



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

MINUTES BOARD OF DIRECTORS March 3, 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 March 3, 2015.

PRESENT:

Board:	Peggy Rice (Chair)	Tony Brazda
	Norm Clark	Chris Seeley
	Eric Smith	Bob Clancey
	Judge Geoff Griffin	Deb Lowry
	Elaine Stillwell	Michelle Smith
	Wayne Coveyduck	Dr. Mamdouh Andrawis
	Allan MacGregor	

REGRETS:

	Dr. Kim Morrison	Cathie Vick
	Tracy Kent-Hillis	Robert Paul
Staff in Attendance:	Gert Switzer	Shari Sampson
	Nancy Manion	Angela McCullough (Recorder)

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

<p>Motion 1</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p>Motion: The Board of Directors hereby approves the agenda of March 3, 2015.</p> <p>Moved by: Judge Geoff Griffin Seconded by: Chris Seeley</p> <p style="text-align: right;">The motion was carried.</p>

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.



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4. Minutes of Previous Meeting

The minutes of February 3, 2015 were reviewed and no changes were noted.

Motion 2

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the minutes of the previous meeting dated February 3, 2015.

Moved by: Allan MacGregor

Seconded by: Judge Geoff Griffin

The motion was carried.

5. Business Arising

5.1 Health Care Tomorrow

Peggy Rice advised that the Board Chairs met with SECHEF in January and February to discuss system wide governance. There was also discussion about a "Governance to Governance" meeting in March in which Board members will be invited to attend. Peggy requested attendance from our Board members so that they would have the opportunity to hear from the LHIN what is happening with the HealthCare Tomorrow project and be given the opportunity to ask questions. On September 22, 2014, Deb Lowry and Wayne Coveyduck attended a Joint Board Hospital Sustainability Session. At the session, members were given the opportunity to ask questions. A summary of these questions and their respective answers was previously provided to the Board. Angela McCullough will circulate this document again to the Board so that our Board members can be prepared for the Governance to Governance session.

In a communications briefing note supplied to members of SECHEF, CEO's have been instructed to set up meetings with local MPP's and their local Mayors to discuss the Healthcare Tomorrow Project. The Hospital Board Chair and the Chair of the SELHIN Board will also be in attendance at this meeting. Our Board members expressed their support in being part of the process; however, the Board expressed concern that this may not be the appropriate time for this consultation to occur with the ongoing changes that are occurring on a regular basis within the project.

6. Reports

6.1 Quality Committee

Elaine Stillwell highlighted the following from the Quality Committee minutes of February 17, 2015:

One of our employees, Leann Calver, who works as an Environmental Services Worker, took the initiative to conduct a LEAN project on the way clean linen is delivered and handled. After her review, the linen carts have been reorganized, stock has been reduced and carts are now delivered ready for use. The hours spent sorting



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linen have been reduced by 3.25 hours each week which is additional time they can spend cleaning in the Emergency Department.

Colin Catt provided a year-end review of Information Services. He highlighted milestones that have been achieved over the past year which included:

- Concurrent coding – This process ensure accurate coding and data collection. We are the only hospital in Ontario doing this.
- AGFA Hydmedia Multimedia System – enables us to store pictures, videos and scanned documents on the patients electronic chart.
- Business Intelligence Tool – BI Tool Phase I. System will pull real time data together in one central location.
- Electronic Dietary System
- Meditech Upgrade
- Electronic Signage
- Documentation

Initiatives planned for the upcoming year:

- BI Tool Phase II
- Hydmedia Platform
- Reduce paper out put
- Allergy Conversion
- Bedside Medication Administration
- Online forms
- Reduce transcriptions
- Embedding Quality Control practices

Initiatives planned for next 3 – 5 years.

- Regional platform
- Patient Portal

The challenges the Information Services Team have experienced include after hours support, back up disaster recovery, Physician compliance and LHIN project expectations.

Elaine also advised that the Patient Feedback Policy has been revised. Complaints will now be acknowledged in 2 business days (instead of 3) and they will now be resolved within 14 days (instead of 28).



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6.2 Finance Committee

Deb Lowry provided the following highlights from the Finance Committee meeting held on March 3, 2015.

6.2.1 - Board, CEO and Senior Management Expenses

The Finance Committee reviewed the Board, CEO and Management expenses for January 2015 which totalled \$482.67. 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 January expenses which totalled \$482.67 as recommended by the Finance Committee:

January 2015

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck				\$85.66	\$1.36		\$87.02
Nancy Manion			\$208.73			\$71.02	\$279.75
Shari Sampson	\$39.03			\$36.07			\$75.10
Gert Switzer	\$17.26			\$23.54			\$40.80
TOTAL	\$56.29		\$208.73	\$145.27	\$1.36	\$71.02	\$482.67

Moved by: Norm Clark
Seconded by: Judge Geoff Griffin

The motion was carried.

6.2.2 – January Financial Statements & Cheque List

The Finance Committee reviewed the January Financial Statements and Cheque List totalling \$5,984,842.49 and has recommended that they be approved by the Board.

Motion 4

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the January Financial Statements and Cheque List which totalled \$5,984,842.49 as recommended by the Finance Committee.

Moved by: Elaine Stillwell
Seconded by: Tony Brazda

The motion was carried.



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6.2.3 – Capital Requests

The Finance Committee has recommended to the Board approval of the allocation of \$2,600.00 towards the purchase of Medisound Ultrasound Unit for the Physiotherapy Department.

Motion 5

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the allocation of \$2,600.00 towards the purchase of a Medisound Ultrasound Unit for the Physiotherapy Department as recommended by the Finance Committee.

Moved by: Allan MacGregor
Seconded by: Judge Geoff Griffin

The motion was carried.

6.2.4 – H-SAA Amending Agreement and Local Performance Obligations and Performance Targets

The LHIN submitted a request for the review of our Local Performance Obligations and Performance Targets along with the H-SAA Amending Agreement. Gert Switzer highlighted the following:

Agreement

- The amounts on the financial and statistical sheets were provided to the LHIN based on the budget previously approved by the Finance Committee and the Board.
- ALC will continue to be a challenge throughout the LHIN, not just our hospital.

Local Performance Obligations and Targets

- Lots of IT projects. We are using our labour. There will be some out-of-pocket costs. Usually the benefit is for healthcare providers outside the Hospital.
- We are committed to participate in the Health Care Tomorrow Project.
- Work in collaboration with Salmon River HealthLinks to reach the target of 10% reduction in ER visits for high risk or complex need clients. This is open to wording changes.

Motion 6

Rationale: As part of the H-SAA Amending Agreement, our Hospital was required to review our Local Obligations along with our Final Performance Targets and provide comment back to the LHIN.

Motion: The Board of Directors hereby approves the H-SAA Amending Agreement and Local Performance Obligations and Performance Targets as recommended by the Finance Committee.

Moved by: Chris Seeley
Seconded by: Judge Geoff Griffin

The motion was carried.



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6.5 Foundation

Peggy Rice advised that Ernie Doughty is in the process of writing a book about the history of the hospital. An Editorial Board has been formed to review submissions for the book.

Peggy read a letter that she received from the Foundation with respect to the Foundation Gala in which the Foundation extends their appreciation to our Board for their partnership and monetary support of the event. The letter also stated that the Foundation was successful in raising \$102,000 in support of the KGH MRI Campaign and also provided the following comments from Denise Cumming, Executive Director of the University Hospitals Kingston Foundation:

“It was a great pleasure for my husband and I to experience the warmth and hospitality of the Greater Napanee community in such a beautiful setting. Every element of the evening – from the décor, to the food, to the captivating entertainment – was wonderful.”

“We are so honoured to have received the funds from your very successful first Gala. Congratulations on your outstanding financial result. Thank you for this extraordinary financial contribution to the new MRI.”

6.6 Volunteer Services

Peggy Rice advised that the Volunteer Services Group is currently organizing a bus trip to New Orleans. They will be holding their annual Spring Volunteer Tea and Bake Sale on May 14, 2015. The Volunteer Appreciation Dinner is scheduled for May 21 and the Volunteer Christmas Bazaar will be held on November 24, 2015.

6.7 Medical Advisory Committee

Dr. Andrawis provided the following highlights from the Medical Advisory Committee held on February 5, 2015.

The MAC had a lengthy discussion regarding the pros and cons of the use of a non-weight based Heparin protocol versus a weight based Heparin protocol. The MAC decided to adopt the protocol shared by our neighbouring hospitals with some variations.

As part of the Trillium Gift of Life Network's (TGLN) efforts to ensure every donation opportunity is maximized in the province of Ontario, TGLN is continuing the expansion of the implementation of the Notice and Consent provisions of the Trillium Gift of Life Network Act to include additional designated facilities. Our hospital is to be included as a designated facility.

There are three types of organ donation that our hospital will be required to implement; eyes, tissue (skin/bone/heart valve) and organs. The eyes will continue to be procured by our hospital. The MAC discussed expanding the qualified eye procurers to other physicians, nurses and NPs. Skin/bone/heart valve procurement will be done by a team from TGLN in our OR. No additional staff resources are expected to be required for this process. Dr. Morrison will discuss with TGLN



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physicians whether organ donation for patients requiring support would be realistic in our facility. A nurse project lead will be identified and the Acute Care Clinical Team will develop the necessary policies and protocols involved in this process and report back to the MAC. Dr. Morrison and Tracy Kent-Hillis will continue to meet with TGLN to discuss what the parameters and processes are related to procuring these types of organ donations at our hospital.

The MAC reviewed the reappointment application of Dr. Robert Reynolds for Active Staff privileges in the Family Practice Department and has recommended it to the Board for approval.

Motion 7

Rationale: Applications for reappointment 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 reappointment of Dr. Robert Reynolds with Active Staff privileges in the Department of Family Practice as recommended by the Medical Advisory Committee.

Moved by: Bob Clancey

Seconded by: Chris Seeley

The motion was carried.

6.8 Chief Executive Officer's Report

Further to the written report sent out in the Board package, Wayne noted two additional items:

We had an opportunity to meet with Lori Heffernan from Pathways and Benedict Menachery from the LHIN to talk about the possibility of having the Acquired Brain Injury facility housed at the Lenadco Centre. There were a number of issues discussed around construction, financing and lease agreements. We agreed to each of us doing the necessary research for the project and meet again before the end of March.

Wayne noted that the option of having a Sleep Clinic set up in the hospital might not be the best option for us at this time. The desired space of the Sleep Clinic space is in our clinic space. With short time intervals between Sleep Clinic daily wrap up and ambulatory clinics starting, we need to think about alternatives. Wayne has asked the Manager of the Sleep Clinic to think about setting up in one of our other buildings. We have asked the Sleep Clinic people to visit us to tour the other facilities to determine whether this alternative might work for them.

6.9 KRHL

The KRHL Board has revised their By-laws indicating that only one representative from each hospital will be required to sit on the Board; therefore, a Board representative will no longer be needed to sit on the KRHL Board. Gert Switzer will continue to represent our hospital on the KRHL Board.



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Motion 8

Rationale: Normal Practice

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

Moved by: Bob Clancey

Seconded by: Chris Seeley

The motion was carried.

7. Other

7.1 Correspondence Received Up to February 20, 2015

There was no further correspondence.

8. New Business

8.1 QIP 2015-16 for Ontario Hospitals

Nancy Manion reminded the Board it is a requirement of the Excellent Care for All Act, 2010 that a new Quality Improvement Plan be submitted each year.

Nancy provided the Board with an overview of the Quality Improvement Plan for 2014-15.

Motion 9

Rationale: Our Hospital is required to submit a Quality Improvement Plan based on the requirements under the Excellent Care for All Act, 2010 (ECFAA).

Motion: The Board of Directors hereby approves the 2015/16 Quality Improvement Plan for Ontario Hospitals as recommended by the Quality Committee.

Moved by: Deb Lowry

Seconded by: Tony Brazda

The motion was carried.



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Motion 10

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. The Board in their consideration respects the level of compensation in this organization to be at the minimum rather than the maximum end. Therefore, the Board wants to remain consistent in setting 3% as the amount to be used this year for the Quality Improvement Plan compensation.

Motion: The Board of Directors will hold 3% of the compensation for the pay at risk component of the 2015-16 Quality Improvement Plan. This will affect:

**President & CEO
Chief of Staff
Director, Patient Care Services
Director, Human Resources and Clinical Support Services
Director, Quality and Accreditation Coordinator
Director, Finance and Utilization Management**

Moved by: Michelle Smith
Seconded by: Eric Smith

The motion was carried.

Nancy also presented the 2015-16 QIP for Ontario Long-Term Care Homes which is a new requirement for our hospital. She advised that the Board that we are awaiting further information related to the MOHLTC definition of some of the indicators as they do not apply to our Convalescent Care Unit.

Motion 11

Rationale: Our Hospital is required to submit a Quality Improvement Plan for Ontario Long-Term Care Homes based on the requirements under the Excellent Care for All Act, 2010 (ECFAA).

Motion: The Board of Directors hereby approves the 2015/16 Quality Improvement Plan for Ontario Long Term Care Homes as recommended by the Quality Committee.

Moved by: Bob Clancey
Seconded by: Deb Lowry

The motion was carried.

8.2 Board Portal

Angela McCullough provided education to the Board on the Board Portal.



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9. Closed Session

At 8:09 p.m., the Board moved into closed session.

Motion 12

Rationale: Normal Practice

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

Moved by: Tony Brazda

Seconded by: Eric Smith

The motion was carried.

At 8:39 p.m., the Board rose from closed session.

Motion 13

Rationale: Normal Practice

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

Moved by: Allan MacGregor

Seconded by: Judge Geoff Griffin

The motion was carried.

10. Next Meeting

The next regular meeting of the Board is scheduled for April 7, 2015 at 6:30 p.m. in the Airhart Conference Room.

11. Adjournment

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

Motion 14

Rationale: Normal Practice

Motion: The Board of Directors hereby adjourns their meeting at 7:37 p.m. on March 3, 2015.

Moved by: Tony Brazda

Seconded by: Allan MacGregor

The motion was carried.