

**Public General Hospital Society of Chatham  
St. Joseph's Health Services Association of Chatham, Inc.  
Sydenham District Hospital  
Boards of Directors Open Minutes of Meeting held October 27, 2016  
5:00 – 7:00 PM; 47 Emma, Room 202  
Chatham, ON  
Chair: Mr. Rob Devitt**

<b>Present</b>	<b>PGH</b>	<b>SJH</b>	<b>SDH</b>
	Mr. Rob Devitt	Mr. Rob Devitt	Mr. Rob Devitt
<b>Regrets</b>			
<b>Ex-Officio</b>	Ken Deane, President & CEO Willi Kirenko, VP, CNE Dr. R. Chandrasena, COS Dr. A. Morand, President, MSO (via TC)		
<b>Regular Guests:</b>		<b>Invited Guests:</b>	Deb Ancocik, VP Human Resources Z. Holman, Director Communications
<b>Recorder</b>	Karen Benson		

Item	Discussion	Action/Next Steps
<b>1.0</b>	<p><b>Call to Order</b> The Chair, R. Devitt called the meeting to order at 4:00 pm.</p> <p>R. Devitt discussed his plan to ensure good governance practices are carried out noting that following the open and in-camera meetings a process will be implemented to include meetings without management whereby, only elected directors will be in attendance to allow the board an opportunity to discuss any management issues.</p>	
	<p><b>1.1 Quorum</b> R. Devitt confirmed quorum for all three boards.</p> <p><b>1.2 Conflict of Interest and Confidentiality Declarations</b> There were no conflict of interest or confidentiality declarations raised.</p> <p><b>1.3 Approval of Agenda</b> The Chair called for approval of the agenda.</p> <p><b>The Agenda was Approved by the Supervisor for all three boards.</b></p>	
<b>2.0</b>	<p><b>Patient Story</b> A video of a patient story was viewed highlighting the experience of the family of an elderly patient with dementia. There was discussion of the outcome from the patient story. W. Kirenko reported that the</p>	

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	<p>case was reviewed with the nursing staff involved in the incident. A department specific policy is under development to ensure patients get home safely. The video will be shared at an upcoming ED meeting and has been discussed at Formal Leadership Team meeting.</p>	
<p><b>3.0</b></p>	<p><b>Consent Agenda Matters</b></p> <p><b>3.1 Finance Committee Open Minutes of meeting held Oct 5, 2016</b> The October 5, 2016 Finance Committee Open Minutes were received.</p> <p><b>3.2 Mission &amp; Quality Committee Open Minutes of Meeting held October 6, 2016</b> The October 6, 2016 Mission &amp; Quality Committee Open Minutes were received.</p> <p><b>a. Terms of Reference</b></p> <p><b>The Mission &amp; Quality Committee Terms of Reference was Approved by the Supervisor for all three boards.</b></p> <p><b>b. Committee Work Plan</b> The October 6, 2016 Mission &amp; Quality Committee Work Plan was received.</p>	
<p><b>4.0</b></p>	<p><b>Matters Requiring Decision</b></p>	
	<p><b>4.1 2017-2018 Operating Plan</b> The Chair reviewed the 2017-2018 Operating Plan noting that an overall budget process is under development and consultants are developing opportunities for savings.</p> <p>K. Deane reported that Mr. Dan Germain has been invited to conduct a review of our current financial status and recruitment of an Interim CFO is underway.</p> <p><b>The 2017-2018 Operating Plan was approved by the Supervisor for all three boards</b></p> <p><b>4.2 2016-17 Second Quarter Certificate of Compliance</b> The Chair referred to the 2016-17 Second Quarter Certificate of Compliance circulated in and meeting package.</p> <p><b>The 2016-17 Second Quarter Certificate of Compliance was Approved by the Supervisor for all three boards</b></p>	
<p><b>5.0</b></p>	<p><b>Matters for Discussion</b></p>	
	<p><b>5.1 2015-16 Quality Improvement Plan – Final Report</b> W. Kirenko reviewed the 2016-16 QIP Final Report which was received for information.</p>	

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	<p><b>5.2 2016-17 Quality Improvement Plan – In Progress</b> W. Kirenko reviewed the progress of the 2016-17 Quality Improvement Plan. W. Kirnko reported that new QIP indicators will be released in November and we will select our QIP indicators following receipt of the new indicators.</p> <p><b>5.3 Financial Statements ending August 31, 2016 and Year End Forecast</b> The Financial Statements ending August 31, 2016 were received.</p> <p><b>5.4 Hospital Information System Update (HIS)</b> K. Deane provided an update on the status of the Hospital Information System. He noted that there are a number of uncertainties outstanding and alternative options are being explored.</p> <p>Transform is preparing a letter to the 5 ESC LHIN hospitals and consideration of whether to proceed with an RFP will come forward to the boards.</p> <p><b>5.5 2016-17 Capital Plan Update</b> The 2016-17 Capital Plan Briefing note update was received.</p> <p><b>5.6 HIRF 2016-2017</b> The 2016-2017 HIRF funding update was received.</p> <p><b>5.7 DI Equipment RFP Update</b> The DI Equipment RFP Update was received.</p>	
<b>6.0</b>	<b>Items for Information:</b>	
	<p><b>6.1 Foundation Monthly Activity Report – September 2016</b> R. Devitt suggested that a new format be developed for the Foundation Report more in the form of an Action Report that would include quarterly financial performance indicators, the cost of raising a dollar and whether they are on plan or off plan for revenue and pledges.</p>	
<b>7.0</b>	<b>Adjournment and Next Meeting</b>	
	<p>There being no further business, the open meeting was adjourned at 4:23 PM.</p> <p><b>7.1 Next Meeting: November 24, 2016<sup>th</sup> 4:00 – 6:00 PM; Room 202, 47 Emma St.; Chatham, ON</b></p>	

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Rob Devitt, Supervisor  
Chatham-Kent Health Alliance