

**A Regular Meeting of the**  
**Orillia Soldiers' Memorial Hospital Board of Directors**  
**Was held on Tuesday, November 28<sup>th</sup> 2017**  
**6:30 p.m. in the Dr. Brian McGugan Education Room**

**- OPEN SESSION -**

**Present:**

Dan Germain (Chair)	Steve Clarke
Al Scott	John Mattinson
Michael McMurter	Dr. Rose Zacharias (President of the Medical Staff Association),
Brian Sirbovan	Dr. Dave Evans, VP of the Medical Staff Association)
Paulette Wilson	Pat Campbell (President & CEO)
Leigh Popov	Dr. Nancy Merrow (Chief of Staff & VP Medical Affairs)
Mario Benedetto	Kari Simpson-Adams (CNE & Senior Director Local Patient
Karen Barrer	Programs)
Maggie Martin	

**Via Teleconference:** Krista McKenzie

**Regrets:** Chuck Penny, Ted Williams

**Staff Support:** Cheryl Harrison (VP Regional Patient Programs)  
Doug Murray (Exec VP Corporate Services & CFO)  
Chis Cecchini (Senior Director, HR)  
Terry Dyni (Director, Community Relations)

Nicky Marchant, EA to the CEO and Board Liaison was present to record the minutes.

**1. Education Session - Tours**

The Board was split into three groups; Maternal Child, Dialysis and DI.

**2. Call to Order & Opening Remarks from the Board Chair**

The meeting was called to order at 6:32 p.m.

**3. Agenda**

**Moved by John Mattinson**

**Seconded by Leigh Popov**

**THAT OSMH Board of Directors acknowledges that they have received, reviewed and approve the Board agenda package for the November 28<sup>th</sup> 2017 Board meeting.**

**CARRIED**

**4. Declaration of Conflict of interest**

None.

**5. Patient Story**

Dr. Nancy Merrow shared a story from the perspective of a family that received care in our Paediatric Department and also required mental health care. The family identified their journey through OSMH with Paediatrics and our Schedule 1 facility. The outcome of this concern is that we are working on a pathway for paediatric patients that require mental health assistance and ensuring better communication between the Paediatric Department and our Mental Health Unit. The family have also been invited to attend a Paediatric Patient and Family Advisory Committee and will be provided the opportunity to provide input into the pathway.

Nicky Marchant shared a compliment with the Board related to care in the ER.

**6. Consent Agenda**

## 7. Motion to Approve Consent Agenda

Moved by Leigh Popov

Seconded by Mario Benedetto

THAT the consent agenda be approved. The consent agenda included the following:

- APPROVAL of Minutes of September 26<sup>th</sup> 2017 OSMH Board of Directors meeting
- APPROVAL of Governance Committee Terms of Reference – Governance Committee Meeting Minutes October 18<sup>th</sup> 2017
- APPROVAL of President & CEO Job Description Policy – Governance Committee Meeting Minutes October 18<sup>th</sup> 2017
- APPROVAL of 2017/18 Community Engagement Plan Strategies – Governance Committee Meeting Minutes October 18<sup>th</sup> 2017
- APPROVAL of the 2017/18 Audit Committee Work Plan and Audit Committee Terms of Reference with no changes – Audit Committee Meeting Minutes November 15<sup>th</sup> 2017
- APPROVAL that OSMH continue with the terms as identified in the Engagement letter signed December 18<sup>th</sup> 2012 with KPMG – Audit Committee Meeting Minutes November 15<sup>th</sup> 2017
- APPROVAL that OSMH remain with HIROC as the liability insurance provider and that the insurance coverage is appropriate – Resources Committee Meeting Minutes November 15<sup>th</sup> 2017
- APPROVAL of the Annual Budget Policy with no changes – Resources Committee Meeting Minutes November 15<sup>th</sup> 2017

**CARRIED**

## 8. Quality & Safety Committee

### 8.1 Regional Program Development

Paulette Wilson provided an overview of the activities for some of the regional programs that OSMH is involved in. North Simcoe Muskoka Specialized Geriatric Services, NSM LHIN Mental Health & Addictions Project Team and the joint birthing project/program with Georgian Bay General Hospital and how these programs are positively the quality and safety for OSMH patients.

### 8.2 Surge Beds

Paulette Wilson advised that the Quality & Safety Committee reviewed the briefing note prepared for the Resources Committee in response to the October 23<sup>rd</sup> 2017 announcement from the Ministry regarding surge beds and it was identified that the committee was pleased with management's plan on how to use the allocated funding to assist with improving the quality of care for patients in the hospital. The committee appreciated the opportunity to review the briefing note.

**Quality & Safety Committee meeting report received by the Board.**

## 9 Audit Committee

### 9.1 2016/17 Audit Value Add Report

Dan Germain reviewed the comments from the Auditor with respect to their Value Add report on shared service organizations. It was highlighted that the report provides information for the Board and Management to consider as the hospital embarks on discussion regarding the future of GBIN and as it considers other opportunities to shared services.

### 9.2 2017/18 Audit Value Add

Dan Germain advised that the committee considered a number of options provided by the Auditor and after the discussion the committee decided that a review of payroll would be the value add review for the 2017/18 audit.

**Audit Committee meeting report received by the Board.**

## 10 Resources Committee

### 10.1 2017/18 Capital Budget and Equipment Report

Dan Germain advised the board that the capital spending based on the Board's approved 17/18 capital budget is well under way. There are a couple of adjustments to this previously approved capital budget that the committee is recommending that the OSMH Board of Directors approve.

OSMH's current firewalls were implemented 6 years ago in 2017 and OSMH IT has learned that support for the existing firewall infrastructure will no longer be offered by the vendor beginning May 1<sup>st</sup> 2018.

The hospital has informally been notified that it will receive up to \$502,165 in funding under the province's new Hospital Energy Efficiency Program (HEEP) that is based on infrastructure improvements that will reduce carbon footprint. In order to earn the funds the work will need to be completed by March 31<sup>st</sup> 2018. In anticipation of the official notification we are asking that the OSMH Board of Directors approve commitment of the funds.

**Moved by Maggie Martin**

**Seconded by Al Scott**

**THAT the OSMH Board of Directors approve the following revisions and adjustments to the 17/18 Capital Budget:**

- 1. Approval of a pre-commitment of spending from the 18/19 capital budget for \$92,000 for the upgrade of the OSMH Firewall to be initiated in 17/18;**
- 2. Approval of up to \$502,165 in capital expenditures supported by the funding from the province's Hospital Energy Efficiency Program ("HEEP").**

**CARRIED**

#### 10.2 Financial Statements to September 30<sup>th</sup> 2017

Leigh Popov highlighted the following that was not included in the original assumptions provided at the November Resources Committee meeting:

- We have not been advised that we will receive \$507,631 for 39 hip procedures and 25 knee procedures. We currently have \$400K of expenses identified.
- Unfunded MRI and CT wait time – we have approximately \$220K expenses in the budget and do not expect to hear until the end of January 2018 if we will receive a revenue to cover these expenses.
- The NSM LHIN advised OSMH that they had approved our Pre Capital submission.
- As identified in the agenda item below OSMH has received an indication that in addition to the 12 surge beds we will receive funding for an additional 5 flex beds effective December 1 2017 to March 31, 2018.
- The board was advised that there are material risks to the current 17/18 budget forecast including the RVH Expression of Interest related to becoming a Hub and the change in OSMH's relationship with GBIN.

**Moved by Brian Sirbovan**

**Seconded by Karen Barrer**

**THAT the Resources Committee recommends that the OSMH Board of Directors accepts the unaudited financial statements to September 30<sup>th</sup>, 2017.**

**CARRIED**

#### 10.3 Update on Bed Situation – Surge Beds

**Moved by Leigh Popov**

**Seconded by Steve Clarke**

**Whereas OSMH is faced with pressure to serve inpatients and the opening of additional beds will help to address these patient needs for the balance of the 2017/18 fiscal year; and**

**Whereas the Minister of Health and Long Term Care announced on October 23<sup>rd</sup> 2017 funding (approximately \$822,000) for 12 additional hospital beds for Orillia Soldiers' Memorial Hospital to be available for the balance of the 2017/18 fiscal year; therefore**

**Be it resolved that the OSMH Board of Directors approve the opening of 15 beds up to March 31<sup>st</sup> 2018.**

It was confirmed for the Board that we have not received confirmation of the terms and money in writing as of yet but need to move ahead.

**CARRIED**

#### 10.4 Recommended Motions

Approved as identified above.

### 11. Business Arising

No business arising was identified.

## 12. New Business

### 12.1 CEO Report

Pat Campbell advised the OSMH Board of Directors that the Canadian Institute for Health Information will be updating their web tool that speaks to hospital care. We have had the opportunity to review the data being shared and the media will receive advance copies on November 29<sup>th</sup> 2017.

We will be announcing our partnership with the Kids Health Alliance at a press conference scheduled for December 13<sup>th</sup> 2017.

We have issued a Request for Proposals for automated time and attendance and this is due to close on January 7<sup>th</sup> 2018.

We continue to proceed with our annual planning process and have a set of priorities identified for 2018/19. The results of this will be shared with the Medical Advisory Committee and the Medical Staff Association. We continue to work on the 2018/19 budget.

Pat Campbell advised the Board of a Pregnancy and Infant Loss network compassionate care workshop that was held for our community on November 22<sup>nd</sup> 2017. A mix of nurses from the Emergency Department, Neonatal Intensive Care Unit, Georgian Bay General Hospital, Performance Excellence and OPP attended.

#### Future Hospital Project

Pat Campbell advised that in January 2018 we will be moving to the next phase of our future hospital project and holding a charrette that will look at 3 scenarios for the future of OSMH. We are currently developing the criteria to assess each of the scenarios and are providing it to the Board to provide feedback on said criteria. If there are any comments please provide them to Doug Murray.

## 13. Adjournment to Closed Session

**Moved Steve Clarke**  
**Meeting moved to closed session.**

**CARRIED**



Chair



Recording Secretary