



# LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

## MINUTES BOARD OF DIRECTORS

December 6, 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 December 6, 2016.

### PRESENT:

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

### REGRETS:

Dr. Mark Waldron	Norm Clark
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<b>Staff in attendance:</b>	Nancy Manion	Christina Detlor
	Gert Switzer	Sheila Mabee (Recorder)

### 1. Call to Order/Opening Remarks

The meeting was called to order at 6:29 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 December 6, 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 approved as circulated.

#### Motion 2

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the minutes of the previous meeting dated November 1, 2016.**

Moved by: Eric Smith  
Seconded by: Peggy Rice

**The motion was carried.**



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### 5. Business Arising

#### 5.1 Health Care Tomorrow

Allan noted a few things which have occurred since the last meeting:

- Anthony Dale, President of the OHA recently visited our Hospital and met with Allan and the leadership team. Mr. Dale shared his thoughts on a number of topics as well as the Patients First Legislation, Bill 41. Mr. Dale also commented that our hospital is a bit unique in that we seem to have things figured out internally, but at the same time there are a lot of challenging external factors coming at us. It was a good discussion and refreshing to get Mr. Dale's feedback.
- There has been some recent press in the Quinte area with regards to the CUPE president getting wind of a "secret" document that indicated the desire to close three of QHC's emergency rooms. The article indicated Paul Huras' response to this was that the information is a "working document" but not a secret and that the report was commissioned as "a straw dog" to look at a wide range of options for future decisions.
- At the most recent Chair/Vice Chair meeting, LHIN Board Chair, Donna Segal, provided information on the proposed sub-LHIN structure within the south-east. There are 5 sub-regions, with a geographic focus. The plan is to redirect resources using existing staff. The goal of the sub-regions is to enhance quality and system performance through action-oriented activities. Stakeholder engagement is planned for January 9, the location and time(s) have yet to be determined.

We can be sure that more information will be shared by the LHIN in the coming months.

#### 5.2 Strategic Plan

Wayne noted that progress on the Strategic Plan is being made slowly but surely.

### 6. Reports

#### 6.1 Quality Committee

The Quality minutes of November 15, 2016 were briefly reviewed as circulated. Elaine Stillwell highlighted that Nancy Wicks provided the committee with an in-depth Laboratory Quality Review, which included a report of all the quality improvement activities in the laboratory department over the last year. Lab Accreditation was recently completed and declared a success.

The Quality Committee reviewed and accepted without changes, the following Board policies: *Statement of Risk Management, Patient Safety and Quality Improvement (Policy B-21)* and the *Feedback Management System (Policy B-22)*. No concerns were noted.

#### **Motion 3**

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

***Motion: The Board of Directors hereby approves the Statement of Risk Management, Patient Safety and Quality Improvement (Policy B-21) and the Feedback Management System (Policy B-22), as recommended by the Quality Committee.***

Moved by: Deb Lowry  
Seconded by: Geoff Griffin

**The motion was carried.**



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### **6.2 Volunteer Services**

The Volunteer Services minutes of November 22, 2016 were briefly reviewed as circulated in the Board package. Diane Airhart highlighted the following:

- The new food delivery system, purchased by Volunteer Services in partnership with Mike & Suzanne Stevens of Country Traditions, has arrived and went live this week. Food will now stay warm for 57 minutes.
- Volunteer Services will be donating \$2,400, as part of their annual contribution to Convalescent Care for entertainment.
- The annual Christmas Bazaar was well attended, although less lunches were served and less money was raised than last year.
- Volunteer Services is in dire need of more volunteers for the patient care areas. The Board was encouraged to have family and friends consider volunteering; experience is not necessary. Applications can be obtained from the Coffee Shop or by calling Beryl Jacka.
- In response to a question raised at the last Board meeting regarding youth volunteers; yes, there are youth volunteer positions available in the hospital, in the convalescent care area. Application, training and supervision is provided by Beth Anne Brown, Resident Recreational Services Manager and the volunteer hours are captured and recorded by Volunteer Services.
- After more than 21 years as the Volunteer's Gift Shop Purchasing Coordinator, Sharon VanGent is stepping down. Tammy Giles has accepted the position and has been in training. Sharon is wished all the best and they are hopeful that she will continue to volunteer in some manner.
- The Board was welcomed to attend the Provincial Life Membership (PLM) celebration which is scheduled to take place on December 7. Five volunteers will receive their PLM awards from Mary Smith, the Regional Chair.

### **6.3 Art Décor Committee**

The Art Décor Committee minutes of November 10, 2016 were reviewed as circulated in the Board package. Michelle Smith noted that, due to staff interest, the Committee has decided to have another photo contest in the spring of 2017. The Committee sought Board approval of \$500 to cover the costs and prize money.

#### **Motion 4**

*Rationale: Normal Practice.*

***Motion: The Board of Directors hereby approves the request to support a staff photo contest in the spring of 2017, as recommended by the Art Decor Committee.***

Moved by: Eric Smith  
Seconded by: Peggy Rice

**The motion was carried.**

### **6.4 Governance Committee**

Further to the November 17, 2016 Governance Committee minutes circulated in the Board package for review, Peggy Rice brought up the following item for Board discussion:



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Accreditation Canada, as part of the Accreditation process, is recommending that “the governing body includes clients as members, where possible”. The Governance Committee discussed having a member of the Patient and Family Advisory Council (PFAC) sitting on the Board to bring the voice of the patient to the Board’s table.

The Board discussed concerns around confidentiality and whether or not this person would be a voting member. It was decided that a member of PFAC would be suitable, in that they are all orientated to our Hospital. Nancy Manion reported that the PFAC group meets every other month and are regularly educated on current happenings within the hospital. All current members are very engaged and any would be an asset to have sit at the Board’s table. Board meeting attendance would be limited to public meetings; terms of reference would also be created.

Nancy will inquire about interest in taking on this role at the next PFAC meeting and will then share the information with the Governance Committee at the next meeting in February.

The Governance Committee reviewed the updated 2016-17 Board work plan; no concerns were noted by the Governance Committee or the Board.

### **Motion 5**

*Rationale: The standing committees of the Board are required to develop, review and revise their work plans on an annual basis. These work plans form the basis for the Board of Director’s work plan.*

***Motion: The Board of Directors hereby approves the revised 2016/17 Board of Director’s Work Plan, as recommended by the Governance Committee.***

Moved by: Peggy Rice  
Seconded by: Michelle Smith

**The motion was carried.**

### **6.5 Medical Advisory Committee**

Dr. Morrison reported the following highlights from the November 24, 2016 Medical Advisory Committee meeting:

The Medical Advisory Committee was provided with an update by Tracy Kent-Hillis on the work currently being carried out by the Medical Assistance in Dying (MAID) Task Force. There is a lot involved in this undertaking. A physician education session is scheduled to take place in early December. The hope is to have the policy and procedure ready for January or February approval. Dr. Morrison noted that due to the legislation, should a request come in, the process would begin, regardless of whether there is an approved policy in place.

The Medical Advisory Committee is currently looking at opioid usage, with the possibility of imposing stricter prescribing guidelines in our emergency department. Limitations will be meant to assist with local efforts in reducing overdoses and/or deaths. The KFLA Health Unit is encouraging health care providers to get overdose kits out into the community as this has been an effective tool in reversing the effects of an overdose.



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

- Dr. Curtis Nickel – Consulting (Urology)
- Dr. Michael Leveridge – Consulting (Urology)
- Dr. Naji Touma – Consulting (Urology)

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 6**

*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. Curtis Nickel – Consulting (Urology)*
- *Dr. Michael Leveridge – Consulting (Urology)*
- *Dr. Naji Touma – Consulting (Urology)*

Moved by: Peggy Rice

Seconded by: Michelle Smith

**The motion was carried.**

### **6.6 Finance Committee**

Deb Lowry reviewed the following from the November 29, 2016 Finance Committee meeting:

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

The Finance Committee reviewed the Board, CEO and Senior Management Expenses for October 2016 which totaled \$1,314.76. The Finance Committee recommends to the Board that the following expenses be approved:



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### Motion 7

*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 2016 expenses which totaled \$1,314.76, as recommended by the Finance Committee.**

#### October 2016

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck				84.76			\$84.76
Kim Morrison				40.58			\$40.58
Deb Lowry				47.34			\$47.34
Gert Switzer	20.33						\$20.33
Tracy Kent-Hillis				54.10			\$54.10
Nancy Manion	63.83		593.21	193.85	27.95	188.81	\$1,067.65
<b>TOTAL</b>	<b>\$84.16</b>		<b>\$593.21</b>	<b>\$420.63</b>	<b>\$27.95</b>	<b>\$188.81</b>	<b>\$1,314.76</b>

Moved by: Michelle Smith

Seconded by: Peggy Rice

**The motion was carried.**

### 6.6.2 – October Cheque List

The Finance Committee reviewed the October 2016 Financial Statements and Cheque List which totaled \$2,277,478.71. No concerns were noted by the Finance Committee or the Board.

### Motion 8

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the October 2016 Financial Statements and October 2016 Cheque List totaling \$2,277,478.71, as recommended by the Finance Committee.**

Moved by: Bob Clancey

Seconded by: Chris Seeley

**The motion was carried.**

### 6.6.3 – Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$290,701 towards the purchase of: OR Endo Clip instruments (\$8,406) replacements; OR Tower upgrade to go with gastroscope and colonoscope (\$7,550) added cost; Building Compressors (\$36,220) Ministry funded \$36,220; Building Roof (\$238,525) Ministry funded \$202,453. 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 following Capital Requests totaling \$290,701, as recommended by the Finance Committee:**

- OR Endo Clip instruments (\$8,406), replacements;
- OR Tower upgrade to go with gastroscopes and colonoscopes (\$7,550), added cost;
- Building Compressors (\$36,220), Ministry funded \$36,220;
- Building Roof (\$238,525), Ministry funded \$202,453

Moved by: Diane Airhart  
Seconded by: Elaine Stillwell

**The motion was carried.**

### **6.6 Foundation**

Further to the written report provided in the Board package, Bob Vrooman noted that there are only 50 tickets left for the Foundation Gala. Those interested in attending were encouraged to contact Michelle Dickerson to secure seats and avoid disappointment.

### **6.7 Chief Executive Officer's Report**

Wayne Coveyduck had nothing further to add to the written report provided to the Board in their packages.

An inquiry was made with regards to patient flow and the common discharge policies being proposed in the SE region related to ALC patients. Tracy reported that a practice, common in other LHINs, is being considered across our region which would see a per diem rate applied, should the patient not be willing to take the first available long term-care bed. Currently, there are no organizations in our region doing this and discussions are ongoing.

### **Motion 10**

*Rationale: Normal Practice*

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

Moved by: Chris Seeley  
Seconded by: Bob Clancey

**The motion was carried.**

## **7. Other**

### **7.1 Correspondence Received up to November 21, 2016**

There was no additional correspondence to report.

## **8. New Business**

### **8.1 Health and Safety Program**

As a result of a question that arose at the Governance Committee meeting, Christina Detlor undertook a review of the *Board of Directors Health and Safety Orientation (policy B-02)*. Christina provided a summary of the proposed changes to the policy, in an effort



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to clear up some confusion around the purpose and implementation sections. The Board policy was previously linked to the employee health and safety program and was provided for information purposes only. For clarity, this has been incorporated into the new draft of the policy.

Christina noted that Health and Safety Orientation will be provided at future Board orientation sessions and offered to hold an education session on health and safety at a future date for the current Board members. Sheila will arrange for this to be scheduled prior to the February Board meeting.

### **8.2 Board Meeting Date – January**

Allan inquired about the option of moving the January Board meeting date to January 10, 2017. The change in date was agreed upon.

### **9. Closed Session**

At 7:52 p.m., the Board moved into closed session.

#### **Motion 11**

*Rationale: Normal Practice*

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

Moved by: Elaine Stillwell

Seconded by: Diane Airhart

**The motion was carried.**

At 8:48 p.m., the Board rose from closed session.

#### **Motion 12**

*Rationale: Normal Practice*

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

Moved by: Bob Clancey

Seconded by: Chris Seeley

**The motion was carried.**

### **10. Next Meeting**

The next regular meeting of the Board is scheduled for January 10, 2016 at 6:30 p.m. in the Airhart Conference Room.

Colin Catt will be providing an education session on the IT Risk Mitigation Plan at 6:00 p.m., just prior to the Board meeting.

### **11. Adjournment**

The meeting was adjourned at 8:49 p.m.





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### **Motion 13**

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby adjourns their meeting at 8:49 p.m. on December 6, 2016.***

Moved by: Eric Smith  
Seconded by: Peggy Rice

**The motion was carried.**