



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

December 4, 2012

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 6:00 p.m. on December 4, 2012.

PRESENT:

| | | |
|---------------|---------------------|------------------|
| Board: | Peggy Rice | Marilyn Cole |
| | Judge Geoff Griffin | Rick Walters |
| | Allan MacGregor | Chris Seeley |
| | Norm Clark | Deb Lowry |
| | Roger Cole | Tony Brazda |
| | Tracy Kent-Hillis | Elaine Stillwell |
| | Dr. Tom Touzel | Wayne Coveyduck |
| | Tracey Snow | |
| | | |
| | | |

REGRETS:

| | | |
|-----------------------------|---------------|------------------------------|
| | Robert Paul | Dr. Kim Morrison |
| Staff in attendance: | Gert Switzer | Nancy Manion |
| | Shari Sampson | Angela McCullough (Recorder) |

1. Call to Order/Opening Remarks

The meeting was called to order at 6:00 p.m. by Peggy Rice. Peggy extended her appreciation to Leigh Marsalekova for organizing the "Milestone Celebration" which honoured our long service employees. She also thanked the staff that organized the float in the Santa Claus Parade. She commended them for representing the hospital very well.

2. Presentation on Physician Credentialing

Dr. Tom Touzel provided an educational overview of the Credentialing Process normally followed here at LACGH. In his presentation, Dr. Touzel touched on a number of topics and scenarios including the following:

- Credentialing process at LACGH;
- The differences between credentialing and privileges;
- The subcategories of the Medical Staff;
- How the process for credentialing begins;
- The process for the appointment and re-appointment of physicians to the Medical Staff;
- The process conducted by the Credentials Committee;
- Who conducts the personal interviews of the applying physicians;
- The process after the credentials have been granted by the Board;
- The potential chinks in the armour; and
- Steps being taken on a go forward basis.

3. Approval of the Agenda

Motion 1

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the Agenda.

Moved by: Judge Geoff Griffin

Seconded by: Marilyn Cole

The motion was carried.



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4. 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.

5. Minutes of Previous Meeting

The minutes of November 13, 2012 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 November 13, 2012.

Moved by: Norm Clark

Seconded by: Elaine Stillwell

The motion was carried.

6. Business Arising

6.1 Physician Clinic Use After Retirement

Dr. Tom Touzel advised that the MAC debated on this issue and had made the decision that once a physician retires, they no longer have access to the clinic. Dr. Touzel informed the two physicians who recently retired from working in the Hospital that they had until January 1 to wind down their clinic. The Board had a robust discussion regarding the legal ramifications of having non-credentialed physicians working in the clinic and proposed various options to Dr. Touzel for discussion at the next MAC meeting.

7. Reports

7.1 Quality Committee

Deb Lowry advised that at the last Quality Committee meeting, Nancy Wicks, Manager of the laboratory, gave a thorough report on the Laboratory management review as part of the OLA accreditation requirements. Deb commended Nancy Wicks for her thoroughness.

The OHA continues to support the use of NRC Picker for satisfaction surveys. The Quality Committee reviewed the comparison of using our own surveys to that of NRC Picker and decided to continue to do our own surveys.

The Board was reminded that the Accreditation surveyors will be at LACGH from June 17-19, 2013.

7.2 Finance Committee

Rick Walters provided highlights from the Finance Committee meeting held on November 26, 2012.

Presentation by Investment Manager – Peter Rawson from Dundee Wealth provided the Finance Committee and other members of the Board information regarding our investments. Mr. Rawson was asked to look into our fee structure as well as provide suggestions for changes to our mandate statement.

Board, CEO and Senior Management Expenses – The Finance Committee reviewed the Board, CEO and Management expenses which totaled \$580.71 for the month of October and recommended them to the Board for approval.



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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 following expenses which totaled \$580.71 as recommended by the Finance Committee:

October 2012

| Name | Meals | Hospitality | Accommodation | Vehicle Rental/Own Used Mileage | Incidentals (Parking, tolls, etc.) | Fares | Total |
|-----------------|--------------|--------------|---------------|---------------------------------|------------------------------------|----------|---------------|
| Wayne Coveyduck | | | | 78.45 | | | 78.45 |
| Tracey Snow | | | | 31.47 | | | 31.47 |
| Nancy Manion | | | | 194.31 | 11.72 | | 206.03 |
| Gert Switzer | | | | 73.31 | 14.65 | | 87.96 |
| Shari Sampson | 29.11 | 29.10 | | 38.79 | 3.60 | | 100.60 |
| Ray Trowhill | | | | 76.20 | | | 76.20 |
| TOTAL | 29.11 | 29.10 | 0 | 492.53 | 29.97 | 0 | 580.71 |

Moved by: Tracey Snow

Seconded by: Chris Seeley

The motion was carried.

October Financial Statements - The Finance Committee reviewed the October Financial Statements and no concerns were noted by the Finance Committee. No questions or concerns were noted by the Board.

Motion 4

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the October Financial Statements as recommended by the Finance Committee.

Moved by: Tracey Snow

Seconded by: Elaine Stillwell

The motion was carried.

October Cheque List - The Finance Committee reviewed the October Cheque List totaling \$2,372,855.37 and no concerns were noted by the Finance Committee. No questions or concerns were noted by the Board.

Motion 5

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the October Cheque List totaling \$2,372,855.37 as recommended by the Finance Committee.

Moved by: Roger Cole

Seconded by: Norm Clark

The motion was carried.



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Additional Capital Requests – The Finance Committee reviewed a request for the allocation of additional funding at a total cost of \$45,659.09 towards the purchase of the following:

- Pulse Oximeter for the Cardiac Rehab Department (Cost \$1,464.16)
- Clinical Deposit Repository (CDR) for the IT Department (Cost \$40,000 which is funded by ehealth)
- Hot water heater for the dishwasher for the Maintenance Department (Cost \$4,194.93)

Motion 6

Rationale: The Board of Directors reviewed a request for additional capital funding for the purchase of capital items that were not included in the annual budget.

Motion: The Board of Directors hereby approves the allocation of additional funding for the purchase of the following at a total cost of \$45,659.09 as recommended by the Finance Committee.

- Pulse Oximeter for the Cardiac Rehab Department (Cost \$1,464.16)
- Clinical Deposit Repository (CDR) for the IT Department (Cost \$40,000 which is funded by ehealth)
- Hot water heater for the dishwasher for the Maintenance Department (Cost \$4,194.93)

Moved by: Judge Geoff Griffin

Seconded by: Marilyn Cole

The motion was carried.

Terms of Reference – The Finance Committee reviewed their revised Terms of Reference and recommended them to the Board for approval.

Motion 7

Rationale: The duties of the Chair of the Committee were added to the Terms of Reference for each standing committee of the Board.

Motion: The Board of Directors hereby approves the Finance Committee's Terms of Reference as recommended by the Finance Committee

Moved by: Tracey Snow

Seconded by: Elaine Stillwell

The motion was carried.

7.3 Governance Committee

Allan MacGregor provided the following highlights from the Governance Committee meeting that was held on November 15, 2012.

Position Description - CEO – The Governance Committee reviewed the revised position description for the CEO and recommended it to the Board for approval.

Motion 8

Rationale: To establish clear roles and responsibilities of the officers of the Board, position descriptions were developed for review and approval by the Governance Committee and submitted to the Board for review and approval.

Motion: The Board of Directors hereby approves the Chief Executive Officer Position Description as recommended by the Governance Committee.

Moved by: Elaine Stillwell

Seconded by: Norm Clark

The motion was carried.



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Policy Review – The Governance Committee reviewed the process for reviewing Board policies.

Chief Executive Officer Compensation Policy – The Governance Committee reviewed the policy and no changes were noted by the Committee.

Motion 9

Rationale: The compensation framework for the Chief Executive Officer is required to be reflected in a policy format.

Motion: The Board of Directors hereby approves the Chief Executive Officer Compensation Policy #B-24 as recommended by the Governance Committee.

Moved by: Norm Clark

Seconded by: Roger Cole

The motion was carried.

7.4 Volunteer Services

Marilyn Cole advised of the following:

- The Volunteer Services group is looking into having a volunteer services logo designed;
- The Fall Bazaar was very successful.
- The Volunteer Services group is in the process of selling a number of folding tables and chairs.
- There will be a grand opening of the coffee/gift shop on Saturday, December 8, 2012.

7.5 Hospital Foundation

Peggy Rice advised that there will be a donor recognition tea on December 6 from 10 a.m. to noon and 6 p.m. to 8 p.m. in the Airhart Conference Room.

7.6 Medical Advisory Committee

Dr. Tom Touzel highlighted the following from the Medical Advisory Committee meeting held on November 15, 2012:

Transfusion Committee – The Transfusion Committee is required to meet with the MAC four times per year as part of their requirements for their Lab accreditation.

Protocols and Order Sets – With the implementation of electronic documentation, many protocols and order sets have been developed and approved by the MAC.

Credentialing – The MAC reviewed appointment and reappointment applications.

Motion 10

Rationale: The Medical Advisory Committee is required to review all applications for appointment and re-appointment to the Medical Staff and make recommendations to the Board of Directors.

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

Dr. Wendy Parulekar – Courtesy with admitting privileges in Oncology.

Dr. Peter Hollett – Consulting privileges in Cardiology.

Moved by: Rick Walters

Seconded by: Chris Seeley

The motion was carried.



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Motion 11

Rationale: The Medical Advisory Committee is required to review all applications for appointment and re-appointment to the Medical Staff and make recommendations to 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. John (Jack) Raleigh – Active privileges in Emergency Medicine

Dr. Dan Curran – Active privileges in Family Practice with Emergency & Surgical Assist privileges

Dr. Tom Touzel – Active privileges in Family Practice.

Moved by: Marilyn Cole

Seconded by: Chris Seeley

The motion was carried.

7.7 CEO Report

Dialysis Unit –The Hospital will be participating in a teleconference on December 10th with the LHIN and KGH to continue discussions on this issue. The LHIN has expressed interest in the regional dialysis program and will be involved with where services will be provided.

LTC Beds – The Hospital has engaged Eric Hanna, President and CEO at Arnprior Regional Health, to develop the business case and transition plan to enable LACGH to convert our CCC beds into LTC beds. The scope of the work Mr. Hanna will address is as follows:

- Identify potential risk/issues (labor, legal, financial, etc.) and develop mitigation strategies from a 22 bed CCC unit to a new service comprised of LTC beds;
- Develop and cost a staffing model which is consistent with LTCH staffing requirements;
- Develop a human resource management plan that proposes mitigation strategies addressing the changes in staff from the current deployment to the new service delivery model;
- Develop a program plan (nursing, personal support, dietary, etc.) that is compliant with ministry LTC home standards;
- Develop a business plan consistent with the LHIN template;
- Identify the issues and mitigation strategies surrounding the current patients/residents, ALC overflow, palliative care, new residents, and current CCC patients;
- Develop an RFP and contract templates for the pharmacy and administrative functions; and
- Develop the business case for approval by the Board; and for submission to the LHIN.

Motion 12

Rationale: The Hospital has engaged a consultant to complete a business plan for the reallocation of our CCC beds to LTCH beds.

Motion: The Board of Directors supports the scope of work the CEO requests Eric Hanna to complete.

Moved by: Deb Lowry

Seconded by: Rick Walters

The motion was carried.



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Motion 13

Rationale: Normal Practice

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

Moved by: Chris Seeley

Seconded by: Tracey Snow

The motion was carried.

8. Correspondence for Information

There was no further correspondence.

9. New Business

9.1 **Hospital Video** – The Board reviewed the video on the virtual tour of the hospital that will be used by the Hospital, Volunteer Services and Hospital Foundation to provide a view of the Hospital instead of providing the personal guided tours through the Hospital

9.2 **Recognition of Chief of Staff** – Peggy Rice presented Dr. Tom Touzel with a recognition gift for his years of service to LACGH in his capacity as the Chief of Staff. She also spoke at length about the many contributions Tom has made to our Hospital and the respect he has earned from both inside the Hospital as well as outside the Hospital.

10. Next Meeting

The next meeting of the Board has been scheduled for January 8, 2013 at 6:30 p.m. in the Airhart Conference Room.

11. Adjournment

The meeting was adjourned at 8:05 p.m.

Motion 14

Rationale: Normal Practice

Motion: *The Board of Directors hereby adjourns their meeting at 8:05 p.m. on December 4, 2012.*

Moved by: Elaine Stillwell

Seconded by: Norm Clark

The motion was carried.