

**HDH** HANOVER &  
DISTRICT  
HOSPITAL  
**MINUTES OF THE REGULAR BOARD MEETING**

**DATE:** Monday, November 25, 2024

**TIME:** 1700 hours

**PLACE:** Hybrid (HDH Boardroom/Virtual)

**PRESENT:** ***Voting Directors:*** Tina Shier (Chair), Pamela Matheson (Vice Chair), Leigh Butler, Réjane Dunn, Lorna Eadie Hocking, Keith Hopkins, Cathy Lansink, Corwin Leifso, Terry Leis, Chris Prues  
***Non-Voting Directors:*** Dana Howes (President and CEO), Mary Rae (Outgoing VP of Patient Care Services/CNE), Saskia MacMillan (Incoming VP of Patient Care/CNE)  
***Invited Staff:*** Kim Mighton (Vice President of Finance & Operations), Dr. Nick Abell (President of Medical Staff), Victoria Cumming (Recording Secretary)

**REGRETS:** ***Voting Directors:*** Don Butland  
***Non-Voting Directors & Invited Staff:*** Dr. Tim Heerema (Vice President of Medical Staff), Dr. Randy Montag (Chief of Staff)

**1. CALL TO ORDER**

T. Shier called the meeting to order at 1700 hours and provided opening remarks welcoming the new Vice President of Patient Care Services/CNE and commending HDH on their great work during the Town of Hanover Precautionary Boil Water Advisory.

**2. LAND ACKNOWLEDGMENT**

T. Shier 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. MISSION, VISION, VALUES**

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

**6. PRESENTATION: SURGICAL SERVICES AND THE REGISTERED NURSE FIRST ASSIST (RNFA) PROGRAM**

P. McCombie, Patient Care Manager of Surgical Services, Obstetrics, Dialysis, Medical Device Reprocessing Department and Pharmacy provided a presentation on the Surgical Services Department and the Registered Nurse First Assist (RNFA) Program. The slide deck included the following;

- Surgical Services Statistics;
- RNFA Program;
- Standards of Practice;
- Surgical Safety Checklist;

- General Surgery;
- Endoscopy;
- Urology;
- Minor Procedures; and
- Peripheral Inserted Central Catheter (PICC) Line Insertions.

The RNFA funding model was clarified. This is a funding stream that is currently frozen. The funding does not cover the entirety of the position. RNFA's are practicing Registered Nurses who have an advanced skill-set and designation that function in an expanded role in the operating room. HDH utilizes RNFAs in the operating room two days per week. HDH is not aware of any other local hospitals with the RNFA role in place.

Further information was shared around wait times for procedures being completed in the procedures room. The longest wait would be 6-8 weeks but these procedures are triages based on seriousness (cancer procedure versus lump/bump removal).

## 7. **STRATEGIC MATTERS**

### **7.1 Emergency Department (ED) Renovation Update**

D. Howes and K. Mighton provided a slide deck with an update for the ED Renovation Project. An overview was provided, information around current volumes, key findings and the next steps for the project.

It was highlighted that the final application document has now been received and HDH is on track for this submission to the Ministry for November 2024.

It was clarified that there is no commitment to work with the engineering firms used to create the application in the future. The scope of the current RFP is only for this pre-capital submission. Cumulus Architects Inc. contracted the additional firms used.

It was confirmed that this information will be shared high level at the HDH Community Information Session including the challenges HDH is facing this project as a look towards the future. It is important for the community to know that significant fundraising efforts will be needed for this project to move forward.

The cost estimate was detailed with the group and it was noted that HIRF funding would also be utilized where applicable.

## 8. **OFFICER REPORTS**

### **8.1 Board Chair Report**

T. Shier reported that regular meeting occurred with the President & CEO but there were no additional items to report.

### **8.2 President & CEO Report**

D. Howes provided a report in the agenda that highlighted;

- *Grey County Emergency Resources Coordination Workshop*: Participated in a mock disaster exercise simulating a snowstorm/ice storm to improve inter-agency emergency preparedness and coordination.
- *e-Nutilus Executive Introduction*: Met with Grey Bruce Information Network (GBIN) leaders to reset shared project, focusing on understanding clinical processes and system impacts.
- *Meeting with South Bruce Grey Health Centre*: Hosted SBGHC CEO and Board Chair to

discuss organizational successes, challenges, and strengthen collaborative healthcare strategies.

- *Planned Community Information Session*: Scheduled for November 27, 2024, to share successes and discuss challenges that the hospital is currently facing, review strategies and advocacy efforts, and will serve HDH with an opportunity to engage community stakeholders.

## 9. **BUSINESS/COMMITTEE MATTERS**

### **9.1 Finance/Audit & Property Committee Report**

C. Prues reported that the Finance/Audit & Property Committee met November 21, 2024. The committee received the financial results for the 7 months ending October 31, 2024, there was a year to date (YTD) deficit of \$657,719 before building amortization and a YTD deficit of \$820,906 after building amortization. He highlighted the expenses over revenue, current forecast position, and cash position.

It was noted that HDH continues its advocacy efforts and is being cautious with discretionary spending. The line of credit and a healthy investment portfolio remain in place should they be needed. At this time HDH's cash position remains relatively health and HDH hasn't had to utilize either of these options at this time.

### **9.2 Fiscal Advisory Committee Report**

There was no report at this time.

### **9.3 By-Law Committee Report**

There was no report at this time.

### **9.4 Nominating Committee Report**

There was no report at this time.

## 10. **CONSENT AGENDA**

Moved and Seconded

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

### **10.1 Open Board Session Minutes – October 22, 2024**

### **10.2 Board Committee Reports**

- (a) Finance/Audit & Property Committee Minutes – October 17, 2024
- (b) Quality Governance & Risk Management Minutes – October 22, 2024
- (c) Medical Advisory Committee Minutes – June 6, 2024

### **10.3 Reports**

- (a) Finance & Property Report
- (b) VP of Patient Care Services/CNE Report
- (c) HDH Foundation Report

MOTION CARRIED

## 11. **ROUND TABLE**

### ***T. Shier***

Recognized M. Rae for her work at HDH and all she had brought to the table throughout her time at HDH. Flowers and a pen set were presented. Other members wished her a happy retirement and expressed their gratitude as well.

### ***L. Eadie Hocking***

Thanked Administration for the invitation to the HDH Christmas Party.

**R. Dunn**

Thanked Administration for offering the Rainbow Health Training it was very well done.

**D. Howes**

Presented the Years of Service Awards to the following Board Directors;

- Lorna Eadie Hocking (10 years of service)
- Rejane Dunn (5 years of service)
- Pamela Matheson (5 years of service)

**12. NEXT MEETING**

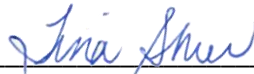
Monday, January 28, 2025 at 5:00pm

**13. COMPLETION OF BOARD MEETING EVALUATION**

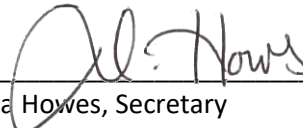
T. Shier reminded the group to complete the Board Meeting Evaluation.

**14. ADJOURNMENT**

The meeting adjourned at 1757 hours.

  
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Tina Shier, Chair

  
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Victoria Cumming, Recorder

  
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Dana Howes, Secretary