

Regular Board Meeting, March 28, 2017

A **Regular Board Meeting** of the Board of Directors of the Hornepayne Community Hospital was held on Tuesday, March 28th, 2017 at 4:00 p.m. in the Hospital Board Room.

PRESENT: Y. Vaillancourt - Vice – Chair
C. Fort
L. MacEachern
J. Roy-Ward
A. Sloan
H. Verrino
M. Zajac

LATE ARRIVALS: Dr. Cameron
A. Le Fort

REGRETS: Dr. Henderson
H. Jaremy-Berube
R. Kelly
A. Liebigt
A. Morrison
S. Peroff

IN ATTENDANCE: S. Collins - Recording Secretary

1. CALL TO ORDER - APPROVING AGENDA

The meeting was called to order at 4:00 p.m. Yves welcomed everyone.

Amendments to the Agenda:

Delete: **5. Report of Officers**
 5.3 Chief Nursing Officer

***26-03-17 Motion:**

It was moved by L. MacEachern and seconded by M. Zajac to accept the agenda as amended.

CARRIED

2. ELECTION OF OFFICER – APPLICATION FOR NEW DIRECTOR

There was one vacancy on the Board that had not been filled when Derek Shoppoff resigned. We have received a completed application form, for Board of Directors for the Hornepayne Community Hospital, from Amy Sloan to fill in the vacant position.

***27-03-17 Motion:**

It was moved by C. Fort and seconded by L. MacEachern to accept Amy Sloan’s application form to be on the Board of Directors of the Hornepayne Community Hospital.

CARRIED

Regular Board Meeting, March 28, 2017

3. RECEIVING AND PASSING OF MINUTES

3.1 Minutes of the Regular Board meeting of February 28th, 2017

Errors or Omissions - None.

***28-03-17 Motion:**

It was moved by L. MacEachern and seconded by M. Zajac that the minutes of the Regular Board meeting of February 28th, 2017 be accepted as presented.

CARRIED

4. REPORT OF BOARD COMMITTEES

4.1 Finance Committee, March 27th, 2017

The February 28th, 2017 Summary of Revenue and Expenses was reviewed and discussed.

The Monthly Actual Total Revenues were \$470,605, the Total Expenses were \$458,436 = Operating surplus of \$12,169.

The Year-to-date Actual Total Revenues were \$4,953,750, the Total Expenses were \$4,909,185 = Operating surplus of \$44,565.

***29-03-17 Motion:**

It was moved by L. MacEachern and seconded by C. Fort to accept the Summary of Revenue and Expenses dated February 28th, 2017 as presented.

CARRIED

Energy Consumption – 2011 – 2016

There has been an increase of \$100,000 over the past year in energy consumption.

Staff Scheduling Software

One of the evaluators of the RFP was the HR¹ Leader at NDH². Tina is an experienced HR professional who has experience with a wide variety of scheduling systems. She is also acutely aware of the time and cost we incur, using our Managers to devise manual schedules, manage the schedules, and manually input payroll when their time could likely be more valuably spent on other priorities.

This program is now affordable and highly recommended.

***30-03-17**

It was moved by M. Zajac and seconded by L. MacEachern to approve the purchase the Staff Scheduling Software for a total cost of \$60,212.05 with HST over 5 years as presented.

CARRIED

1 Human Resources

2 Notre Dame Hospital

Patient Rate Changes 2017 – 2018 (5%)

Description	2016-2017 Rates	2017-2018 Rates
Semi-Private	\$210.00	\$220.00
Private	\$270.00	\$280.00
Respite	\$60.00	\$65.00
Non-Resident Canada	\$1,900.00	\$1,995.00
Paramedical Questionnaire with Blood and Urine Collection	\$150.00	\$160.00

***31-03-17**

It was moved by M. Zajac and seconded by L. MacEachern to approve the increase to patient rates by 5% for 2017 – 2018 as presented.

CARRIED

Cowan/Desjardins April 1st, 2017 Renewal Rates

There is an increase in premiums due to changes to ONA benefits wage increase as of April 1, 2017.

There is an increase in premium annual renewal as of April 1, 2017

***32-03-17**

It was moved by C. Fort and seconded by L. MacEachern to approve the total annual premium for all benefits from Cowan Desjardins of \$195,094 as presented.

5. REPORT OF OFFICERS:

5.1 Chief Executive Officer (Presented by J. Roy-Ward)

Strengthening Homecare - Funding proposal for .5 FTE Homecare Coordinator is pending.

Physiotherapy - Waiting for the Physiotherapist from Wawa to clear her schedule to permit service to our LTC residents.

Information Technology - The I.T. service contract with HSN is due to expire March 31st 2017. Notre Dame Hospital has been contracted to provide network and I.T. service and maintenance, and the transition from HSN to NDH will be occurring this week.

Hornepayne Hospital, in along with a number of hospitals in the North have decided to purchase an online scheduling software program, which will alleviate the time and attention required by Departmental Managers and Payroll department commits to schedules and payroll weekly.

This is a process improvement, where we need to evaluate how we value the time spent on certain tasks by departmental managers.

LEAN - LEAN methodology is working quite well, with staff beginning to feel empowered, and part of solutions to improve our services. I encourage Board members to walk around the facility to view our huddle boards, and the ideas and projects we have in progress.

Hospice Suite - The hospice suite renovation is on schedule for completion end of March. Once furnished and fully ready, we will notify the media, and prepare a press release with photos of this important project. Nursing staff has recently obtained more training in Palliative Care.

Regular Board Meeting, March 28, 2017

5. REPORT OF OFFICERS:

5.1 Chief Executive Officer (continued)

Diagnostic Imaging - The order has been placed for D.I. retrofit which is required; we are awaiting receipt of equipment and installation with training to follow. A review of the Departmental floor plan and network drops has been conducted. We will need at least a couple more network drops, Jarret, D.I. Charge Tech will be investigating with Maintenance, and the I.T. team at Notre Dame to accomplish this, with installation of the new wireless digital imaging system to follow.

Executive Compensation – We are still waiting for a common decision with OHA Region 1 hospitals, with respect to how we can proceed, comply with legislation, and come up with a fair and equitable compensation package.

***33-03-17 Motion:**

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

CARRIED

5.2 Chief of Staff

We have locum coverage for the next six months.

Dr. Crawford was here in February and March. Dr. Henderson is here now until May 22nd, 2017.

***34-03-17 Motion:**

It was moved by L. MacEachern and seconded by M. Zajac to accept the Chief of Staff's report as presented.

CARRIED

5.3 Chief Nursing Officer

Deleted.

5.4 Manager of Nutritional & Plant Services

Maintenance:

Hospice Suite - The Hospice room is almost complete. It is approximately 95% completed. We will start to furnish it after March 31st. 2017 (next fiscal year).

Troy Life – Troy Life was in this week to do our annual fire inspection.

Year End – We are tying up all the loose ends. Inventory is taking place.

Dietary:

Closed – The hospital is closed to visitors due to gastro. This creates a lot of changes.

Busy – We have been busy with lots of catering.

Staffing Changes – There will lots of staffing changes over the next month.

Javis – Javis will begin training, as Temporary Full-Time Manager of Nutrition Assistant, the first week of April.

Jen – Jen will begin as Temporary Full-Time Dietary Aide.

Sara – Sara will begin training as Temporary Full-Time Receptionist on April 3rd, 2017.

Posting – A posting will be going up for a Temporary Full-Time Cook.

Schedule – Schedule will be challenging.

***35-03-17 Motion:**

It was moved by L. MacEachern and seconded by C. Fort to accept the Manager of Nutritional & Plant Service's report as presented.

CARRIED

Regular Board Meeting, March 28, 2017

5.5 Hospital Auxiliary (Presented by J. Roy-Ward)

Gift Shop – The Gift Shop has picked up in sales in the last month.

Mother's Day Spa – We have a Mother's Day Spa gift basket. We will be selling tickets on this in the next day or so. The basket is worth approximately \$500.

Trade Fair – Preparations are underway for the May 6th, 2017 Trade Fair.

Mixed Bonspiel – We catered to the Curling Club Mixed Bonspiel dinner on Saturday, March 25th, 2017.

***36-03-17 Motion:**

It was moved by C. Fort and seconded by M. Zajac to accept the Hospital Auxiliary report as presented.

CARRIED

6. CORRESPONDENCE – March 2017

1. Hornepayne Community Hospital
Re: Thank you letter to Mr. & Mrs. Glenn Priest
2. OHA³
Re: Upcoming Governance Centre of Excellence (GCE) Educational Offerings

7. NEW BUSINESS

7.1 Application for Temporary Privileges

Each year we have to renew the application for Temporary Privileges to grant privileges for 2017

***37-03-17 Motion:**

It was moved by M. Zajac and seconded by L. MacEachern to grant temporary privileges to Dr. Crawford for 2017.

CARRIED

8. OPEN FORUM

None.

9. IN-CAMERA

None.

10. ADJOURNMENT

***38-03-17 Motion:**

It was moved by C. Fort that the meeting be adjourned at 4:20 p.m.

CARRIED



Chairman

Secretary

