

Regular Board Meeting, February 27, 2018

A **Regular Board Meeting** of the Board of Directors of the Hornepayne Community Hospital was held on Tuesday, February 27, 2018 at 4:00 p.m. in the Hospital Board Room.

PRESENT:

- L. MacEachern-Vice Chair
- H. Jaremy-Berube
- B. Claveau
- A. Liebigt
- A. Morrison
- C. Fort
- H. Verrino
- M. Zajac

REGRETS:

- R. Kelly
- M. Gauvin
- A. Sloan
- Dr. Henderson
- Dr. Cameron
- S. Peroff
- A. LeFort

IN ATTENDANCE: S. Baker- Recording Secretary

1. CALL TO ORDER - APPROVING AGENDA

Amendments to the Agenda:

***88-03-18 Motion:**

It was moved by **A. Liebigt** and seconded by **B. Claveau** to accept the agenda as presented.

CARRIED

2. RECEIVING AND PASSING OF MINUTES

2.1 Minutes of the Regular Board meeting of January 30th, 2018

Errors or Omissions

***89-03-18 Motion:**

It was moved by **A. Liebigt** and seconded by **M. Zajac** that the minutes of the Regular Board meeting of January 30th, 2018 be accepted as Amended.

CARRIED

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3. REPORT OF BOARD COMMITTEES

Finance Committee Meeting on March 12, 2018 to go through the budget etc.

4. REPORT OF OFFICERS:

4.1 Chief Executive Officer

Strengthening Homecare /ALC

A proposal for Assisted Living is still pending.

Strengthening Homecare We have been provided with a broad outline of how the LHIN might contribute to a portion of salary for Homecare Coordinator/Discharge Planner, with the hospital contributing the other half of a nursing salary. The conversation did not go as expected as the LHIN stated the employee would have to be an employee of the LHIN, different union, paid less than ONA staff, with many other complications. We retreated to our corners as we consider alternatives.

Inter-Professional Primary Care Team

Business case submitted November 2017 with promised responses for the end of February.

Hospital Properties

All is well.

Physiotherapy for LTC Residents

On track and successful

Executive Compensation

We continue to receive questions for modifications of the plan prepared for us by DiBrina. We have complied immediately with all of their requests, but still waiting on approval to post.

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General Staffing/Non Nursing

The Administration Department continues to undergo some organizational change to fill gaps in key areas. We now have a formal HR office. The HR office will work in close connection with the Hospital Strategy in the area of recruitment, Training and Development, Benefits, Compensation, Communication, Employee relations, Record keeping, Health and Safety and security.

I am happy to announce that Linda Kozlowski will be taking on the role of Finance Assistant/HR Manager. Over the next few months, Linda will be concentrating on training Sabrina McLeod, the new Finance Clerk, and completing tasks for fiscal year end, journal entries and other Finance duties as assigned by CFO from Notre Dame Hospital in Hearst.

We will move ahead with your support and confidence in Linda as she continues to provide the same level of care and confidentiality in her work.

Finance

NDH CFO continues to work to wrap up year end and has begun preparing the new budget. Finance meeting is scheduled for March 12th when Maryse is hoping to be on site weather permitting.

Other News

NDH Tomorrow 2 representatives from NDH Foundation will be on site in the morning, with a booth set up to disseminate information to the public about the CT fundraising campaign. Most importantly, there will be information provided to the public about how this will benefit our community in the early diagnosis of stroke, or other emergency situations that require intervention much earlier than what we can obtain, now, with the distances we need to travel to obtain these tests.

There will be information provided should anyone wish to donate, forms, etc.

We look forward to supporting our colleagues in Hearst to obtain and improve healthcare in the rural North.

***90-03-18 Motion:**

It was moved by **B. Claveau** and seconded by **C. Fort** to accept the Chief Executive Officer's report as presented.

CARRIED

4.2 Chairman of the Board

None

4.3 Chief of Staff

None

4.4 Chief Nursing Officer

1. Acute Care/Emerg

- Planning for accreditation
- CT in Hearst – Reps from Foundation will be here tomorrow. Compiled stats for them. In 2017 there were 17 treatment and returns for CT with nurse escort. Avg time away = 11 hours. 1 transfer to Hearst would be 3 to 4 hours max. Savings of 7 hours @ RN wage @ OT is a significant dollar amount.

2. LTC

- LTC Required Programs continue to be a focus. 3 done, 1 to go.
- I successfully completed the LTC Administrators course, which is a requirement of the LTCHA.
- We had a successful LTC Family Valentine Supper. We promoted the right to form a family council as we have never been able to form one, and it is a requirement of the LTCHA.
- Evacu Sleds from Legion grant are in. Training was done this month. Once everyone is trained, we will begin evacuation fire drills (evacuation can be from one side of the fire doors to the other).

3. Pharmacy

- Nothing new to report
- Working on a Discharge Medication Reconciliation Report on Meditech with our partners from H/K/S and Wawa.
- Prepping for Year End Inventory

4. Staffing

- RN's – Stable
- PSW's – New Hire for a Casual Position. We welcome Kristianne Guillemette to our team. She is catching on very quickly and is willing and eager to work. Should provide much needed relief for our upcoming summer schedule and help to reduce OT.
- RPN's –Lack of Part Timers make it difficult to fill scheduling needs. We have dissolved the job sharing agreement. We will post the full-time position and a part-time position. This will allow for more flexibility with scheduling.

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- Activity – No activities for >3 months due to sick LOA. Required for LTC act. Sharon Craig and Hailie Gagliardi are sharing a part-time temp position as “Activity Aid”. This has provided much needed activation for the Residents. They are working together and being very creative.

5. Quality

- Work in progress.
- Restraint Audit on Surge Score Board – Provincial benchmark is 3%, but 1/12 residents is already more than that. Bedrails are considered a restraint. Attachment will be sent to Sara.

***91-03-18 Motion:**

It was moved by **B. Claveau** and seconded by **A. Liebigt** to accept the Chief Nursing officers report as presented.

CARRIED

4.5 Manager of Nutritional, Domestic & Plant Services

Maintenance- All complete with the project at the locum apartment. Delores is quite comfortable there.

The Haavaldsrud house continues to be occupied, with the scheduling working out a bit better than previous arrangements.

We have allotted HIRF money in the amount of \$82,000 to spend before March 31, 2018. Tenders are out and we have three interested parties. We are waiting for quotes to come in and will award this immediately.

Health and Safety we will be showing a webinar on Repetitive Strain Injuries in the Dining Room all day tomorrow for anyone interested.

All Health Pro commitment forms have been renewed and sent back to Health Pro.

Dietary remains to be steady, Jarvis and I have been working on updating Performance Appraisals given to us from Hearst. Strat Plan updated and will be put on the new Performance Appraisal.

Derek and I have been waiting for quotes for our 5 year plan and working with the finance girls from Hearst and this seems to be working really well.

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***92-03-18 Motion:**

It was moved by M. Zajac and seconded by C. Fort to accept the Manager of Nutritional, Domestic & Plant Service's report as presented.

CARRIED

4.6 Hospital Auxiliary

January and February were very slow months. We prepared for St. Patty's day and Easter and re-organized the shop for spring. The auxiliary will be entering the Legion spring trade show on May 12, 2018.

Albena Liebigt

Auxiliary Representative

***93-03-18 Motion:**

It was moved by B. Claveau and seconded by M. Zajac to accept the Hospital Auxiliary's report as presented.

CARRIED

5. CORRESPONDENCE –
None

6. NEW BUSINESS

Board Members have the option to have hospital E-mail with 3 pieces of government ID

7. OPEN FORUM

None

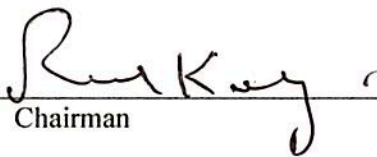
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8. ADJOURNMENT

***96-03-18 Motion:**

It was moved by **M. Zajac** that the meeting be adjourned at **4:55** p.m.

CARRIED

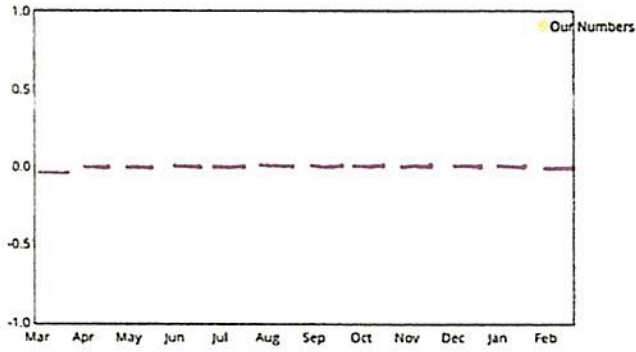

Chairman


Secretary

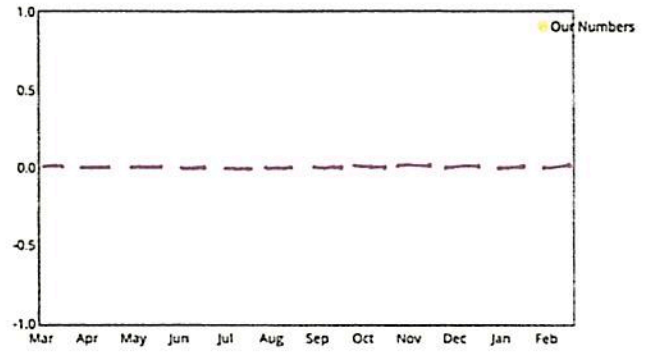


Restraints and PASD's

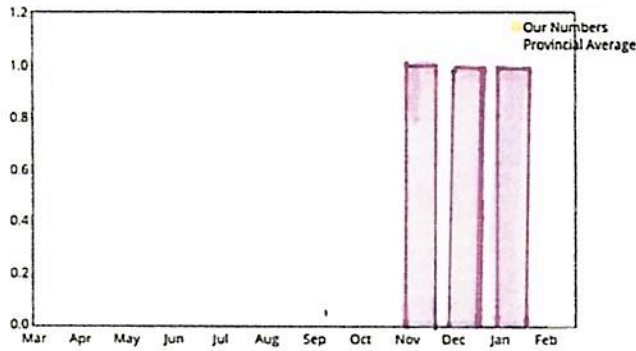
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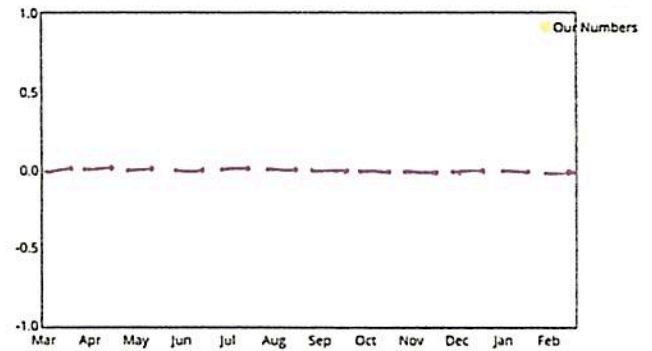
of Residents Restrained Under Common Law Duty



of Residents in Restraints



of Chemical Restraints



restraints

