



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

MINUTES BOARD OF DIRECTORS April 5, 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 April 5, 2016.

PRESENT:

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

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

REGRETS:

Tony Brazda	Dr. Mark Waldron
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1. Call to Order/Opening Remarks

The meeting was called to order at 6:29 p.m. by Peggy Rice.

2. Approval of the Agenda

The agenda was approved with the addition of:
8.1 Capital Request; move item 8.1 QIP 2015-16 Presentation to 8.2.

Motion 1

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the revised agenda of April 5, 2016.

Moved by: Elaine Stillwell

Seconded by: Deb Lowry

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 March 1, 2016 meeting were reviewed; no changes were noted.



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Motion 2

Rationale: Normal Practice

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

Moved by: Deb Lowry
Seconded by: Bob Clancey

The motion was carried.

5. Business Arising

5.1 Health Care Tomorrow Update

The March event, Strategic Direction and Priorities was attended by Wayne Coveyduck, Elaine Stillwell and Tony Brazda. Elaine and Wayne provided the Board with the following update:

- Patient's First initiate was discussed
- There will continue to be Hospital Boards because of the improvements they have made on the quality of care provided in hospitals
- CCAC's will be managed by the LHINs and the LHINs will also be responsible for primary care and the development of sub-LHINs

6. Reports

6.1 Quality Committee

Elaine Stillwell relayed that there was no quorum at the March 15, 2016 meeting for approval of the minutes. The minutes will go to the next month's meeting for approval by the Committee.

The Committee reviewed the draft 2016/17 Quality Improvement Plan, which will be discussed by Nancy Manion in greater detail under new business.

6.2 Medical Advisory Committee

Dr. Morrison reviewed that departmental quality initiatives are ongoing, as outlined in the Board packages. The March 3, 2016 minutes of the Medical Advisory Committee were reviewed with the following highlights:

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

- Dr. Darren Beiko – Consulting (Urology)
- Dr. Jason Iazard – Consulting (Urology)
- Dr. Curtis Nickel – Consulting (Urology)
- Dr. Robert Siemens – Consulting (Urology)
- Dr. Naji Touma – Consulting (Urology)
- Dr. Brian Mahoney – Active (Anesthesia)
- Dr. Jeffrey Parker – Locum Tenens (Anesthesia)
- Dr. Susan Ilkov-Moor – Consulting (Psychiatry)
- Dr. Frank Cheeseman – Consulting (Radiology)



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- Dr. Nicola Gambarotta – Consulting (Radiology)
- Dr. Annette Polanski – Active (Radiology)
- Dr. Emma Robinson – Consulting (Radiology)
- Dr. L.B. Valli Hota – Active (Family Practice)
- Dr. Kieran Michael Moore – Courtesy without Admitting (Family Practice, Emergency and Public Health and Preventative Medicine)
- Dr. Jeffrey Sloan – Active (Family Practice with Emergency)
- Dr. Andre Tan – Consulting (ENT)

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

- *Dr. Darren Beiko – Consulting (Urology)*
- *Dr. Jason Izard – Consulting (Urology)*
- *Dr. Curtis Nickel – Consulting (Urology)*
- *Dr. Robert Siemens – Consulting (Urology)*
- *Dr. Naji Touma – Consulting (Urology)*
- *Dr. Brian Mahoney – Active (Anesthesia)*
- *Dr. Jeffrey Parker – Locum Tenens (Anesthesia)*
- *Dr. Susan Ilkov-Moor – Consulting (Psychiatry)*
- *Dr. Frank Cheeseman – Consulting (Radiology)*
- *Dr. Nicola Gambarotta – Consulting (Radiology)*
- *Dr. Annette Polanski – Active (Radiology)*
- *Dr. Emma Robinson – Consulting (Radiology)*
- *Dr. L.B. Valli Hota – Active (Family Practice)*
- *Dr. Kieran Michael Moore – Courtesy without Admitting (Family Practice, Emergency and Public Health and Preventative Medicine)*
- *Dr. Jeffrey Sloan – Active (Family Practice with Emergency)*
- *Dr. Andre Tan – Consulting (ENT)*

Moved by: Bob Clancey

Seconded by: Deb Lowry

The motion was carried.

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

- Dr. Tanya Viaznikova – Courtesy with Admitting (Family Practice with Emergency) *Addition of Emergency privileges
- Dr. Sabra Lynn Gibbens – Courtesy with Admitting (Family Practice) *Locum Tenens to Courtesy with Admitting



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No concerns were noted by the MAC; therefore, the re-appointment applications with the noted changes, 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 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 applications with the noted changes, of the following, as recommended by the Medical Advisory Committee:

- *Dr. Tanya Viaznikova – Courtesy with Admitting (Family Practice with Emergency) *Addition of Emergency privileges*
- *Dr. Sabra Lynn Gibbens – Courtesy with Admitting (Family Practice) *Locum Tenens to Courtesy with Admitting*

Moved by: Elaine Stillwell

Seconded by: Deb Lowry

The motion was carried.

6.3 Volunteer Services

Cathie Vick relayed that the Volunteer Services March 8, 2016 minutes were distributed for review in the Board package. The minutes were briefly reviewed and no concerns were noted.

6.4 Ethics Committee

Elaine Stillwell highlighted that the week of April 4-10 is National Health Ethics Week. The Committee registered to participate in this initiative through the Canadian Bioethics Society website. An information table has been set up in the cafeteria to display the committee members, the ethical decision making framework, a pocket guide and a trivia to be completed by staff to be entered in a draw for a prize.

The following item is a highlight from the March 9, 2016 meeting:

The Committee reviewed additional wording added to the procedure section and principle section to the Advance Directives Board policy (No. B-26), as distributed in the Board package. The Committee recommends approval of these changes to the Board of Directors.

Motion 5

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

Motion: The Board of Directors approves the updated Advance Directive Policy No. B-26, as recommended by the Ethics Committee.

Moved by: Norm Clark

Seconded by: Allan MacGregor

The motion was carried.



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6.5 Audit Committee

Deb Lowry highlighted that the Audit Committee had briefly met on March 29, 2016 to review the draft Terms of Reference of the Audit Committee of the Board. The Audit Committee is recommending the Board of Directors approve the revised Terms of Reference as circulated in the Board package.

Motion 6

Rationale: Terms of Reference of the Committees of the Board require review and approval of the Board of Directors.

Motion: The Board of Directors hereby approves the updated Audit Committee Terms of Reference, as recommended by the Audit Committee.

Moved by: Norm Clark
Seconded by: Allan MacGregor

The motion was carried.

6.6 Finance Committee

Deb Lowry highlighted the following from the March 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 February which totaled \$229.33. The Finance Committee recommends to the Board that the following expenses be approved:

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 February expenses which totalled \$229.33, as recommended by the Finance Committee.

February 2016

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck				124.43			\$124.43
Gert Switzer	21.85			46.98			\$68.83
Shari Sampson				36.07			\$36.07
TOTAL	\$21.85			\$207.48			\$229.33

Moved by: Deb Lowry
Seconded by: Chris Seeley

The motion was carried.

6.6.2 - February Financial Statements and Cheque Lists

The Finance Committee reviewed the February 2016 Financial Statement and Cheque List which totaled \$2,630,058.77. No concerns were noted by the Finance Committee or the Board.



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Motion 8

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the February 2016 Cheque List totaling \$2,630,058.77 and February 2016 Financial Statements, as recommended by the Finance Committee.

Moved by: Bob Clancey

Second by: Cathie Vick

The motion was carried.

6.6.3 – Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$4,347 towards the purchase of: OR Scope Holder (\$1,034); Hospital Security Camera System (\$213) added cost; Materials Management Copier/Fax Machine (\$3,100) replacement. No concerns were noted by the Finance Committee or the Board.

Motion 9

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the allocation of \$4,347 towards the purchase of the following equipment as recommended by the Finance Committee:

- OR Scope Holder (\$1,034);
- Hospital Security Camera System (\$213) added cost;
- Materials Management Copier/Fax Machine (\$3,100) replacement.

Moved by: Cathie Vick

Second by: Bob Clancey

The motion was carried.

6.6.4 - Insurance

In follow up to the insurance presentation to the Board of Directors at the January meeting, the Finance Committee reviewed the Insurance Broker's quotes for reducing the Hospital's liability coverage and enhancing coverage for our volunteers.

Volunteer Accident Policy:

The Hospital currently has a Volunteer rider (which covers a death benefit), however our Insurer has provided a quote on a new policy which provides broader coverage which would incorporate a weekly indemnity (for those who are gainfully employed with another employer) should the volunteer become partially or totally unable to work due to an injury inflicted while volunteering at the Hospital. This additional cost for this coverage is \$500 per year for 101-250 volunteers. The Committee felt this was a reasonable cost for the added insurance and is recommending approval of the enhanced coverage to the Board of Directors.



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Motion 10

Rationale: The Finance Committee is required to review and approve changes to insurance coverage to ensure it meets with our standard practice.

Motion: The Board of Directors hereby approves the additional insurance coverage for volunteers, as recommended by the Finance Committee.

Moved by: Elaine Stillwell

Second by: Deb Lowry

The motion was carried.

Hospital Liability Insurance:

The Finance Committee reviewed the Hospital's Liability insurance. Based on a due diligence review of previous Hospital liability awards, it was determined that even with a \$5 million reduction in liability coverage, the Hospital would be covered for almost double the highest award. The savings associated with reducing the Liability insurance from \$20 million to \$15 million of coverage, would be an annual savings of \$3,700. The Committee felt that \$15 million was adequate coverage for LACGH as a Primary Care facility, therefore, the Committee is recommending the reduction of liability insurance be approved by the Board of Directors.

Motion 11

Rationale: The Finance Committee is required to review and approve changes to insurance coverage to ensure it meets with our standard practice.

Motion: The Board of Directors hereby approves the reduction of Hospital liability insurance coverage from \$20 million to \$15 million, as recommended by the Finance Committee.

Moved by: Deb Lowry

Second by: Elaine Stillwell

The motion was carried.

6.7 Foundation

Robert Paul had nothing to report from the Foundation.

6.8 Chief Executive Officer's Report

Further to the written report sent out with the Board package, Wayne relayed that Health Care Tomorrow meetings are scheduled to take place April 7th with staff. These 'departmental' meetings, are at the request of the Health Care Tomorrow Secretariat, with the intended purpose of updating staff on the status of the working groups.

Motion 12

Rationale: Normal Practice

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

Moved by: Deb Lowry

Second by: Elaine Stillwell

The motion was carried.



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7. Other

7.1 Correspondence Received Up to March 23, 2016

Further to the correspondence in the Board of Directors package, Peggy read the thank you notes, addressed to the Board of Directors, from Gert Switzer and Shari Sampson.

8. New Business

8.1 Capital Equipment Request

Nancy Manion reviewed an additional capital request for the purchase of a blanket warming cabinet for the Palliative Care Suite, at a cost of \$5,000. No concerns were noted.

Motion 13

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the allocation of \$5,000 towards the purchase of a warming cabinet.

Moved by: Allan MacGregor

Second by: Deb Lowry

The motion was carried.

8.2 QIP 2015/16 Presentation

Nancy Manion provided the Board with the annual summary of the Quality Improvement Plan for 2015-16. Nancy was happy to report that all of targets for the 6 initiatives, linked to the pay at risk, had been achieved. No concerns were noted by the Board.

Motion 14

Rationale: The Excellent Care for All Act, 2010 (ECFAA) requires that the compensation of the President & CEO and other executives be linked to the achievement of performance improvement targets laid out in the Performance Improvement Plan which forms part of the Quality Improvement Plan.

Motion: The Board of Directors hereby approves the release of the 3% of the compensation for the pay at risk component of the 2015/16 Quality Improvement Plan for:

President & CEO/Long Term Care Administrator

Chief of Medical Staff

Chief Nursing Officer/Director of Care

Chief Financial Officer

Director of Quality, Support Services and Operational Efficiencies

Chief Operating Officer/Human Resources Officer

Moved by: Deb Lowry

Second by: Geoff Griffin

The motion was carried.

9. Closed Session

At 7:22 p.m., the Board moved into closed session.



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Motion 15

Rationale: Normal Practice

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

Moved by: Robert Paul

Second by: Chris Seeley

The motion was carried.

At 8:45 p.m., the Board rose from closed session.

Motion 16

Rationale: Normal Practice

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

Moved by: Eric Smith

Second by: Michelle Smith

The motion was carried.

10. Next Meeting

The next regular meeting of the Board is scheduled for May 3, 2016 at 6:30 p.m. in the Airhart Conference Room.

11. Adjournment

The meeting was adjourned at 8:45 p.m.

Motion 17

Rationale: Normal Practice

Motion: The Board of Directors hereby adjourns their meeting at 8:45 p.m. on April 5, 2016.

Moved by: Eric Smith

Seconded by: Michelle Smith

The motion was carried.