARRIED


Chairman


Secretary

