



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

MINUTES BOARD OF DIRECTORS

November 1, 2016
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 1, 2016.

PRESENT:

Board:	Tony Brazda (Vice-Chair)	Tracy Kent-Hillis
	Eric Smith	Dr. Kim Morrison
	Peggy Rice	Bob Clancey
	Michelle Smith	Deb Lowry
	Chris Seeley	Elaine Stillwell
	Diane Airhart	Judge Geoff Griffin
	Wayne Coveyduck	Dr. Mark Waldron
	Bob Vrooman	

Staff in attendance:	Nancy Manion	Christina Detlor
	Gert Switzer	Sheila Mabee (Recorder)

REGRETS:

Allan MacGregor	Norm Clark
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1. Call to Order/Opening Remarks

The meeting was called to order at 6:32 p.m. by Tony Brazda.

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 1, 2016.

Moved by: Eric Smith
Seconded by: Peggy Rice

The motion was carried.

3. Conflict of Interest

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

4. Minutes of Previous Meetings

The minutes of the previous meeting were reviewed; the word "into" was changed to "from" in Motion 12.

Motion 2

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the minutes of the previous meeting dated October 4, 2016 with the noted change.

Moved by: Peggy Rice
Seconded by: Eric Smith

The motion was carried.



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5. Business Arising

5.1 Health Care Tomorrow Update - Deferred.

6. Reports

6.1 Quality Committee

The Quality minutes of October 18, 2016 were briefly reviewed as circulated. Elaine Stillwell reported that the committee was provided with a report on utilization at their meeting, which contradicts the information reported by the physicians at the last Board meeting.

Gert provided a brief overview of utilization for the following:

Acute Care:

- Cost per weighted case from 2014/15 to 2015/16 has gone down.
- The data indicates that there are less patients and increased acuity, thereby showing an increase in acute weighted cases. This drives down the cost per weighted case.

Emergency:

- Direct cost per weighted case has decreased over the last three years; this could change with the recent allocation of additional resources in the department.
- While the number of visits are up (26,302 for 2015/16 and 25,870 for 2014/15); acuity has decreased in 2015/16 from what it was in 2014/15 thereby showing a decrease in ER weighted cases (1,168 for 2015/16 and 1214 for 2014/15).

Surgery:

- Surgical weights continue to rise with two full time general surgeon incumbents; annual volume targets are being met and increasing.
- This department has done well in driving down costs; cost per weighted case is trending downward due to the number of cases increasing with minimal addition of staff.

Gert stated that the LHIN does a cost comparator to hospitals of similar size and uses a target of the 25th percentile for cost per weighted activity as a target for hospitals to drive down costs to that level.

The Quality Committee reviewed and updated the Board *Full Disclosure (Policy B-07)* with minor changes and a change to have the policy "issued by" the Quality Committee, as opposed to the Medical Advisory Committee.

Motion 3

Rationale: Changes to Board Policies require review and approval of the Board of Directors.

Motion: The Board of Directors hereby approves the updated Board Full Disclosure (Policy B-07), as recommended by the Quality Committee.

Moved by: Michelle Smith
Seconded by: Peggy Rice

The motion was carried.



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6.2 Volunteer Services

The Volunteer Services minutes of October 11, 2016 were briefly reviewed as circulated in the Board package. Diane Airhart highlighted the following from the minutes:

The annual Christmas Bazaar is taking place on November 15, from 11:00 a.m. to 3:00 p.m. at the Westdale Complex. There are 5 Volunteers who will be receiving Provincial Life Member awards this fall. A ceremony is taking place in the Airhart Conference Room on December 7 from 2:30 p.m. to 4:00 p.m. to celebrate their accomplishments.

Volunteer Services are in desperate need of more volunteers. Applications are available in the Coffee Shop. The possibility of revisiting the current policy that volunteers be over the age of 18 was discussed; Diane was going to look into this.

6.3 Medical Advisory Committee

Dr. Morrison reported the following highlights from the October 20, 2016 Medical Advisory Committee meeting:

The Committee approved Terms of Reference. A work plan, developed with a focus on quality, maps tasks for the coming year. This was reviewed, added to and approved by the Medical Advisory Committee.

The Professional Staff By-laws were reviewed with one small change to remove Article 7.5 (3) (b), which stipulated that Locum Tenens staff were to “*work under the supervision of an Active staff member assigned by the Chief of Staff or delegate*”. Locum Tenens staff are fully functioning physicians who are brought in to cover short-term manpower needs and therefore, do not require assignment of supervision. The Medical Advisory Committee recommends removal of Article 7.5 (3) (b) to the Board of Directors.

Motion 4

Rationale: The Medical Advisory Committee is required to submit proposed changes to the Professional Staff By-Laws to the Board Of Directors for review and approval.

Motion: The Board of Directors hereby approves that Article 7.5 (3) (b) of the Professional Staff By-laws be removed, as recommended by the Medical Advisory Committee.

Moved by: Diane Airhart
Seconded by: Michelle Smith

The motion was carried.

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

- Dr. Susan Ilkov-Moor – Consulting (Psychiatry)
- Dr. David Ruggles – Consulting (Physical Medicine and Rehabilitation)
- Dr. Joseph Campbell – Consulting (Internal Medicine, Cardiology)
- Dr. Peter Hollett – Consulting (Internal Medicine, Cardiology)
- Dr. Mark Gajda Kirchhof – Consulting (Internal Medicine, Dermatology)
- Dr. Joshua Matthew Lakoff – Consulting (Internal Medicine, Endocrinology)
- Dr. John H. Matthews – Consulting (Oncology/Internal Medicine)



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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 5

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 re-appointment applications of the following, as recommended by the Medical Advisory Committee:

- Dr. Susan Ilkov-Moor – Consulting (Psychiatry)
- Dr. David Ruggles – Consulting (Physical Medicine and Rehabilitation)
- Dr. Joseph Campbell – Consulting (Internal Medicine, Cardiology)
- Dr. Peter Hollett – Consulting (Internal Medicine, Cardiology)
- Dr. Mark Gajda Kirchof – Consulting (Internal Medicine, Dermatology)
- Dr. Joshua Matthew Lakoff – Consulting (Internal Medicine, Endocrinology)
- Dr. John H. Matthews – Consulting (Oncology/Internal Medicine)

Moved by: Deb Lowry
Seconded by: Diane Airhart

The motion was carried.

The Medical Advisory Committee reviewed the appointment applications for the following:

- Dr. Anne Parker – Locum Tenens (Emergency)
- Dr. Aaron Jay McGregor – Associate (Family Practice)

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

Motion 6

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 appointment applications of the following, as recommended by the Medical Advisory Committee:

- Dr. Anne Parker – Locum Tenens (Emergency)
- Dr. Aaron Jay McGregor – Associate (Family Practice)

Moved by: Michelle Smith
Seconded by: Peggy Rice

The motion was carried.

The Medical Advisory Committee reviewed the re-appointment applications, with the noted changes, for the following:

- Dr. Tatiana Viaznikova – Courtesy with Admitting (Family Practice with Emergency) *Addition of ultrasound privileges*



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

Motion 7

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 re-appointment application with the noted change of the following, as recommended by the Medical Advisory Committee:

- Dr. Tatiana Viaznikova – Courtesy with Admitting (Family Practice with Emergency)
addition of ultrasound privileges

Moved by: Elaine Stillwell

Seconded by: Chris Seeley

The motion was carried.

6.4 Finance Committee

Deb Lowry reviewed the following from the October 25, 2016 Finance Committee meeting:

6.4.1 – Board, CEO and Senior Management Expenses

The Finance Committee reviewed the Board, CEO and Senior Management Expenses for September which totaled \$845.44. The Finance Committee recommends to the Board that the following expenses be approved:

Motion 8

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 expenses which totaled \$845.44, as recommended by the Finance Committee.

September 2016

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck				126.24			\$126.24
Gert Switzer	57.95		404	219.38			\$681.33
Nancy Manion				37.87			\$37.87
TOTAL	\$57.95		\$404.00	\$383.49			\$845.44

Moved by: Chris Seeley

Seconded by: Elaine Stillwell

The motion was carried.

6.4.2 – September Cheque List

The Finance Committee reviewed the Cheque List which totaled \$2,964,792.17. No concerns were noted by the Finance Committee or the Board.



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Motion 9

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the September 2016 Cheque List totaling \$2,964,792.17, as recommended by the Finance Committee.

Moved by: Deb Lowry
Seconded by: Diane Airhart

The motion was carried.

6.4.3 – Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$2,095 towards the purchase of: Maintenance Tractor (\$370) added cost; and ECG Watch BP 24 hr. (\$1,725). No concerns were noted by the Finance Committee or the Board.

Motion 10

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the allocation of \$2,095 towards the purchase of the following equipment, as recommended by the Finance Committee:

- Maintenance tractor (\$370) added cost
- ECG Watch BP 24 hr. (\$1,725) old one not repairable

Moved by: Elaine Stillwell
Seconded by: Chris Seeley

The motion was carried.

6.4.4 – Christmas Party Allocation

The Finance Committee reviewed the request for ongoing support for a staff Christmas event in the amount of \$1,000. The Finance Committee recommends that the Board of Directors approve this request.

Motion 11

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the ongoing support for a staff Christmas event in the amount of \$1,000, as recommended by the Finance Committee.

Moved by: Eric Smith
Seconded by: Bob Clancey

The motion was carried.

6.5 Buildings & Grounds

Tony Brazda reported the following highlights from the October 25, 2016 Buildings & Grounds Committee meeting:

With high occupancy rates, it has become difficult to schedule the days required to complete the refurbishing of patient rooms (floor polishing, repairs, painting). There is a plan in place to schedule additional staffing, once project construction activities begin to wind down.



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The Committee completed a review of their Terms of Reference. It was decided that an “s” be added to buildings, to identify that the Committee covers the Westdale Complex and Lenadco, in addition to the Hospital.

Motion 12

Rationale: The standing committees of the Board are required to review their Terms of Reference on an annual basis.

Motion: The Board of Directors approves the revised Buildings & Grounds Committee's Terms of Reference, as recommended by the Buildings & Grounds Committee.

Moved by: Bob Clancey

Seconded by: Eric Smith

The motion was carried.

6.6 Foundation

Bob Vrooman reported that the Foundation's annual Donor Tea recently took place. There were 120 guests in attendance who were recognized for their contribution(s) to the Foundation. Tickets are now available the Foundation Gala, which is scheduled to take place on February 17, 2017.

6.7 Chief Executive Officer's Report

Further to the written report send out with the Board package, Wayne Coveyduck noted the following:

78 LTC Bed Allocation:

Wayne was informed by a LTC Owner, that Crown Ridge, Trenton, was notified that they acquired 28 beds, from the current available 78 beds. A freedom of information (FOI) request has been put forward by United Counties Council, to discover what happened to the 78 long-term care beds offered to service providers less than a year ago. It was thought that more information would be forthcoming from the LHIN as a result of the request.

Motion 13

Rationale: Normal Practice

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

Moved by: Eric Smith

Seconded by: Peggy Rice

The motion was carried.

7. Other

7.1 Correspondence Received Up to October 11, 2016

There was no additional correspondence to report.



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8. New Business

8.1 Strategic Plan

Wayne reported that work is underway on the draft copy for the 2017-2019 Strategic Plan. Hopefully, we will have an update on progress for the December 2016 meeting.

9. Closed Session

At 7:19 p.m., the Board moved into closed session.

Motion 14

Rationale: Normal Practice

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

Moved by: Diane Airhart
Seconded by: Michelle Smith

The motion was carried.

At 7:56 p.m., the Board rose from closed session.

Motion 15

Rationale: Normal Practice

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

Moved by: Elaine Stillwell
Seconded by: Chris Seeley

The motion was carried.

10. Next Meeting

The next regular meeting of the Board is scheduled for December 6, 2016 at 6:30 p.m. in the Airhart Conference Room.

11. Adjournment

The meeting was adjourned at 7:57 p.m.

Motion 16

Rationale: Normal Practice

Motion: The Board of Directors hereby adjourns their meeting at 7:57 p.m. on November 1, 2016.

Moved by: Peggy Rice
Seconded by: Eric Smith

The motion was carried.