



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

MINUTES BOARD OF DIRECTORS

June 7, 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 June 7, 2016.

PRESENT:

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

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

REGRETS:

Dr. Mark Waldron	Norm Clark
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1. Call to Order/Opening Remarks

The meeting was called to order at 6:31 p.m. by Peggy Rice.

2. Approval of the Agenda

The agenda was approved as circulated.

<p>Motion 1</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p>Motion: The Board of Directors hereby approves the agenda of June 7, 2016.</p> <p>Moved by: Deb Lowry Seconded by: Chris Seeley</p> <p style="text-align: right;">The motion was carried.</p>
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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; no changes were noted.

<p>Motion 2</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p>Motion: The Board of Directors hereby approves the minutes of the previous meeting dated May 3, 2016.</p> <p>Moved by: Robert Paul Seconded by: Eric Smith</p> <p style="text-align: right;">The motion was carried.</p>



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5. Business Arising

5.1 Health Care Tomorrow Update

Peggy relayed a reminder about the June 9, 2016, in person session scheduled in Kingston, at which time Hospital Boards will have the opportunity to hear the 3 business case presentations for financial services (decision support only), information services and laboratory services. Background information has been provided for review in advance of the event. Following the June 9 session, the Boards have been requested to provide a decision on whether or not to move forward with implementation planning of the business cases.

6. Reports

6.1 Quality Committee

The Quality minutes of May 17, 2016 and the Balanced Scorecard were briefly reviewed as circulated. No concerns were noted.

6.2 Medical Advisory Committee

Dr. Morrison reported that the Medical Advisory Committee has met three times since the last Board meeting. The appointment and re-appointment applications from the May 5 and June 2 meetings have been merged into one report, as circulated in the Board package.

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

- Dr. Jessica Biederman – Consulting staff (Radiology)
- Dr. Dan Curran – Active staff (Family Practice with Emergency)
- Dr. Andrew Robinson – Consulting staff (Oncology)
- Dr. Dick Zoutman – Consulting staff (Laboratory Medicine & Internal Medicine (Infection Control))

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. Jessica Biederman – Consulting staff (Radiology)*
- *Dr. Dan Curran – Active staff (Family Practice with Emergency)*
- *Dr. Andrew Robinson – Consulting staff (Oncology)*
- *Dr. Dick Zoutman – Consulting staff (Laboratory Medicine & Internal Medicine - Infection Control)*

Moved by: Robert Paul

Seconded by: Eric Smith

The motion was carried.



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

- Dr. Brandy Sessford – Consulting (Radiology)
- Dr. Binyamin (Ben) Rokach – Consulting staff (Radiology)

No concerns were noted by the MAC; therefore, the appointment application was recommended to the Board of Directors for approval. The Board reviewed the credentialing application 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 appointment application of the following, as recommended by the Medical Advisory Committee:

- Dr. Brandy Sessford – Consulting staff (Radiology)
- Dr. Binyamin (Ben) Rokach – Consulting staff (Radiology)

Moved by: Bob Clancey

Seconded by: Deb Lowry

The motion was carried.

6.3 Volunteer Services

In addition to the May 10, 2016 minutes distributed for review in the Board package, Cathie Vick noted that the Volunteers, as requested by Cardiac-Rehab, are now selling pedometers in the Gift Shop. The minutes were briefly reviewed and no concerns were noted.

6.4 Governance Committee

Allan noted the following highlights from the May 19, 2016 meeting:

The Chief of Staff position description was updated and formatted to match the rest of the position descriptions.

Motion 5

Rationale: To establish clear roles and responsibilities, the Governance Committee shall review and recommend approval of the Position Description for those reporting to the Board of Directors.

Motion: The Board of Directors hereby approves the amended Chief of Staff position description, as recommended by the Governance Committee.

Moved by: Chris Seeley

Seconded by: Deb Lowry

The motion was carried.

The Governance Committee was tasked with exploring different venue options for the upcoming Board Retreat. The Committee felt that the Donald Gordon Centre would be an appropriate choice. The date for the event will be September 15-16, 2016.



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Motion 6

Rationale: The Governance Committee was asked to consider a change in venue for the upcoming Board Retreat.

Motion: The Board of Directors approves that the annual Board of Directors Retreat be held at the Donald Gordon Centre, Kingston on September 15 to 16, 2016, as recommended by the Governance Committee.

Moved by: Deb Lowry
Seconded by: Tony Brazda

The motion was carried.

6.5 Art Décor Committee

Peggy reviewed the minutes from the May 25, 2016 meeting and highlighted the following:

The Committee reviewed their Terms of Reference and Policy as a follow up to their last meeting when they were requested to incorporate the Hospital and Foundation properties. These have been updated to incorporate the properties. Peggy also noted that the section regarding art loans has been removed, as we no longer permit art to be borrowed.

Michelle Smith will be taking over as Chair of this Committee in October.

6.6 Audit Committee

Deb Lowry communicated that Michelle Podhy and Breanne Bradshaw from KPMG attended the May 31, 2016 Audit Committee meeting. Ms. Podhy made a point of expressing their appreciation for ongoing communication between their office and the business office throughout the year, as it makes the auditing process run smoothly with less likelihood of surprises.

Gert Switzer ran through the audited financial statement highlights for the year ended March 31, 2016. No concerns were noted.

Motion 7

Rationale: Normal Practice.

Motion: The Board of Directors hereby approves the Audited Financial Statements for the year ended March 31, 2016, as recommended by the Audit Committee.

Moved by: Chris Seeley
Seconded by: Elaine Stillwell

The motion was carried.

Gert Switzer highlighted the summary to the audit findings report which nicely summarized the activities which have occurred over the last fiscal year. No concerns were noted.



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Motion 8

Rationale: Normal Practice.

Motion: The Board of Directors hereby accepts the Audit Findings Report for the year ended March 31, 2016, as recommended by the Audit Committee.

Moved by: Elaine Stillwell

Seconded by: Tony Brazda

The motion was carried.

6.7 Finance Committee

Deb Lowry highlighted the following from the May 31, 2016 Finance Committee meeting:

6.7.1 – Board, CEO and Senior Management Expenses

The Finance Committee reviewed the Board, CEO and Senior Management Expenses for April which totaled \$252.14. The Finance Committee recommends to the Board that the following expenses be approved:

Motion 9

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 totalled \$252.14, as recommended by the Finance Committee.

April 2016

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Gert Switzer	21.85			20.74			\$42.59
Tracy Kent-Hillis	18.61			54.10		136.84	\$209.55
TOTAL	\$40.46			\$74.84		\$136.84	\$252.14

Moved by: Tony Brazda

Seconded by: Elaine Stillwell

The motion was carried.

6.7.2 – April Cheque List

The Finance Committee reviewed the Cheque List which totaled \$2,511,711.56. No concerns were noted by the Finance Committee or the Board.

Motion 10

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the April 2016 Cheque List totaling \$2,511,711.56, as recommended by the Finance Committee.

Moved by: Tony Brazda

Seconded by: Allan MacGregor

The motion was carried.



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6.7.3 – Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$37,350 towards the purchase of: Ultrasound/Echo Probe (\$3,100); Wellness Exercise Bike (\$2,550); OR Endo Eye (\$28,300); and Finance Postage Machine (\$3,400) replacement. No concerns were noted by the Finance Committee or the Board.

Motion 11

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the allocation of \$83,395 towards the purchase of the following equipment as recommended by the Finance Committee:

- Ultrasound/Echo Probe (\$3,100)
- Wellness Exercise Bike (\$2,550) replacement
- OR Endo Eye (\$28,300) replacement
- Finance Postage Machine (\$3,400) end of life, no parts available

Moved by: Allan MacGregor

Seconded by: Cathie Vick

The motion was carried.

6.7.4 – Insurance Liability Coverage

The Finance Committee had a robust discussion concerning Hospital Liability Coverage and is recommending to the Board, not to reduce it from \$20 to \$15 million, despite the fact that there was no evidence of awards exceeded \$15 million. It was felt that liability insurance should remain status quo with the caveat that it be reviewed annually with a ceiling of \$20 million for the 2016-17 fiscal year.

Motion 12

Rationale: Normal Practice.

Motion: The Board of Directors hereby approves that the Hospital liability insurance coverage remain status quo at \$20 million in liability coverage, to be reviewed on an annual basis with the ceiling remaining at \$20 million coverage for 2016-17, as recommended by the Finance Committee.

Moved by: Michelle Smith

Seconded by: Bob Clancey

The motion was carried.

6.7.5 – ER RPN

The Finance Committee reviewed a request for a staffing model change in the Emergency Department in the amount of \$19,636. This change is a 3 month pilot of additional RPN hours to assist with types and volumes of patients seen in the ER of LACGH.



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Motion 13

Rationale: Normal Practice.

Motion: The Board of Directors hereby approves a 3 month staffing model pilot in the amount of \$19,636, to add RPN hours to the Emergency Department, as recommended by the Finance Committee.

Moved by: Allan MacGregor

Seconded by: Chris Seeley

The motion was carried.

6.7.6 – Added Capital Request – Tractor

The Finance Committee reviewed the request to purchase a second tractor, in the amount of \$18,283.72, to assist with the grounds maintenance of the 3 properties. This additional tractor will also provide a back-up in the event of an equipment failure.

Motion 14

Rationale: Normal Practice.

Motion: The Board of Directors hereby approves the purchase of an additional tractor at a total cost of \$18,283.72, as recommended by the Finance Committee.

Moved by: Cathie Vick

Seconded by: Allan MacGregor

The motion was carried.

6.8 Building and Grounds Committee

Tony Brazda highlighted the following from the May 31, 2016 Buildings and Grounds Committee meeting:

Due to high occupancy rates, it is very difficult to schedule the 3 days of maintenance it takes to paint patient rooms, buff and polish the floors and perform regular preventative maintenance duties. The Committee discussed the possibility of completing this work during the festive season when some of the CVC Residents return home.

Tony also noted that the Lenadco grounds were inspected and that the new drainage was quite impressive and should be able to withstand substantial rainfall/flooding.

6.9 Foundation

Robert reported that the 20th annual Foundation golf tournament had another successful year, raising a little over \$40,000. The total amount raised over the 20 years is more than \$600,000.

6.10 Chief Executive Officer's Report

Wayne Coveyduck had nothing further to add to the written report sent out with the Board package.



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Motion 15

Rationale: Normal Practice

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

Moved by: Tony Brazda
Seconded by: Michelle Smith

The motion was carried.

7. Other

7.1 Correspondence Received Up to May 30, 2016

There was no additional correspondence to report.

8. New Business

8.1 Summer Business

As the Board does not meet in July and August and in keeping with past practice, the Board was requested to endorse the Executive Committee acting on behalf of the Board during this time.

Motion 16

Rationale: As the Board does not meet in July and August, the Board is requested to endorse the Executive Committee acting on behalf of the Board during this time.

Motion: The Board of Directors hereby endorses the Executive Committee, which is composed of the Chair, Vice Chair, Treasurer, Secretary/CEO and an additional resource (if required), to act on behalf of the Board, until they reconvene in October.

Moved by: Geoff Griffin
Seconded by: Robert Paul

The motion was carried.

Additionally, Peggy Rice requested confirmation be provided to her, regarding which Committee's the Board Directors would like to sit on as it is possible that Committee Chairs will be changing following the Annual General Meeting.

8.2 Added Capital Request

Tracy Kent-Hillis reviewed a request for an added capital purchase of an X-ray Tube in the amount of \$11,664 for Radiology. This is to replace an existing unit which is showing signs of imminent failure and is therefore needed to avoid a gap in service. No concerns were noted.



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Motion 17

Rationale: Normal Practice

Motion: Board of Directors hereby approves the purchase of the added capital request for the X-ray Tube, in the amount of \$11,664.

Moved by: Elaine Stillwell

Seconded by: Tony Brazda

The motion was carried.

9. Closed Session

At 7:15 p.m., the Board moved into closed session.

Motion 18

Rationale: Normal Practice

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

Moved by: Elaine Stillwell

Seconded by: Chris Seeley

The motion was carried.

At 8:35 p.m., the Board rose from closed session.

Motion 19

Rationale: Normal Practice

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

Moved by: Deb Lowry

Seconded by: Tony Brazda

The motion was carried.

10. Other Business

In this, the 50th anniversary year, in which we are celebrating our people, who are very, very important to us – staff, volunteers, physicians. Peggy noted that this will be the last Board meeting for two ex-officio members, Cathie Vick, President of Volunteer Services and Robert Paul, Chair of the LACGH Foundation. Peggy, on behalf of the Board, took the opportunity to thank them both for their efforts and contributions to Board work.

11. Next Meeting

The next regular meeting of the Board is scheduled for October 4, 2016 at 6:30 p.m. in the Airhart Conference Room.

12. Adjournment

The meeting was adjourned at 8:40 p.m.



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Motion 20

Rationale: Normal Practice

Motion: The Board of Directors hereby adjourns their meeting at 8:40 p.m. on June 7, 2016.

Moved by: Deb Lowry
Seconded by: Bob Clancey

The motion was carried.