

 HANOVER &
DISTRICT
HOSPITAL
MINUTES OF THE REGULAR BOARD MEETING

DATE: Tuesday, June 24 2025

TIME: 1700 hours

PLACE: Hybrid (HDH Boardroom/Virtual)

PRESENT: ***Voting Directors:*** Leigh Butler, Réjane Dunn, Lorna Eadie Hocking, Keith Hopkins, Corwin Leifso, Chris Prues (Treasurer)

Non-Voting Directors: Dana Howes (President and CEO), Saskia MacMillan (VP of Patient Care/CNE), Dr. Randy Montag (Chief of Staff)

Invited Staff: Kim Mighton (Vice President of Finance & Operations), Victoria Cumming (Recording Secretary)

Guests:

REGRETS: ***Voting Directors:*** Tina Shier (Chair), Pamela Matheson (Vice Chair), Don Butland, Cathy Lansink, Terry Leis

Non-Voting Directors & Invited Staff: Dr. Nick Abell (President of Medical Staff)

1. CALL TO ORDER

D. Howes called the meeting to order at 1755 hours.

2. LAND ACKNOWLEDGMENT

D. Howes provided the Land Acknowledgment statement.

3. APPROVAL OF AGENDA

Moved and Seconded

THAT the agenda be approved as presented.

MOTION CARRIED

4. DECLARATION OF ANY CONFLICT OF INTEREST

No conflicts were declared and the group was reminded to declare a conflict of interest should one arise.

5. ELECTION OF OFFICERS

On behalf of the Nominating Committee, D. Howes provided the following recommendations for the slate of officers for the 2025/26: T. Shier as Board Chair, P. Matheson as First Vice Chair, Second Vice Chair Position (Vacant) and C. Prues as Treasurer. She then requested nominations from the floor with no further responses.

Moved and Seconded

THAT nominations be closed and the slate of officers for 2025/26 be T. Shier as Board Chair, P. Matheson as First Vice Chair, Second Vice Chair (Vacant) and C. Prues as Treasurer.

MOTION CARRIED

The above-named individuals were acclaimed to the Executive Officer positions. D. Howes then turned the meeting over to Acting Board Chair, Chris Prues.

6. MISSION, VISION, VALUES

The Board reviewed the Mission, Vision, and Values and were asked to keep them in mind throughout the meeting.

7. **STRATEGIC MATTERS**

7.1 Proposed Relocation of Outpatient Registration Area

D. Howes presented a proposal to permanently relocate the outpatient registration area from its current location near the emergency department to the former switchboard room near the main entrance. The current location has generated complaints regarding patient confidentiality, emergency department congestion, and accessibility issues. The proposed relocation, which has received an endorsement from staff and the Patient and Family Advisory Committee, requires minor renovations estimated at \$53,400-\$54,800. To fund this project, management proposes reallocating funds from the approved 2025-26 capital budget line item for medical/surgical beds (\$142,000), which would still allow the purchase of 3-4 new beds while addressing the operational improvement ahead of upcoming Accreditation.

Discussion

- The exact proposed new location was clarified.
- It was clarified that HDH has an evergreen approach with patient beds, meaning a number are purchased every year. The beds not purchased this year will be purchased in the future.
- Steps and timeline were clarified. HDH is in the process of gathering the last quote and then can complete the RFP process. A project plan will follow. The current registration will be able to stay as it is until the renovation is complete. The hope is for the completion of the project by late summer/early fall.
- Emergency patients will register at Switchboard in the Emergency Room as done currently. Registration at the main entrance will be for outpatients only.
- Outpatients will still be able to enter through the emergency door from the clinic if preferred.
- The Day Away Program provided by Home and Community Support Services has its own entrance and is separate.

Moved and Seconded

THAT the Board of Directors approve the reallocation of funds from the previously approved 2025-26 capital budget line item for medical/surgical beds to fund the renovations required for the outpatient registration area relocation.

MOTION CARRIED

7.2 ED Physician Summer Schedule Update

D. Howes reported significant concerns with the summer physician schedule, particularly August, which has 28 uncovered shifts. The Emergency Department Locum Pool (EDLP) has indicated they cannot cover all shifts. There is risk of emergency department closure.

It was updated that recruitment efforts continue through MedFall, but it has proved difficult to find interest in the dual role requirement.

Provincial and internal closure protocols exist if needed. It was clarified that support from Durham and Chesley physicians is limited due to the intensity level of HDH's emergency department.

A meeting is scheduled for Thursday with Ontario Health lead, EDLP lead, Chief of Staff, and Chief of Emergency to discuss the situation and clarify assumptions.

8. **BUSINESS/COMMITTEE MATTERS**

8.1 Nominating Committee Report

L. Eadie Hocking reported;

(a) New Members of the Corporation

There were no new members to add to the Corporation.

(b) Committee Lists 2025-26

Moved and Second

THAT the Board of Directors accepts the Committee List 2025/26 as drafted by the Nominating Committee.

MOTION CARRIED

(c) Mentor List 2025/26

Moved and Seconded

THAT the Board of Directors accepts the Mentor List 2025/26 as drafted by the Nominating Committee.

MOTION CARRIED

9. CONSENT AGENDA

Moved and Seconded

THAT the items on the consent agenda are approved as follows;

9.1 Open Board Session Minutes – May 27, 2025

9.2 Board Committee Reports

(a) Finance/Audit & Property Committee Minutes – May 26, 2025

(b) Quality Governance & Risk Management Committee Minutes – May 27, 2025

(c) Medical Advisory Committee Minutes – May 1, 2025

9.3 2025-26 Board Meeting Dates

9.4 Board Policies

(a) 313 – Orientation of Board Members

(b) 604 – Chief of Staff Description and Evaluation

(c) 317 – Continuing Education

9.5 Dialysis Research Study

9.6 Board Meeting Evaluation Results

MOTION CARRIED

10. ROUND TABLE

D. Howes reported that Surgical Services had to be paused this week due to a cooling system malfunction that caused humidity issues in Surgical Services and MDRD areas. The decision was made to ensure the instruments weren't compromised and extensive internal reprocessing was required. Equipment has been cleared with no damage. To prevent this issue in the future an alarm system is being investigated. Insurance will be engaged to help cover the cost of getting back up and running. Emergency surgeries and Family Centred Birthing Unit patients are being redirected to hospital partners during this time.

Board members expressed appreciation for the Annual Report and hospital staff efforts. L. Eadie Hocking noted the impressive statistics and encouraged staff to enjoy their summer holidays. K. Hopkins suggested adding year-over-year comparisons to future annual reports. Both C. Leifso and L. Butler commented positively on the recent HDHF Gala, with L. Butler suggesting the Foundation consider it an annual event. Members wished staff well for summer break, acknowledging their hard work throughout the year.

11. NEXT MEETING

Tuesday, September 23, 2025, at 5:00pm

12. COMPLETION OF BOARD MEETING EVALUATION

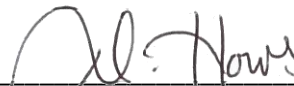
C. Prues reminded the group to complete the Board Meeting Evaluation.

13. ADJOURNMENT

The meeting adjourned at 1837 hours.


Chris Prues, Acting Chair


Victoria Cumming, Recorder


Dana Howes, Secretary