



# LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

## MINUTES BOARD OF DIRECTORS February 2, 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 February 2, 2016.

### PRESENT:

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

<b>Staff in attendance:</b> Gert Switzer	Sheila Mabee (Recorder)
Nancy Manion	
Shari Sampson	

### REGRETS:

Deb Lowry	Michelle Smith
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### 1. Call to Order/Opening Remarks

The meeting was called to order at 6:36 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 February 2, 2016.**

Moved by: Cathie Vick

Seconded by: Allan MacGregor

**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 January 5, 2016 meeting were reviewed; no changes were noted.

#### Motion 2

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the minutes of the previous meeting dated January 5, 2016.**

Moved by: Allan MacGregor

Seconded by: Eric Smith

**The motion was carried.**



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### 5. Business Arising

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

Peggy reported that a Chair/ Vice Chair in-person meeting is scheduled for February 4, 2016 in Kingston. Notification was received regarding a South East LHIN Hospital/CCAC Board Forum webinar, which is scheduled to take place on February 24, 2016 from 4:00 p.m. to 6:00 p.m. Sheila Mabee will send more information on the webinar when it is released.

Wayne reported that he will be attending the *Vision 2020 Joint Leaders Session* February 3, 2016 in Kingston. This will be the first opportunity for the four working groups to present and gather feedback on the governance and design of the working models'.

### 6. Reports

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

Elaine Stillwell reviewed the January 19, 2016 Quality Committee minutes with the following highlight:

Colin Catt had attended the Quality meeting to provide a general Information Systems update, including an overview of significant milestones achieved, upcoming priorities and challenges. Elaine praised this small department for being able to achieve so much.

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

Dr. Morrison reviewed the January 7, 2016 Medical Advisory Committee minutes with the following highlights:

Credentialing: A review of credentialing within our Hospital has taken place over the last several months. This review identified significant gaps in physician credentialing with respect to appointment dates. As a result, a substantial amount of work has taken place to get the credentialing up to date and back on track with an attempt to administratively improve the credentialing process. Dr. Morrison has prepared a detailed report to address the gaps, listing all of the affected physicians, including timelines. The report will be going to the next Medical Advisory Committee meeting followed by the next Board of Directors meeting. It was noted that there were no issues in terms of patient care, or professional practice, during the time of the gaps in appointment dates.

Part of the review process was to look at and put in place tools to ensure that all the required credentialing applications are sent and received within the appropriate timelines. As such, the Medical Advisory Committee reviewed a recommendation of moving to an online common credentialing system. The Hospital will still maintain control over privileging with a common online credentialing system for physicians and medical residents with Queen's/KGH to complete their appointment and re-appointment applications.

Community General Practitioners: Robert Paul enquired about the General Practitioner recruitment and the need for more GPs within our community. Dr. Morrison indicated that, indeed, there is a need and that an attempt will be made to apply for "under service". Dr. Morrison has scheduled a meeting with the Mayor to discuss this challenge.



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

- Dr. Keith Gregoire - Consulting privileges (Paediatrics)
- Dr. David Good – Courtesy without Admitting privileges (Laboratory Medicine/Pathology)
- Dr. Tara Baetz - Consulting privileges (Oncology)
- Dr. Peter Bryson - Consulting privileges (Oncology)
- Dr. Richard Gregg - Consulting privileges (Oncology)
- Dr. Vikaash Kumar - Consulting privileges (Oncology)
- Dr. Michaela Mates - Consulting privileges (Oncology)
- Dr. Anna Tomiak - Consulting privileges (Oncology)
- Dr. Nazik Hammad - Consulting privileges (Oncology)

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 3**

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

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

- *Dr. Keith Gregoire - Consulting privileges (Paediatrics)*
- *Dr. David Good – Courtesy without Admitting privileges (Laboratory Medicine/Pathology)*
- *Dr. Tara Baetz - Consulting privileges (Oncology)*
- *Dr. Peter Bryson - Consulting privileges (Oncology)*
- *Dr. Richard Gregg - Consulting privileges (Oncology)*
- *Dr. Vikaash Kumar - Consulting privileges (Oncology)*
- *Dr. Michaela Mates - Consulting privileges (Oncology)*
- *Dr. Anna Tomiak - Consulting privileges (Oncology)*
- *Dr. Nazik Hammad - Consulting privileges (Oncology)*

Moved by: Elaine Stillwell

Seconded by: Geoff Griffin

**The motion was carried.**

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

- Dr. Mark Kirchof - Consulting privileges (Internal Medicine)
- Dr. Tanya Viaznikova - Courtesy with Admitting privileges (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.



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### **Motion 4**

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

***Motion: The Board of Directors hereby approves the appointment of the following as recommended by the Medical Advisory Committee:***

- *Dr. Mark Kirchof - Consulting privileges (Internal Medicine)*
- *Dr. Tanya Viaznikova - Courtesy with Admitting privileges (Family Practice)*

Moved by: Chris Seeley

Seconded by: Elaine Stillwell

**The motion was carried.**

### **6.3 - Volunteer Services**

Cathie Vick had nothing to add to the Volunteer Services January 12, 2016 minutes distributed in the Board package. The minutes were briefly reviewed and no concerns were noted.

### **6.4 - Audit Committee**

In Deb Lowry's absence, Peggy highlighted the following from the January 26, 2016 Audit Committee meeting:

Michelle Podhy (KPMG) attended the meeting and provided a good overview of the Audit Plan which was sent as part of the Board package. No significant changes to the Audit Plan were noted; materiality changed from \$600,000 to \$700,000, and a modest KPMG fee increase from \$17,000 to \$17,500.

No concerns were noted.

### **6.5 - Finance Committee**

In Deb Lowry's absence, Peggy highlighted the following from the January 26, 2016 Finance Committee meeting:

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

The Finance Committee reviewed the Board, CEO and Senior Management Expenses for November which totaled \$3,319.95 and December which totaled \$439.26. The Finance Committee recommends to the Board that the following expenses be approved:



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### Motion 5

*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 November expenses which totalled \$3,319.95 and the December expenses which totalled \$439.26, as recommended by the Finance Committee.**

#### November 2015

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck	181.83		814.30	264.19	117.20		\$1377.52
Peggy Rice	167.54		815.05				\$982.59
Michelle Smith	147.79		543.37		18.93	44.83	\$754.92
Gert Switzer	21.32			39.34			\$60.66
Shari Sampson				144.26			\$144.26
<b>TOTAL</b>	<b>\$518.48</b>		<b>\$2,172.72</b>	<b>\$447.79</b>			<b>\$3,319.95</b>

#### December 2015

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck	18.55			126.24			\$144.79
Peggy Rice	18.56						\$18.56
Kim Morrison	40.39						\$40.39
Gert Switzer	21.12			24.34			\$45.46
Shari Sampson				72.14	5.41		\$77.55
Tracy Kent-Hillis	40.39			72.12			\$112.51
<b>TOTAL</b>	<b>\$139.01</b>			<b>\$294.84</b>	<b>\$5.41</b>		<b>\$439.26</b>

Moved by: Tony Brazda

Seconded by: Norm Clark

**The motion was carried.**

### 6.5.2 - Monthly Investment Report

The Finance Committee discussed the advantages to adding to the investment portfolio at a time when the markets are low, while investments are on 'sale'. The Committee felt that there was sufficient cash on hand to consider the purchase of additional investments at this time and that allocating funds over a four month period (to dollar cost average) would be a prudent way to apportion this investment. The Finance Committee recommends to the Board the following investment allocation be approved:

### Motion 6

*Rationale: The Finance Committee is mandated to oversee the Hospital's Investment Portfolio.*

**Motion: The Board of Directors approves of the allocation of \$1,000,000 with the instruction to the Investment Manager to invest \$250,000 over a four month period, as recommended by the Finance Committee.**

Moved by: Allan MacGregor

Seconded by: Cathie Vick

**The motion was carried.**



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### 6.5.3 – November and December Financial Statements and Cheque Lists

The Finance Committee reviewed the November 2015 Financial Statement and Cheque List which totaled \$2,337,083.96 and the December 2015 Financial Statement and Cheque List which totaled \$2,534,545.51. No concerns were noted by the Finance Committee or the Board.

#### Motion 7

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the November 2015 Cheque List totaling \$2,337,083.96 and November 2015 Financial Statements, December 2015 Cheque List which totaled \$2,534,545.51 and the December 2015 Financial Statements, as recommended by the Finance Committee.**

Moved by: Elaine Stillwell  
Second by: Chris Seeley

**The motion was carried.**

### 6.5.4 – Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$8,431 towards the purchase of: Dietary Hot Water Dispenser (\$1,017), ER Bladder Scanner (\$4,250) added cost; Ultrasound Stretcher (\$183) added cost; OR Urology Items (\$2,660) added cost; and Respiratory Therapy Heated Humidifier (\$321) added cost. No concerns were noted by the Finance Committee or the Board.

#### Motion 8

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the allocation of \$8,431 towards the purchase of the following equipment as recommended by the Finance Committee:**

- Dietary Hot Water Dispenser (\$1,017);
- ER Bladder Scanner (\$4,250) added cost;
- Ultrasound Stretcher (\$183) added cost;
- OR Urology Items (\$2,660) added cost;
- Respiratory Therapy Heated Humidifier (\$321) added cost.

Moved by: Chris Seeley  
Second by: Elaine Stillwell

**The motion was carried.**

### 6.5.5 - Volunteer Appreciation Dinner

The Finance Committee reviewed and was supportive of allocating \$3,000 towards the annual Volunteer Appreciation Dinner.



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### Motion 9

*Rationale: The Hospital traditionally has held a Volunteer Appreciation dinner to honour members of the Volunteer Services group. Approval from the Board of Directors is required for requests that fall outside of the annual budgeting process.*

***Motion: The Board of Directors hereby approves the allocation of \$3,000 for the Volunteer Appreciation Dinner, as recommended by the Finance Committee.***

Moved by: Bob Clancey

Second by: Robert Paul

The motion was carried.

### 6.5.6 - Common Credentialing

The Finance Committee reviewed the request to allocate \$10,000 towards an online common credentialing system. The online system will assist with the credentialing process by automating an electronic flow through for those required as part of the review and approval process. While this would be a regional credentialing system, privileging would be maintained within our hospital. This \$10,000 total cost would include a one-time customization fee of \$4,000 as well as an annual fee of \$6,000.

No concerns were noted by the Finance Committee or the Board.

### Motion 10

*Rationale: Approval from the Board of Directors is required for significant allocation of funds outside of the annual approved budget.*

***Motion: The Board of Directors hereby approves the allocation of \$10,000 for the common credentialing system, as recommended by the Finance Committee.***

Moved by: Allan MacGregor

Second by: Bob Clancey

The motion was carried.

### 6.5.7 - Hospice 2016-17 CAPS

The Finance Committee reviewed the annual 2016-17 Hospice Lennox and Addington budget. No concerns were noted by the Finance Committee or the Board.

### Motion 11

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby approves the Hospice Lennox and Addington 2016-17 Budget, as recommended by the Finance Committee.***

Moved by: Elaine Stillwell

Second by: Chris Seeley

The motion was carried.



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### 6.5.8 - Physician 50<sup>th</sup> Anniversary Event

The Finance Committee reviewed the request to allocate \$5,000 towards an event to honour past and present medical staff at a Physician recognition as one in a series of events commemorating the 50<sup>th</sup> anniversary of the Hospital. No concerns were noted by the Finance Committee or the Board.

#### Motion 12

*Rationale: Significant allocation of funds require the review and approval of the Board of Directors.*

***Motion: The Board of Directors hereby approves the allocation of \$5,000 to fund the Physician Recognition event commemorating the 50<sup>th</sup> anniversary of the Hospital.***

Moved by: Elaine Stillwell

Second by: Bob Clancey

**The motion was carried.**

### 6.6 - Foundation

Robert Paul reported that Ernie Doughty's book, *History of our Hospital* was introduced at the 50<sup>th</sup> Anniversary Kickoff event on January 21<sup>st</sup>. Ernie put a tremendous amount of work into the book over the last three years and the book is proving to be a great success.

### 6.7 - Chief Executive Officer's Report

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

LTC beds: It appears that the Hospital's existing 22 CVC beds have been rolled up into the 78 LTC beds that the ministry has currently released and is seeking bids for. It appears the ministry may be looking to make existing homes larger as the 78 beds get reallocated to the successful applicants. Our LTC licence will expire in 2019.

#### Motion 13

*Rationale: Normal Practice*

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

Moved by: Tony Brazda

Second by: Robert Paul

**The motion was carried.**

## 7. Other

### 7.1 Correspondence Received Up to January 21, 2016

There were no additional correspondence items to report.

## 8. New Business

There were no further items listed as new business.





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### 9. Next Meeting

A Hospital/CCAC Board Forum Webinar is scheduled for February 24, 2016 from 4:00 p.m. to 6:00 p.m. in the Airhart Conference Room.

The next regular meeting of the Board is scheduled for March 1, 2016 at 6:30 p.m. in the Airhart Conference Room.

### 10. Adjournment

The meeting was adjourned at 7:50 p.m.

#### Motion 6

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby adjourns their meeting at 7:50 p.m. on February 2, 2016.***

Moved by: Bob Clancey

Seconded by: Tony Brazda

**The motion was carried.**