

HDH HANOVER &
DISTRICT
HOSPITAL
MINUTES OF THE REGULAR BOARD MEETING

DATE: Tuesday, June 25 2024

TIME: 1700 hours

PLACE: Hybrid (HDH Boardroom/Virtual)

PRESENT: ***Voting Directors:*** Tina Shier (Chair), Don Butland, Leigh Butler, Réjane Dunn, Lorna Eadie Hocking, Keith Hopkins, Cathy Lansink, Corwin Leifso, Terry Leis, Chris Prues
Non-Voting Directors: Mary Rae (VP of Patient Care Services/CNE),
Invited Staff: Victoria Cumming (Recording Secretary),

REGRETS: ***Voting Directors:*** Pamela Matheson (Vice Chair),
Non-Voting Directors & Invited Staff: Dana Howes (President and CEO), Dr. Randy Montag (Chief of Staff), Dr. Nick Abell (President of Medical Staff), Dr. Tim Heerema (Vice President of Medical Staff), Kim Mighton (Vice President of Finance & Operations)

1. CALL TO ORDER

M. Rae called the meeting to order at 1753 hours.

2. LAND ACKNOWLEDGMENT

M. Rae 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, M. Rae provided the following recommendations for slate of officers for the 2024/25: T. Shier as Board Chair, P. Matheson as Vice Chair, and C. Prues as Treasurer. She then requested any nominations from the floor with no further responses.

Moved and Seconded

THAT nominations be closed and the slate of officers for 2024/25 be T. Shier as Board Chair, P. Matheson as Vice Chair and C. Prues as Treasurer.

MOTION CARRIED

The above-named individuals were acclaimed to the Executive officer positions. M. Rae then turned the meeting over to T. Shier, Board Chair.

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 Request for Proposal (RFP) for Architectural Services – Emergency Department

A briefing note was provided in the agenda that highlighted the RFP process for Emergency Department Architectural Services.

C. Lansink was a part of the subcommittee and explained the submissions that were received in more detail. The recommended organization did have experience of renovation in functioning hospitals which was positive for the committee.

Moved and Seconded

THAT the Board of Directors accept the recommendation from the briefing note provided to award the RFP for Architectural Services for the Emergency Department to Cumulus Architects Inc. for \$66,990.

MOTION CARRIED

7.2 Request for Proposal (RFP) for Strategic Plan Development – Consulting Services

A briefing note was provided in the agenda that highlighted the RFP process for Strategic Plan Development Consulting Services.

T. Shier explained more thoroughly to the group the proposals received and how the committee came to their final decision.

Moved and Seconded

THAT the Board of Directors accept the recommendation from the briefing note provided to award the RFP for Strategic Plan Development Consulting Services to Impreza Consulting Inc. for \$29,000 + HST. The cost of the project will be funded through operating dollars.

MOTION CARRIED

8. BUSINESS/COMMITTEE MATTERS

8.1 Nominating Committee Report

C. Leifso reported;

(a) New Members of the Corporation

There was one new member added to the Corporation Keith Hopkins.

(b) Committee Lists 2024-25

Moved and Second

THAT the Board of Directors accept the Committee List 2024/25 as drafted by the Nominating Committee.

MOTION CARRIED

(c) Mentor List 2024/25

Moved and Seconded

THAT the Board of Directors accept the Mentor List 2024/25 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 28, 2024

9.2 Board Committee Reports

(a) Finance/Audit & Property Committee Minutes – May 23, 2024

(b) Quality Governance & Risk Management Committee Minutes – May 28, 2024

(c) Medical Advisory Committee Minutes – May 2, 2024

(i) Monthly Credentialing Report – Approved June

9.3 2024-25 Board Meeting Dates

9.4 Hospital Attestation 2023-24

9.5 Board Policies

Amended and Restated Policies;

- 100 – Development and Maintenance of Board Policy Manual
- 200 – Hospital Goals & Objectives
- 201 – Organizational Chart
- 202 – Accessibility Planning
- 203 – Temporary Closure of Emergency Department
- 204 – Independent Health Care Practitioner Other Than Those with Hospital Privileges
- 205 – Risk Management
- 206 – Ethics
- 207 – Hospital Business Travel Expenses
- 208 – Quality/Safety Plan
- 209 – Segregation of Duties and Approval Authority for Hospital Procurement of Goods and Services
- 210 – Perquisites
- 211 – Hospitality
- 213 – Smoke-Free and Tobacco-Free Property Policy
- 214 – Investment of Hospital Funds
- 215 – Subpoena of Health Records
- 216 – Clinical Research
- 218 – Board Approval of Capital Equipment
- 300 – Governing Style
- 301 – Board Linkage with Community
- 303 – Board Roles and Responsibilities
- 304 – Perquisites
- 305 - Conflict of Interest
- 306 - Confidentiality of Board Business and Affairs
- 307 - Patient Confidentiality
- 310 - Duties of Officers
- 311 - Evaluation of Board Performance
- 312 - Board Relationship to Medical Staff
- 313 - Orientation of Board Members
- 314 - Investment in Governance
- 315 - Service Awards for Board Directors and Physicians
- 316 - Board Director Mentorship Program
- 317 - Continuing Education
- 318 - Board Succession Policy
- 319 - Board Executive Succession
- 320 - Peer Feedback of Board Members
- 400 - Meetings of the Board
- 401 - Board Committee Principles
- 500 - Role and Delegation of Authority to the President/Chief Executive Officer
- 501 - President/Chief Executive Officer Performance Appraisal
- 502 - Performance Based Compensation
- 503 - Communication and Support to the Board
- 504 - Development of Collaborative Partnerships
- 506 - Workplace Environment
- 507 - Patient Care
- 508 - Asset Protection, Financial Planning and Fiscal Responsibility

- 509 - President/Chief Executive Officer Recruitment
- 600 - Medical Professional Staff Planning
- 601 - Authentication of Dictated Reports
- 602 - Completion of Patient Charts
- 603 - Physician Training and Development

Repealed Policies;

- 217 – Voluntary Associations
- 302 – Board Linkage with Other Organizations
- 308 – Board Accountability Statement
- 309 - Board of Governors’ Position Description
- 505 – Emergency Executive Succession

MOTION CARRIED

10. ROUND TABLE

T. Shier

Let the Board know planning that is taking place for the fall to have an HDH Board and HDHF Board Mix and Mingle. The Foundation is open to the idea and will bringing this forth to their members. Save the Date of September 12th evening.

L. Eadie Hocking

Informed the group that Henry and Barb Lansinks are being inducted by the Town of Hanover in the Labyrinth of Distinction Induction Ceremony. The Board Members were invited to attend on July 1st at 10am in Heritage Square.

K. Hopkins

Thanked everyone for welcoming him and happy for the opportunity and experience.

L. Butler

Clarified the Strategic Planning process.

11. NEXT MEETING

Tuesday, September 24, 2024 at 5:00pm

12. COMPLETION OF BOARD MEETING EVALUATION

T. Shier reminded the group to complete the Board Meeting Evaluation.

13. ADJOURNMENT

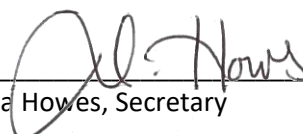
The meeting adjourned at 1810 hours.



 Tina Shier, Chair



 Victoria Cumming, Recorder



 Dana Howes, Secretary