

Regular Board Meeting, October 27, 2015

A regular meeting of the Board of Governors of the Hornepayne Community Hospital was held on Tuesday, October 27<sup>th</sup>, 2015 at 4:00 p.m. in the Hospital Board Room.

**PRESENT:**  
R. Kelly – Chairperson  
L. Verrino – Secretary  
C. Browne  
Dr. Cameron  
F. Lacoursiere  
Y. Vaillancourt  
H. Verrino  
V. Walton  
M. Zajac

**LATE ARRIVALS :**  
Dr. Henderson  
L. MacEachern

**REGRETS:**  
G. Latoski  
A. Le Fort  
D. Shoppoff

**IN ATTENDANCE:** S. Collins - Recording Secretary

**1. CALL TO ORDER - APPROVING AGENDA**

The meeting was called to order at 4:00 p.m. by Chairperson R. Kelly. Richard welcomed Vanessa to the Board, as he was away for her first Regular Board meeting. He gave them all a few minutes to review the agenda.

**\*15-10-15**

**Motion by M. Zajac/Y. Vaillancourt to accept the agenda as presented.**

CARRIED

**2. RECEIVING AND PASSING OF MINUTES**

**2.1 Minutes of the Regular Board meeting of September 29<sup>th</sup>, 2015**

**Errors or Omissions**  
None.

**\*16-10-15**

**Motion by Y. Vaillancourt/Dr. Cameron that the minutes of the Regular Board meeting of September 29<sup>th</sup>, 2015 are accepted as presented.**

CARRIED

**3. REPORT OF BOARD COMMITTEES**

**3.1 CEO<sup>1</sup> Selection Committee, October 2<sup>nd</sup>, 2015**

Richard thanked Laurie MacEachern, Dr. Cameron, and Yves Vaillancourt for helping out in selecting a new CEO. It was not an easy task, but one that had to be done. We will be having a small brief in-camera session. We are an equal-opportunity employer and had to follow strict guidelines. This job was posted internally and externally. We received several applications from within the province.

**3.2 Finance Meeting, October 26<sup>th</sup>, 2015  
Financial Statement, September 30<sup>th</sup>, 2015**

The September 30<sup>th</sup>, 2015 Summary of Revenue & Expenses was reviewed and discussed. There are no substantive changes from the August 31<sup>st</sup>, 2015 statement.

**\*17-10-15**

**Motion** by Y. Vaillancourt/M. Zajac to accept the Financial Statement of September 30<sup>th</sup>, 2015 as presented.

CARRIED

**Staff Appreciation Gifts**

Lisa has ordered multi-functional tools with the hospital name on them for all staff. We would, also, like to purchase gift cards from the Home Hardware and the Valu Mart for staff in the same denominations as last year at a cost of approximately \$6,700.

Full-Time	-	\$100
Part-Time	-	\$75
Casual	-	\$50

**\*18-10-15**

**\*Motion** by M. Zajac/Y. Vaillancourt to accept purchasing Christmas gift cards for staff, on the same basis as last year, being \$100 for full-time staff, \$75 for part-time staff, and \$50 for casual staff. The total cost of approximately \$6,700.

CARRIED

---

<sup>1</sup> Chief Executive Officer

#### 4. REPORT OF HOSPITAL COMMITTEES

##### 4.1 Joint Occupational Health & Safety Committee:

A JOH&SC<sup>2</sup> meeting was held on September 16<sup>th</sup>, 2015.

WHMIS<sup>3</sup> – Ecolab will be conducting a class for WHMIS training all new employees. Annual recertification will, also, be coordinated through Ecolab if feasible.

WSIB<sup>4</sup> - Our WSIB performance is 0. No surcharge for 2015, this is the first time in seven years.

##### a) **Workplace Inspections**

July 2015 – 6 issues

4 – involving drywall curling up, cluttered, door fins damaged, plastic worn/torn

1 – tripping hazard - loose stair nosing

1 – scratching hazard – stainless steel plate

##### b) **Incidents**

August 2015 - 1 incident

1 Long-Term Care overexertion

September 2015 - 1 incident

1 Dietary Near Miss

##### 4.2 **Patient Safety/Utilization Reports**

Deleted from Agenda.

##### 4.3 **Quality Management (Audits):**

##### a) **Lab:**

Reviewed Point of Care testing procedure – compliance

##### b) **Patient Satisfactory Survey:**

January – June 2015 QIP<sup>5</sup> 2015/16

1. Would you recommend this organization to others?

- Acute 100% stated definitely

- Long-Term Care 91% stated definitely

2. Medication Reconciliation on Admission – Target exceeded.

3. Would you rate your care as good to excellent?

- Acute – 98% said excellent and 2% said very good.

- Long-Term Care – 99% stated excellent or good.

---

2 Joint Occupational Health & Safety Committee

3 Workplace Hazardous Materials Information System

4 Workplace Safety and Insurance Board

5 Quality Improvement Plan

**5. REPORT OF OFFICERS:**

**5.1 Chief Executive Officer**

**CCAC<sup>6</sup> Strengthening Home Care in Hornepayne** - On October 9<sup>th</sup>, 2015, we participated in the first teleconference to discuss HCH<sup>7</sup> and CCAC working together to strengthen Home Care service delivery.

Our second meeting is scheduled for early November. We will be assembling additional members (such as patient or family member). We will draft a Terms of Reference and review our current community profile.

**New CEO Shadowing** - I will commence shadowing the new CEO, Heather Jaremy-Berube, on November 9<sup>th</sup>, 2015. She has had a few interested people for her replacement. Karen will be coming in every second week to do ultrasounds. Heather will, also, set aside one day to do ultrasounds until Jarret is certified. Heather will, also, share on-call with Jarret until the replacement is fully orientated.

**DOF<sup>8</sup> Retirement** - Cheryl has given her notice of retirement as of February 28<sup>th</sup>, 2016.

Her last day of work will be on December 18<sup>th</sup>, 2015.

I have advertised and the closing date is October 30<sup>th</sup>, 2015. I will probably interview the first week of November.

**DI<sup>9</sup> Directorship** - We are still in the process of negotiating with TDH<sup>10</sup> for Medical Directorship of DI. I have attended a number of teleconferences with the other small hospitals in the group. Issues being discussed are whether we seek a director of DI from somewhere other than Timmins or change our relationship from partnership to customers of TDH.

**\*19-10-15**

**Motion** by Y. Vaillancourt/L. MacEachern to accept the Chief Executive Officer's report as presented.

CARRIED

**5.2 Chairman of the Board**

Nothing to report. I will be speaking in the in-camera session.

**5.3 Chief of Staff**

We wish Margy the best but we miss her.

**\*20-10-15**

**Motion** by M. Zajac/Y. Vaillancourt to accept the Chief of Staff report as presented.

CARRIED

---

6 Community Care Access Center

7 Hornepayne Community Hospital

8 Director of Finance

9 Diagnostic Imaging

10 Timmins & District Hospital

**5.4 Hospital Auxiliary**

**Fall Trade Show** – The Auxiliary sold a variety of items such as children/adult Halloween costumes, children/baby wear, Halloween knick knacks, books and craft items as well as baking goods. However, sales were slow and the Trade Show was not well attended.

**United Church** – On November 5<sup>th</sup>, we will be selling much of our stock at the United Church from 8:00 a.m. – 8:00 p.m. We have an excess of Christmas items that we didn't have space for at the Trade Show.

**Tuck Shop** – Our Halloween stock is on sale for 50% off.

We, also, have two new members volunteering in the Tuck Shop. Ginette Bucknell (our knitter) has supplied the Tuck Shop with slippers and, also, volunteers at the Tuck Shop. Alben Liebigt has, also, just started volunteering at the Tuck Shop.

**Ice Candles** – We are now taking orders for ice candles. They are \$10 each.

**\*21-10-15**

**Motion** by Y. Vaillancourt/M. Zajac to accept the Hospital Auxiliary report as presented.

CARRIED

**5.5 Manager of Food & Plant Services**

**Maintenance**

**Outside Chores** – All the outside work has been completed. We are ready for the winter months – grounds and building - fall fertilizer, sand, etc.

The Long-Term Care landscaping and fencing has been filled and seeded.

**Inside Chores** – We are installing an air conditioner in the server room. It arrived this morning. Once this is done, we will do some painting and patching.

**Dietary**

**Farmer's Market** – It was a great idea and cost neutral.

**Christmas** – Planning to get ready for Board Christmas dinner on Friday, November 27<sup>th</sup>. Yves requested banana fritters for desert. The Gift Exchange will be on Friday, December 18<sup>th</sup>.

**Health Inspector** – The Health Inspector was here yesterday for our Compliance Inspection. There is no action required at this time.

**\*22-10-15**

**Motion** by G. Latoski/A. Le Fort to accept the Manager of Food & Plant Service's report as presented.

CARRIED

**5.6 Manager of Patient Care Services**

**Staffing** – We are still actively trying to recruit a full-time RN<sup>11</sup>. I have been in contact with a lady from Toronto. She is a new graduate and hesitant to take on the responsibility of being the only RN on duty. I have been going back and forth with her trying to entice her to come. Lisa has offered to give her an apartment at three-months rent-free with no obligation. We, also, told her we can provide a lengthy orientation of up to three months if need be. She is thinking her option over and will get back to me.

An Activity co-ordinator will soon be hired. I'm just finishing up with her references but I do not anticipate any problems.

**Education** – Susan Powell is scheduled to come November 13<sup>th</sup> to teach ACLS<sup>12</sup> to the nursing staff and we are looking forward to that.

On November 10<sup>th</sup>, Freda, the RNAO Best Practice Guidelines representative, will be visiting Kim and I to provide direction in building the learning/training programs for the staff which is a compliance requirement.

Lindsay Dasti has initiated the Incontinence program through her schooling as a project which will be of great help when we finalize that program. Lindsay will be holding an education session to the staff for promoting continence using prompted voiding on November 17<sup>th</sup>. On November 3<sup>rd</sup>, she will provide an informative “snack and yack” to the residents and their families.

**Recreation** – The students from the Public School will be coming in on Thursday to present their handmade scarecrows to the Long-Term Care residents.

**Upcoming** – Kim and I are beginning to work on Point Click Care, the new charting system. We will be integrating for the PSW<sup>13</sup>. First, we need to be trained and build the program to suit our needs. We hope to start training the staff in January.

**\*23-10-15**

**Motion** by Y. Vaillancourt/L. MacEachern to accept the Manager of Patient Care Service's report as presented.

CARRIED

**6. CORRESPONDENCE – October 2015**

None.

**7. NEW BUSINESS**

None.

---

11 Registered Nurse

12 Advanced Cardiac Life Support

13 Personal Support Workers

**8. OPEN FORUM**

**Laurie** – She mentioned that the Holy Name of Jesus School will be in to do their Christmas carolling.

**Cheryl** – She was glad Lisa mentioned Heather’s name. It was clear that Richard was too much of a coward to say it. But I’ll say it Heather and I’m sure she will do a find job. I want to thank the Board for their vote of “no confidence” and the degrading way that Richard delivered the news, which forced me to make the decision to take an early retirement, which I am looking forward to.

**Richard** – Thanked Cheryl on behalf of the Board for her years of dedicated service and all the good work she has done, which contributed too many years of balanced budgets. Richard has seen Cheryl driving in their nice new RV. Cheryl mentioned that they intend on getting a lot of use out of it.

**Marg** – She thanked the Board for the lovely basket.

**9. In-Camera**

**\*24-10-15**

**Motion** by Y. Vaillancourt/L. MacEachern to go into in-camera at 4:45 p.m.

CARRIED

**\*25-10-15**

**Motion** by Y. Vaillancourt/L. MacEachern to go out of in-camera at 4:55 p.m.

CARRIED

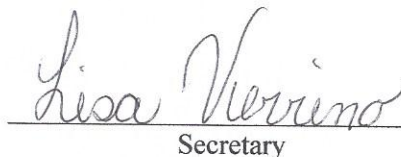
**10. ADJOURNMENT**

**\*26-10-15**

**Motion** by Y. Vaillancourt that the meeting be adjourned at 5:00 p.m.

CARRIED

  
Chairman

  
Secretary