



# LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

## MINUTES BOARD OF DIRECTORS November 14, 2017 Airhart Conference Room

A meeting of the Board of Directors of the Lennox and Addington County General Hospital was held in the Airhart Conference Room at 6:30 p.m. on November 14, 2017.

**PRESENT:**

<b>Board:</b>	Allan MacGregor (Chair)	Diane Airhart
	Lori Francis	Tony Brazda
	Chris Seeley	Bob Vrooman
	Robert Paul	Dr. Morrison
	Deb Lowry	Wayne Coveyduck
	Bob Clancey	Tracy Kent-Hillis
	Wendy Brockmeyer	

**REGRETS:**

Elaine Stillwell	Dr. Mitchell
Norm Clark	Eric Smith
Michelle Smith	Nancy Manion

<b>Staff in Attendance:</b>	Gert Switzer	Sheila Mabee (Recorder)
	Tracy Ringrose	

1. **Call to Order/Opening Remarks**

The meeting was called to order at 6:30 p.m., by Allan MacGregor.

2. **Approval of the Agenda**

The agenda was approved as circulated.

**Motion #1**

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the agenda of November 14, 2017.**

Moved by: Lori Francis  
Seconded by: Bob Clancey

**The motion was carried.**

3. **Conflict of Interest**

The Chair inquired if any Board member wished to declare a conflict of interest based on items identified on the Agenda. There were no identified conflicts of interest.

4. **Minutes of the Previous Meeting**

The minutes of the previous meeting were approved as circulated.



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### Motion #2

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the minutes of the previous meeting dated October 3, 2017.**

Moved by: Robert Paul

Seconded by: Diane Airhart

**The motion was carried.**

## 5. Business Arising

### 5.1 Health Care Tomorrow

Allan MacGregor noted that there is nothing to report from Chair/Vice Chair forum, as they have not met since the last board meeting.

#### Health Information System (HIS)

Allan reminder the group about the *SE LHIN Joint Boards HIS Retreat* is taking place in Kingston on November 21 from 12-5 p.m. and asked for a show of hands for those planning to attend this event. Troy Jones, the HIS Project Lead, has asked for Dr. Morrison's assistance with answering any of the clinical impact and/or questions that might be asked. The group discussed endorsement with conditions for moving forward with the HIS project.

The following are conditions that the Board would like to see included with their endorsement, should the LHIN move forward with the HIS project:

- (1) The Lennox and Addington County General Hospital would opt in on the HIS project, so long as we pay only the prorated amount and do not have to over pay should another hospital opt out.
- (2) The Lennox and Addington County General Hospital endorses the HIS project, so long as we have a fully functional suite on day one; we would like to be the leader to pilot the HIS project and be the beta test facility.

## 6. Reports

### 6.1 Quality Committee

Deb Lowry highlighted the following from the October 17, 2017 Quality Committee meeting:

- Nadia Weese provided an infection control report. The flu shot is being strongly recommended.
- The Committee reviewed the Feedback Management policy with recommendation that the following be updated:
  - Page 3 – add a paragraph under Privacy and Complaints “*If consent is not obtained from the patient, the file will be closed.*”
  - Page 4 – change to “*All complaints will be acknowledged within 1 business day.*”



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**Motion #3**

*Rationale: The Feedback Management System (policy B-22) was updated to reflect current practice.*

***Motion: The Board of Directors approves the revised Feedback Management (policy B-22), as recommended by the Quality Committee.***

Moved by: Robert Paul  
Seconded by: Diane Airhart

**The motion was carried.**

**6.2 Volunteer Services**

Diane Airhart highlighted the following from the October 10, 2017 Volunteer Services meeting:

- The volunteer held their first mandatory in-service education on hand hygiene, influenza and flu shot – overall attendance was great (1<sup>st</sup> session 50 people, 2<sup>nd</sup> session 50 people, 3<sup>rd</sup> session 25 people). Feedback has been very positive and a number of volunteers were able to get their flu shot at the same time.
- The Volunteer's annual Christmas Bazaar is scheduled to take place on November 15 at Westdale from 9 a.m. to 2:00 p.m. with coffee / muffins for sale in the morning and a lunch served.
- The Volunteers are planning to host the spring conference; details are still being worked out.
- The Coffee/Gift Shop is in the process of getting a debit machine, however installation is stalled as there are special rules as the volunteers are a charitable organization.
- Coffee/Gift Shop sales for October were greater than 6 months of any other year. There is a number of new items that seem to be very popular (purses, clothing giftware, household items).

**6.3 Medical Advisory Committee**

Dr. Morrison highlighted the following from the October 12, 2017 Medical Advisory Committee meeting:

The Medical Advisory Committee continues to work on the MAiD process and protocols. Currently this service is not available out in the community. We have a really good group of administrators / nurses / clinical staff and a really good, community friendly program which has had positive feedback from family members. Dr. Morrison was hopeful that this would be rolled out by community partners in the coming months.

The Medical Advisory Committee reviewed the re-appointment applications to the LACGH Medical Staff for the following:

- Dr. Stephen White – Active (Emergency)
- Dr. Joseph Campbell – Consulting (Internal Medicine – Cardiology)
- Dr. Jocelyn Garland – Consulting (Internal Medicine – Nephrology)
- Dr. Susan Ilkov-Moor – Consulting (Psychiatry)
- Dr. Dale Engen – Courtesy with Admitting (Anesthesia)
- Dr. Paul Kenny – Active (Anesthesia)
- Dr. Cameron MacLean – Associate (Anesthesia)



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- Dr. Brian Mahoney – Active (Anesthesia)
- Dr. Valerie McLeod – Active (Anesthesia)
- Dr. Jeffrey Parker – Locum Tenens (Anesthesia)
- Dr. Timothy Roche – Associate (Anesthesia)
- Dr. Jay Ross – Courtesy with Admitting (Anesthesia)

No concerns were noted by the MAC; therefore, the re-appointment applications were recommended to the Board of Directors for approval. The Board reviewed the credentialing applications and no concerns were noted.

**Motion #4**

*Rationale: Applications for the re-appointment to the Medical Staff require the review and approval of the Medical Advisory Committee and the Board of Directors.*

***Motion: The Board of Directors hereby approves the following re-appointment applications to the LACGH Medical Staff, as recommended by the Medical Advisory Committee:***

- Dr. Stephen White – Active (Emergency)
- Dr. Joseph Campbell – Consulting (Internal Medicine – Cardiology)
- Dr. Jocelyn Garland – Consulting (Internal Medicine – Nephrology)
- Dr. Susan Ilkov-Moor – Consulting (Psychiatry)
- Dr. Dale Engen – Courtesy with Admitting (Anesthesia)
- Dr. Paul Kenny – Active (Anesthesia)
- Dr. Cameron MacLean – Associate (Anesthesia)
- Dr. Brian Mahoney – Active (Anesthesia)
- Dr. Valerie McLeod – Active (Anesthesia)
- Dr. Jeffrey Parker – Locum Tenens (Anesthesia)
- Dr. Timothy Roche – Associate (Anesthesia)
- Dr. Jay Ross – Courtesy with Admitting (Anesthesia)

Moved by: Wendy Brockmeyer

Seconded by: Tony Brazda

**The motion was carried.**

The Medical Advisory Committee reviewed the re-appointment application to the LACGH Medical Staff for the following with the noted change:

- Dr. Jennifer Hacking – Active (Emergency) *addition of thoracentesis requested*

No concerns were noted by the MAC; therefore, the re-appointment application was recommended to the Board of Directors for approval. The Board reviewed the credentialing application and no concerns were noted.



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### Motion #5

*Rationale: Applications for the appointment to the Medical Staff require the review and approval of the Medical Advisory Committee and the Board of Directors.*

***Motion: The Board of Directors hereby approves the following re-appointment application to the LACGH Medical Staff, with the noted change, as recommended by the Medical Advisory Committee:***

- Dr. Jennifer Hacking – Active (Emergency) *addition of thoracentesis*

Moved by: Robert Paul

Seconded by: Diane Airhart

**The motion was carried.**

### 6.4 Governance Committee

Tony Brazda reviewed the following from the October 19, 2017 Governance Committee meeting:

#### 6.4.1 Board Accountability Statement

The Governance Committee reviewed the Board Accountability Statement and recommends to the Board that it be approved as circulated.

No concerns were noted.

### Motion #6

*Rationale: The Guide to Good Governance recommends that Hospitals develop a Board Accountability Statement for viewing by the public..*

***Motion: The Board of Directors approves the Board Accountability Statement, as recommended by the Governance Committee.***

Moved by: Deb Lowry

Seconded by: Robert Paul

**The motion was carried.**

#### 6.4.2 Governance Committee Work Plan

The Governance Committee reviewed their 2017-18 Work Plan. The following wording was added “(e) *Ensure a comprehensive orientation session is provided to all new Board members, with potential follow up sessions as required.*”

No concerns were noted.



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### **Motion #7**

*Rationale: The standing committees of the Board are required to develop, review and revise their Work Plans on a regular basis. These committee Work Plans form the basis for the Board of Directors Work Plan.*

***Motion: The Board of Directors hereby approves the revised 2017/18 Governance Committee Work Plan with the addition of the following, as recommended by the Governance Committee:***

*“(e) Ensure a comprehensive orientation session is provided to all new Board members, with potential follow up sessions as required.”*

Moved by: Diane Airhart  
Seconded by: Robert Paul

**The motion was carried.**

### **6.4.3 Board Work Plan**

The Governance Committee reviewed the 2017-18 Board of Directors Work Plan. The Board of Directors discussed the addition of the following:

Section 4: Governance - addition of Item #4.5 Delegation of Authority to the Executive Committee to conduct business on behalf of the Board during summer adjournment for urgent or pressing matters of the Board.

No concerns were noted.

### **Motion #8**

*Rationale: The Governance Committee is required to review and update the Board of Directors Work Plan on an annual basis.*

***Motion: The Board of Directors approves the amended 2017/18 Board Work Plan, as recommended by the Governance Committee.***

Moved by: Tony Brazda  
Seconded by: Wendy Brockmeyer

**The motion was carried.**

### **6.4.4 Statement of Roles and Responsibilities**

The Governance Committee reviewed the Statement of Roles and Responsibilities of the Board and recommended they be approved without change.

No concerns were noted.



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### **Motion #9**

*Rationale: The Governance Committee, as part of their work plan, is required to review the Board's Statement of Roles and Responsibilities.*

***Motion: The Board of Directors approves the Statement of Roles and Responsibilities, as recommended by the Governance Committee.***

Moved by: Bob Vrooman

Seconded by: Wendy Brockmeyer

**The motion was carried.**

### 6.4.5 Board and Officer Position Descriptions

The Governance Committee reviewed the position descriptions for Board members, Chair, Vice Chair, Treasurer, CEO and COS and recommended to the Board approval as circulated.

No concerns were noted.

### **Motion #10**

*Rationale: The Governance Committee, as part of their work plan, is required to review the Board and Officer position descriptions.*

***Motion: The Board of Directors hereby approves the following position descriptions, as recommended by the Governance Committee:***

- *Board Director*
- *Chair*
- *Vice Chair*
- *Treasurer*
- *CEO*
- *Chief of Staff*

Moved by: Tony Brazda

Seconded by: Wendy Brockmeyer

**The motion was carried.**

### 6.4.6 Security Checks

The Governance Committee reviewed a concern with regards to outstanding criminal record checks/ vulnerable sector screening for clergy. The ministerial association has not responded to the Hospital's request to have these security checks completed. As a result, the Governance Committee recommended a comprehensive report be conducted to ensure 100% compliance by December 31, 2017. The Board was in agreement that this be completed.



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### **Motion #11**

*Rationale: The Governance Committee assists with the mitigation of identified potential risk /liability issues.*

***Motion: The Board of Directors agrees with the Governance Committee's recommendation that a comprehensive report on security checks be completed to ensure groups are in 100% compliance.***

Moved by: Wendy Brockmeyer  
Seconded by: Tony Brazda

**The motion was carried.**

### **6.5 Finance Committee**

Deb Lowry reviewed the following from the October 31, 2017 Finance Committee meeting:

#### **6.5.1 Benefit Renewal**

The Finance Committee reviewed the benefit renewal which will come into effect November 1, 2017 and will represent an annual increased cost of \$30,658.44, of which is a budgeted increase.

### **Motion #12**

*Rationale: Normal Practice.*

***Motion: The Board of Directors hereby approves the benefit renewal and premium increases at an annual cost of \$30,658.44, as recommended by the Finance Committee.***

Moved by: Bob Vrooman  
Seconded by: Diane Airhart

**The motion was carried.**

#### **6.5.2 Board, CEO and Senior Manager Expenses**

The Finance Committee reviewed the Board, CEO, and Senior Management Expenses for September 2017 which totaled \$283.51. The Finance Committee recommends to the Board, that the following expenses be approved:





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### Motion #13

*Rationale: The Broader Public Sector Accountability Act requires that the expenses of the Board, CEO and Senior Management be reviewed and/or approved by the Board.*

**Motion: The Board of Directors hereby approves the following Board, CEO and Senior Management Expenses which totaled \$283.51, as recommended by the Finance Committee.**

#### September 2017

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck				86.56			86.56
Deb Lowry				49.59			49.57
Gert Switzer	21.40			61.76			83.16
Nancy Manion	21.40						21.40
Tracy Kent-Hillis	21.40						21.40
Tracy Ringrose	21.40						21.40
<b>TOTAL</b>	<b>85.60</b>			<b>197.91</b>			<b>\$283.51</b>

Moved by: Tony Brazda

Seconded by: Wendy Brockmeyer

**The motion was carried.**

#### 6.5.3 Cyber Insurance

The Finance Committee reviewed a recommendation from our insurance provider to obtain cyber insurance. After additional information (including rationale and some examples of current cases) was provided by the insurance broker and lengthy discussion at the Committee meeting, the Finance Committee is recommending that the additional insurance coverage be added, in the unlikely event that a cyber-attack or systems breach should happen.

No concerns were noted.

### Motion #14

*Rationale: As part of their work plan, the Finance Committee reviews changes to the Hospital's insurance policy.*

**Motion: The Board of Directors hereby approves moving forward with obtaining the additional cyber insurance, as recommended by the Finance Committee.**

Moved by: Tony Brazda

Seconded by: Wendy Brockmeyer

**The motion was carried.**

#### 6.5.4 September Cheque List

The Finance Committee reviewed the September 2017 Cheque List which totaled \$2,880,230.83. No concerns were noted by the Finance Committee or the Board.



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### **Motion #15**

*Rationale: Normal Practice.*

**Motion: The Board of Directors hereby approves the following, as recommended by the Finance Committee:**

- September 2017 Financial Statements
- September 2017 cheque list totalling \$2,880,230.83

Moved by: Robert Paul

Seconded by: Diane Airhart

**The motion was carried.**

### 6.5.5 Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$3,200 towards the purchase of: Acute Care, Commode/shower chair (\$3,200). No concerns were noted by the Finance Committee or the Board.

### **Motion #16**

*Rationale: The Board of Directors is required to review and approve capital requests.*

**Motion: The Board of Directors hereby approves the following capital requests totaling \$3,200, as recommended by the Finance Committee for:**

- Acute Care. Commode/shower chair. (\$3,200).

Moved by: Diane Airhart

Seconded by: Robert Paul

**The motion was carried.**

### 6.5.6 Staff Christmas Events

The Finance Committee reviewed a request for financial support from the So'Well Committee who are in the process of planning two staff Christmas events, a parade event and a staff Christmas party. The request was for \$1,600 which the Finance Committee was happy to recommend financial support for. No concerns were noted.

### **Motion #17**

*Rationale: In past years the Hospital has provided support to a social event during the festive season. Approval from the Finance Committee is required for requests that fall outside the annual budgeting process.*

**Motion: The Board of Directors hereby approves the ongoing support for staff Christmas events in the amount of \$1,600, as recommended by the Finance Committee.**

Moved by: Deb Lowry

Seconded by: Robert Paul

**The motion was carried.**



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### 6.6 Buildings & Grounds Committee

Tony Brazda reported the following highlights from the October 31, 2017 Buildings & Grounds Committee meeting:

- The Committee was provided an extensive report related to facility maintenance and projects that are completed and/or currently underway.
- The Committee was provided with a tour of the new C-Arm suite and Scheduling office.
- There was much praise at the wonderful state of the hospital and caliber of work that is taking place.

### 6.7 Art Décor Committee

Allan MacGregor highlighted the following from the November 9, 2017 Art Décor Committee meeting:

The town has a number of artists working on “pallet-able” art pieces, which are on display all around town. Tim Nimigan brought to the Committee, a request from an artist to sponsor one pallet-able art piece. The Committee was supportive of this endeavor, as a means of giving back to the community.

No concerns were noted.

#### **Motion #18**

*Rationale: The Art Décor Committee reviewed a request from an artist to sponsor a pallet based on her design of birch trees. The sponsorship amount is \$400 with \$250 going to the artist and the remaining money designated for supplies. Upon completion, the art piece would be located on the Hospital grounds for display.*

***Motion: The Board of Directors hereby approves the sponsorship of a Pallet-able Art piece designed by Marian Janson, as recommended by the Art Décor Committee.***

Moved by: Chris Seeley

Seconded by: Lori Francis

**The motion was carried.**

### 6.8 Foundation Report

Bob Vrooman reported that the October 25 Foundation Donor Tea was really well attended.

Wayne Coveyduck provided greetings and Tracy Kent-Hillis was a guest speaker and did a really, really nice job.

The 2018 Foundation Gala is sold out. This year’s Gala is raising funds to support the CT scanner. The physicians wanted to be a major sponsor of the event and 26 doctors purchased tickets to the event, and have additionally requested a few moments to speak about the CT scanner.

### 6.9 Chief Executive Officer’s Report

Further to the written report provided in the Board package, Wayne Coveyduck highlighted the following:

Ron Ferguson approached Wayne a couple months ago indicating that there is capital money available through the Ministry. Ron put forward a request for this money to have the air handling



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unit replaced at an estimated cost of \$250,000. After giving Ron the go ahead to do the submission, Ron did an energy management projection and drew up a business plan to submit. Ron's submission was successful and the Hospital will be receiving the total cost for the replacement of the air handling system.

Wayne and Allan will be developing a letter to send to Ron, as a thank you for his efforts.

### **Motion #19**

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby accepts the reports from the Quality Committee, Volunteer Services, Medical Advisory Committee, Governance Committee, Finance Committee, Buildings & Grounds Committee, Art Décor Committee, Foundation and the CEO.***

Moved by: Chris Seeley

Seconded by: Lori Francis

**The motion was carried.**

### **7. Correspondence Received up to November 2, 2017**

There was nothing further to report for correspondence.

### **8. New Business**

There was no new business to report.

### **9. Closed Session**

At 7:36 p.m., the Board moved into closed session.

### **Motion #20**

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby moves into closed session.***

Moved by: Robert Paul

Seconded by: Deb Lowry

**The motion was carried.**

At 8:35 p.m., the Board rose from closed session.

### **Motion #21**

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby rises from closed session.***

Moved by: Lori Francis

Seconded by: Bob Clancey

**The motion was carried.**



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### 10. Next Meeting

The next regular meeting of the Board is scheduled for December 5, 2017 at 6:30 p.m., in the Airhart Conference Room. At 6:00 p.m., Silvie Crawford, Executive Vice President/CNO at KHSC, will be providing an education session on the Women's Clinic.

### 11. Adjournment

The meeting was adjourned at 8:35 p.m.

#### **Motion #22**

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby adjourns their meeting at 8:35 p.m. on November 14, 2017.***

Moved by: Chris Seeley

Seconded by: Lori Francis

**The motion was carried.**