

Public General Hospital Society of Chatham
St. Joseph's Health Services Association of Chatham, Inc.
Sydenham District Hospital
Open Minutes of the Alliance Board of Directors Meeting held
November 23, 2016
4:00 – 6:00 PM; 47 Emma, Room 202
Chatham, ON
Chair: Mr. Rob Devitt

Present	PGH	SJH	SDH
	Mr. Rob Devitt	Mr. Rob Devitt	Mr. Rob Devitt
Ex-Officio	Ken Deane, President & CEO (Interim) Willi Kirenko, VP, CNE Dr. R. Chandrasena, COS		
Regrets	Dr. A. Morand, President, MSO		
Invited Guests:	Deb Ancocik, VP, Chief Human Resources Officer Jerome Quenneville, VP, CFO (Interim)	Z. Holman, Director, Corporate Transformation Fannie Vavoulis, Director Communications	
Recorder	Karen Benson		

	Item / Discussion	Action / Next Steps
1.	<p>Call to Order The Chair, R. Devitt called the meeting to order at 4:00 pm.</p> <p>1.1. Quorum R. Devitt confirmed quorum for all three boards.</p> <p>1.2. Conflict of Interest and Confidentiality Declarations The Chair reminded directors of the requirement to declare any conflicts of interest at the outset of the meeting or as they arise during the meeting. Those in attendance were also reminded of the confidentiality of matters being discussed.</p> <p>1.3. Approval of Agenda R. Devitt called for approval of the agenda.</p> <p>The agenda was approved by the Supervisor for all three boards.</p>	
2.	<p>Patient Story</p> <p>2.1. A patient story featuring the wife of an Alzheimer's patient who was admitted to hospital. The family member reported that nurses were wonderful but felt that they were understaffed. She noted that it took 5 days to get a doctor assigned to her husband while in hospital. Due to the apparent lack of staffing, she felt that staff expected her to feed her husband who was unable to feed himself. She highlighted the need for more interaction with family and the need for additional staff.</p>	

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	<p>W. Kirenko reported that the Formal Leadership Team and the ED Physician were informed of the complaint. The ED physician recognized the importance of physicians communicating directly with patients. As a result, we have engaged PSWs to assist patients with feeding. W. Kirenko acknowledged that there are hand off issues and shortages of staff during lunch time and that a plan will be developed to deal with each of those.</p> <p>K. Deane suggested that a chart be utilized to document and organize these opportunities for improvement and change the model of care to address these. If we can visualize the pieces and where the gaps are gap, we can map out the journey and understand the linkages.</p> <p>W. Kirenko agreed that staggered staffing would help to address some of the staffing gaps.</p>	
3.	Consent Agenda Matters	
	3.1. CKHA Board Open Minutes of meeting held October 27, 2016.	
	3.2. Mission & Quality Committee Open Minutes of Meeting held November 8, 2016	
	<p>3.3. Finance Committee Open Minutes of Meeting held November 9, 2016</p> <p>3.3.1. Terms of Reference</p> <p>3.3.2. Work Plan</p> <p>The above noted consent agenda items were received/approved by the Supervisor for all three boards.</p>	
4.	Matters Requiring Decision	
	<p>4.1. Board Education Sessions</p> <p>The Chair reviewed the Briefing note circulated in the meeting material highlighting a variety of Board Education Sessions.</p> <p>R. Devitt suggested the Role of the Patient Ombudsman be first education session followed by a session on Physician credentialing. The remaining topics will be scheduled thereafter.</p>	<p>K. Benson to schedule an Education Session at board each meeting.</p>
5.	Matters for Discussion	
	<p>5.1. Financial Update at September 30, 2016</p> <p>R. Devitt remarked that the Financial update speaks for itself.</p> <p>He reported that he and K. Deane met with members of the Deputy Minister's office yesterday and they are hopeful that there will be some financial relief on the way. In the meantime, we will work with the ESC LHIN to attain a cash advance.</p>	

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	<p>5.2. Hospital Information System Update (HIS) K. Deane reported that all hospitals except Hotel Dieu have signed on to participate in an RFP process.</p>	
6.	Items for Information	
	<p>6.1. Accreditation Readiness Summary R. Devitt referred to the Accreditation Readiness summary included in the meeting material.</p> <p>W. Kirenko reported that the New Required Organizational Practices will be released in January and work continues to move forward.</p>	
	<p>6.2. QIP Plan and Checklist 2017-2018 R. Devitt referred to the QIP and Checklist for 2017-18 noting it had been reviewed at the Mission and Quality Meeting in detail.</p>	
	<p>6.3. Occupational Health and Safety Report D. Ancocik reported we are now in a rebate position of \$2K and \$37K. She noted that staff Flu shot compliance is lower than last year and CKHA does not require staff to wear a mask if they are not immunized.</p>	
7.	8. Adjournment and Next Meeting	
	<p>There being no further business, the open meeting was adjourned at 4:25 PM.</p> <p>Next Meeting: December 22, 2016 4:00 – 6:00 PM Room 202, 47 Emma</p>	

Rob Devitt, Supervisor
Chatham-Kent Health Alliance