



# LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

## MINUTES BOARD OF DIRECTORS December 1, 2015 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 December 1, 2015.

### PRESENT:

<b>Board:</b> Peggy Rice (Chair)	Dr. Kim Morrison
Allan MacGregor	Dr. Mark Waldron
Chris Seeley	Cathie Vick
Judge Geoff Griffin	Tony Brazda
Robert Paul	Deb Lowry
Wayne Coveyduck	Elaine Stillwell
Eric Smith	Michelle Smith
Bob Clancey	Tracy Kent-Hillis
Norm Clark	

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

**Regrets:** Shari Sampson

### 1. Call to Order/Opening Remarks

The meeting was called to order at 6:32 p.m. by Peggy Rice.

### 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 December 1, 2015.**

Moved by: Elaine Stillwell  
Seconded by: Norm Clark

**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 November 10, 2015 meeting were reviewed; no changes were noted.

#### Motion 2

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the minutes of the previous meetings dated November 10, 2015.**

Moved by: Geoff Griffin  
Seconded by: Norm Clark

**The motion was carried.**



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### 5. Business Arising

#### **5.1 Health Care Tomorrow Update**

Peggy noted that there is a Chair/ Vice Chair teleconference meeting scheduled for this week and CEOs have been invited to listen in. A date for the Board's webinar in January has not yet been set. Peggy will communicate the date to the Board, once it is known.

Wayne reported that work is progressing quite rapidly within the HCT work groups, with the exception of the clinical area. Hopefully, we might see some progress on this front over the next several months.

### 6. Reports

#### **6.1 - Quality Committee**

Elaine Stillwell reviewed the November 17, 2015 Quality Committee minutes with the following highlights:

Ontario Laboratory Accreditation (OLA) is a process that includes peer visit every four years with a self-assessment every two years. One of the many Accreditation requirements includes an annual Management Review. This review was provided to the Quality Committee, and included in the Board package for information.

An update on the ER Diversion change management project will now be a standing agenda item for the Quality Committee to be updated on the progress that is occurring.

The Committee will also be reviewing at their monthly meeting, items from the Canadian Patient Safety Institute's and Health Quality Ontario's 'Ten Never Events' listing, which would be applicable to LACGH.

#### **6.2 - Medical Advisory Committee**

The November 5, 2015 Medical Advisory Committee minutes were briefly reviewed and no concerns were noted.

#### **6.3 - Volunteer Services Committee**

The November 19, 2015 Volunteer Services minutes were reviewed as circulated. No concerns were noted.

#### **6.4 - Governance Committee**

Allan MacGregor reviewed the highlights from the Governance Committee meeting held on November 19, 2015. The Committees of the Board had the month of November to review their Board policies for any changes. The Governance Committee will be reviewing and updating the 'suspended' Naming Rights policy. Currently, this policy exclusively recognizes monetary contributions; the committee will be looking at updating it to reflect significant community contribution as well as the monetary contribution(s).

The Board of Directors Statement of Roles and Responsibilities was reviewed without change.



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Board and Officer position descriptions were reviewed. The COS position description will be formatted to match the rest of the position descriptions.

The Accreditation Canada survey will be reviewed with the Board later in the meeting under New Business.

### **6.5 - Finance Committee**

Deb Lowry provided highlights from the Finance Committee meeting held on November 24, 2015.

#### **6.5.1 – Board, CEO and Senior Management Expenses**

The Finance Committee reviewed the Board, CEO and Senior Management Expenses for October which totaled \$685.88. The Finance Committee recommends to the Board that the following expenses be approved:

#### **Motion 3**

*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 October expenses which totaled \$685.88 as recommended by the Finance Committee:**

#### **October 2015**

Name	Meals	Hospitality	Accommodations	Vehicle Rental/Own used Mileage	Incidentals (Parking, tolls, etc.)	Fares	TOTAL
Wayne Coveyduck	56.39			84.76			\$141.15
Deb Lowry				31.55			\$31.55
Gert Switzer	20.33			40.13			\$60.46
Tracy Kent-Hillis	35.66			250.22			\$285.88
Shari Sampson	22.57			144.27			\$166.84
<b>TOTALS</b>	<b>\$134.95</b>			<b>\$550.93</b>			<b>\$685.88</b>

Moved by: Geoff Griffin

Seconded by: Norm Clark

**The motion was carried.**

#### **6.5.2 - October Financial Statements and Cheque Lists**

The Finance Committee reviewed the October 2015 Financial Statement and Cheque List which totaled \$2,813,801.64 and no concerns were noted by the Finance Committee or the Board.

#### **Motion 4**

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the October Financial Statement and Cheque List which totaled \$2,813,801.64 as recommended by the Finance Committee.**

Moved by: Norm Clark

Second by: Geoff Griffin

**The motion was carried.**



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### 6.5.3 - Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$47,700 towards the purchase of: Radiology Software Licences (12,500), OR Glidescope (11,400), OR Camera Head (13,500), OR Anaesthesia Cart (2,600), OR Compression Device (4,200) and Acute CPAP (3,500).

#### Motion 5

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the allocation of \$1,025 towards the purchase of the following equipment as recommended by the Finance Committee:**

- Radiology software licences (12,500).
- OR Glidescope (11,400).
- OR Camera Head (13,500).
- OR Anaesthesia Cart (2,600).
- OR Compression Device (4,200).
- Acute CPAP (3,500).

Moved by: Chris Seeley

Second by: Bob Clancey

**The motion was carried.**

### 6.5.4 - Draft 2016-17 Budget Plan

The Finance Committee reviewed the annual draft 2016-17 Budget Plan. The Finance Committee recommends approval of the following:

#### Motion 6

*Rationale: The Board of Directors is required to review and approve the Annual draft Budget Plan*

**Motion: The Board of Directors hereby approves the draft 2016-17 Budget Plan as recommended by the Finance Committee.**

Moved by: Robert Paul

Second by: Chris Seeley

**The motion was carried.**

### 6.6 – Foundation

Robert Paul updated the Board on the progress of the fall/winter campaign which is going quite well and recognized the outstanding support that the community provides to the Hospital. Tickets for the 2016 Foundation Gala are now sold out.

### 6.7 - Chief Executive Officer's Report

Further to the written report sent out with the Board package, Wayne noted the following additional items:

*NP Flow through Funding:* Communication was received from the MOHLTC regarding the base funding through the South East LHIN to support the hiring of 1.0 FTE nurse practitioner for the year 2014-15. This type of communication is not typically sent out; it was thought that a new person at the ministry had sent it.



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Smoke Free Ontario Act: Effective January 1, 2016, new rules will be in force with regards to smoking.

Wayne, after meeting with the LACGH Smoke Free Task force, brought forward the following for discussion and decision:

It is a unanimous position of the LACGH Smoke Free Task Force members in recommending to the Board of Directors, the full implementation of completely smoke free Hospital grounds; full implementation of the Smoke Free Ontario Act and Electronic Cigarettes Act as of January 1, 2016; inclusive of both patients and staff. The Smoke Free Task Force does not support the concept of a Designated Smoking Area (DSA) exemption that is available for the two year grace period.

The Board discussed the education component for both staff and in making the public aware of the new policy, the potential of enforcement and the need for significant signage to be posted on site. It was decided that the Board would support a 100% Smoke Free Hospital grounds policy, effective January 1, 2016.

### Motion 7

Rationale: Normal Practice

**Motion: The Board of Directors hereby supports the Smoke Free Task Force in a zero tolerance for both visitors, patients and staff in a 100% Smoke Free Hospital grounds, effective January 1, 2016.**

Moved by: Geoff Griffin  
Second by: Elaine Stillwell

**The motion was carried.**

Influenza Planning: It was noted that communication from the South East LHIN had been received regarding the holiday season and influenza planning. Plans are well underway to support an influenza outbreak, should it peak over the festive season. The plan includes, but is not limited to: increased hours in the ED, a second Administrator On-Call available for clinical areas, and a Nurse Practitioner running an influenza clinic.

HSAA: In reviewing the new HSAA, Wayne noted the new language included supporting the evolution of Health Care Tomorrow efforts. It was also noted that the proposed ALC targets are expected to be significantly reduced over the coming 2016-17 and 2017-18 fiscal years.

Preyra Solutions: Wayne requested Board support to undertake a comprehensive review of LACGH ED. Data would be obtained, prepared, and compared to peer hospitals by Gavin Wardle of Preyra Solutions, in the amount of \$15,000 plus HST.



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### Motion 8

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby supports the allocation of \$15,000 plus HST to employ Gavin Wardle of Preyra Solutions.**

Moved by: Deb Lowry  
Second by: Tony Brazda

**The motion was carried.**

HAAO: Wayne reviewed communications from the North Central Region HAAO. In a report given at the OHA Health Achieve, Regional Chair Dianne Musgrove reported that in their region they have lost six auxiliaries this year to low membership and political action. Wayne reiterated that the collaboration and partnership between the Hospital, Foundation and Auxiliary was a success due to the mutual respect for each other's role in making the Hospital a great one and hoped that this would continue within in our organization.

LTC Beds: Communication was received from the South East LHIN regarding the restoration of the 78 LTC beds which have been temporarily out of service from our region (Picton, Prince Edward County). They are looking at reallocating the beds within the region to support operators in "right sizing" homes to achieve operational efficiency. The LHIN also sees this as an opportunity to address the issue of some of the existing LTC Homes being at Level D status. Once priority communities have been identified, operators of LTC homes who are interested in acquiring additional beds, will be asked to complete a LHIN survey. The development of a business case would be the first step in the approval process.

### Motion 9

*Rationale: Normal Practice*

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

Moved by: Michelle Smith  
Second by: Cathie Vick

**The motion was carried.**

## 7.0 Other

### 7.1 Correspondence Received Up to November 26, 2015

Peggy read a Thank You note from Dr. Boon for the support in the DI department over the years and for the lovely retirement party and gift.

## 8.0 New Business

### 8.1- Accreditation Survey

As part of Accreditation Canada, Board members are required to complete a governance survey. Allan MacGregor briefly reviewed the Accreditation Canada 'Governance Functioning Tool' survey with the Board and inquired if there were any questions or items



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that required clarification. No concerns were noted. The Survey will be emailed out to Board members to be completed electronically by December 18<sup>th</sup>, 2015.

### 9. Closed Session

At 8:00 p.m., the Board moved into Closed Session.

#### **Motion 10**

*Rationale: Normal Practice*

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

Moved by: Bob Clancey

Seconded by: Chris Seeley

**The motion was carried.**

At 8:09 p.m., the Board rose from Closed session.

#### **Motion 11**

*Rationale: Normal Practice*

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

Moved by: Eric Smith

Seconded by: Cathie Vick

**The motion was carried.**

### 10. Next Meeting

The next regular meeting of the Board is scheduled for January 5, 2016 at 6:30 p.m. in the Airhart Conference Room.

### 11. Adjournment

The meeting was adjourned at 8:10 p.m.

#### **Motion 12**

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby adjourns their meeting at 8:10 p.m. on December 1, 2015.***

Moved by: Bob Clancey

Seconded by: Robert Paul

**The motion was carried.**