



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

May 3, 2011

Airhart Conference Room

The Regular 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 May 3, 2011.

PRESENT:

Board:	John Carlson	Allan MacGregor
	Roger Cole	Dr. Tom Touzel
	Rick Walters	Deb Lowry
	Judge Geoff Griffin	Wayne Coveyduck
	Tracy Kent-Hillis	Robert Paul
	Maria Stebelsky	Norm Clark
	Rebecca Murphy	

REGRETS:

	Leonard Kennedy	Dr. Kim Morrison
	Brenda Wartman	Peggy Rice
Staff in attendance:	Shari Sampson	Ray Trowhill
	Gert Switzer	Nancy Manion
		Angela McCullough (Recorder)

1. Call to Order/Opening Remarks:

The meeting was called to order at 6:34 p.m.

2. Approval of the Agenda

The following items were added to the agenda under New Business:

6.3 Board Ratification of Union Negotiations

Motion 1

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the amended Agenda.

Moved by: Rick Walters

Seconded by: Maria Stebelsky

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 Meeting

The minutes of April 5, 2011 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 April 5, 2011.

Moved by: Deb Lowry

Seconded by: Brenda Wartman

The motion was carried.



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5. Business Arising

There was no business arising from the previous minutes.

6. New Business

6.1 KRHL Board Representative

Len Kennedy's term on the KRHL Board of Directors expires in June. Judge Geoff Griffin has expressed an interest in taking Len's place as the LACGH representative on the KRHL Board of Directors.

Motion 3

Rationale: The KRHL requires a Board representative to sit as a member of their Board. Our current Board representative completes his term in June. A new representative is required.

Motion: The Board of Directors hereby approves the designation of Judge Geoff Griffin as the Board representative on the KRHL Board of Directors.

Moved by: Allan MacGregor

Seconded by: Rebecca Murphy

The motion was carried.

6.2 Declaration of Values

Deb Lowry advised that after community consultation and a lot of work, the Declaration of Values has been finalized and has been brought forward to the Board for review and approval.

Motion 4

Rationale: The Excellent Care For All Act, 2010, requires Hospitals to have a Board approved Quality Improvement Plan (QIP). Within the QIP is a requirement to have a Declaration of Values.

Motion: The Board of Directors hereby approves the Declaration of Values and its branding as recommended by the Quality Committee.

Moved by: Judge Geoff Griffin

Seconded by: Roger Cole

The motion was carried.



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6.3 Board Ratification of Union Negotiations

Shari Sampson provided a summary of the local issues between the Hospital and ONA Local 99 for the Collective Agreement expiring March 31, 2011, the LACGH and ONA Letter of Understanding as well as the LACGH & SEIU Local 1 Canada Service Workers and Office & Clerical local issues for the Collective Agreements expiring October 10, 2009.

Motion 5

Rationale: The Board is required to approve the ratification of local collective agreements.

Motion: The Board of Directors approves the ratification of the memorandum of settlement between the Hospital and the Ontario Nurses Association dated March 25, 2011.

Moved by: Deb Lowry

Seconded by: Rebecca Murphy

The motion was carried.

Motion 6

Rationale: The Board is required to approve the ratification of local collective agreements.

Motion: The Board of Directors approves the ratification of the memorandum of settlement between the Hospital and the Service Employees International Union Local 1 Canada, Office and Clerical dated November 30, 2010.

Moved by: Roger Cole

Seconded by: Judge Geoff Griffin

The motion was carried.

Motion 7

Rationale: The Board is required to approve the ratification of local collective agreements.

Motion: The Board of Directors approves the ratification of the memorandum of settlement between the Hospital and the Service Employees International Union Local 1 Canada, Service Workers dated November 30, 2010.

Moved by: Rick Walters

Seconded by: Maria Stebelsky

The motion was carried.

7. Reports

7.1 Foundation

Robert Paul reported that at the year ending March 31, 2011, the Foundation had received \$500,000 in donations and that the Foundation currently has \$3,000,000 in investments. He also advised that the Hospital and the Foundation have been working on an insert for the local papers that highlights the new services and clinics offered at LACGH as well as highlighting some of the new physicians that have been welcomed to LACGH.



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7.2 Volunteer Services

Maria Stebelsky advised that the Volunteer Services group recently held an open house which was attended by approximately 80 people. As a direct result of the open house, 14 new volunteers were recruited. The Volunteer Services will be attending a local service fair held at the Strathcona Paper Centre.

7.3 Nominating/Governance Committee

Judge Geoff Griffin highlighted the new process for recruiting new Board members. During the last recruitment process, 9 applications were received. Of the nine applicants, five were interviewed. Three of the five interviewees have been recommended for appointment to the Board. As the Governance Committee will not be meeting until later this month, Judge Griffin was asked to put forth the name of the successful applicants to the Board for recommendation.

Motion 8

Rationale: The Board has received notice that there will be three vacant Director positions on the Board. Pursuant to the election process for new members in the Corporate By-Laws, the Nominating/Governance Committee is mandated to bring forth the names of the recommended Director candidates.

Motion: The Board of Directors hereby approves the nomination for election of Elaine Stillwell, Tracey Snow and Tony Brazda to the Board of Directors for a term of three years for ratification at the Annual General Meeting by the Members of the Corporation.

Moved by: Maria Stebelsky

Seconded by: Rick Walters

The motion was carried.

7.4 Building and Property Committee

John Carlson reported that the Building and Property Committee reviewed the Capital and Minor Equipment Budget Requests for 2011-12. Minor changes were noted.

Over the course of the next fiscal year, we anticipate the introduction of new program enhancements and system improvements which will require the purchase of capital equipment. The capital equipment requirements are as follows:

One Cart Washer;
One Ultrasound/Echocardiography Machine;
One Radiological "C" Arm;
Installation of a building security system; and
Replacement of the Physical Plant Boilers.

At a cost of approximately \$250,000 for each of the above noted items, the Board was asked to allocate a total of \$1.2 Million specifically for the reference equipment.



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Motion 9

Rationale: Over the course of the next fiscal year, we anticipate the introduction of new program enhancements and system improvements. In each instance, we will be required to purchase the following capital equipment at a cost of approximately \$250,000 for each item:

*One Cart Washer;
One Ultrasound/Echocardiography Machine;
One Radiological "C" Arm;
Installation of a building security system; and
Replacement of the Physical Plant Boilers.*

Motion: The Board of Directors recommends that we set aside \$1.2 million to cover the cost of the above referenced capital items.

Moved by: Rick Walters

Seconded by: Maria Stebelsky

The motion was carried.

7.5 Finance Committee

Rick Walters highlighted the following from the Finance Committee meeting held on April 26, 2011.

Board and CEO Expenses – The Finance Committee reviewed the Board and CEO Expenses which totaled \$619.81.

Motion 10

Rationale: The Board of Directors is mandated to review and approve the expenses of the Board and CEO.

Motion: The Board of Directors hereby approves the Board and CEO expenses as follows as recommended by the Finance Committee

\$502.29 Board Expenses

\$117.52 CEO Expenses

Moved by: Judge Geoff Griffin

Seconded by: Deb Lowry

The motion was carried.

March Financial Statements & Cheque List – A copy of the March Financial Statements were distributed in the Board package. No concerns or questions were noted.

Motion 11

Rationale: The Board of Directors is mandated to approve the monthly Financial Statements and Cheque List.

Motion: The Board of Directors hereby approves the March Financial Statements and March Cheque List totaling \$1,850,717.34 as recommended by the Finance Committee.

Moved by: Judge Geoff Griffin

Seconded by: Robert Paul

The motion was carried.



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Expense Policy – At the last Board meeting, the Finance Committee was asked to review the new expense policy. The Committee reviewed the policy and noted some changes. The revised policy was included in the Board package.

Motion 12

Rationale: The Broader Public Sector Accountability Act, 2010 requires that Board and staff expense policies be reviewed and posted on the Hospital's external website.

Motion: The Board of Directors hereby approves the Expense Policy as recommended by the Finance Committee.

Moved by: Maria Stebelsky

Seconded by: Rick Walters

The motion was carried.

Comparison of Write-Offs –A detailed summary of the proposed write-offs was provided in the Board package. The ambulance charges continue to be our greatest write-off. Gert Switzer advised that every patient that is brought in by ambulance is charged \$45; \$15 of this payment is paid to the province regardless of whether we collect the \$45 from the patient.

Motion 13

Rationale: The Board is mandated to review and approve the write-off of bad debt.

Motion: The Board of Directors hereby approves the write-off of \$17,438.26 in bad debt as recommended by the Finance Committee.

Moved by: Judge Geoff Griffin

Seconded by: Robert Paul

The motion was carried.

Redevelopment Funding – The Finance Committee was advised that the Ministry is providing \$1,612,253 for our cost overruns for the redevelopment project. Additionally, we expected to get back \$1,078,067 as hold back fees. However, the MOHLTC has indicated that they would deduct \$880,970 which we accumulated in interest fees. The Finance Committee recommends to the Board that the \$1,612,253 be placed into our Investment account with Dundee Wealth upon receipt of the funds. We will have a wrap up conversation with Mila Peters of the MOH to determine if there is any other dollars to be flowed to us in doing the reconciliation on the project.

Motion 14

Rationale: The Board is mandated to review and approve the allocation of funds for investment.

Motion: The Board of Directors hereby approves the recommendation from the Finance Committee that the \$1,612,253 allocation by the Ministry of Health be added to our Investment Portfolio with Dundee Wealth upon receipt of the funds.

Moved by: Deb Lowry

Seconded by: Allan MacGregor

The motion was carried.



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Proposed Capital Equipment List

Capital Budget Requests for 2011-12 – The requests were reviewed by the Finance Committee and no changes were noted.

Motion 15

Rationale: The Board annually reviews the allocation of funds towards the purchase of Capital equipment.

Motion: The Board of Directors hereby approves the allocation of \$961,932 for the Capital Budget Requests for 2011-12 as recommended by the Building and Property Committee as well as the Finance Committee.

Moved by: Deb Lowry

Seconded by: Allan MacGregor

The motion was carried.

Minor Equipment Budget Requests 2011-12 – The requests were reviewed by the Finance Committee and no changes were noted.

Motion 16

Rationale: The Board annually reviews the allocation of funds towards the purchase of Minor Equipment.

Motion: The Board of Directors hereby approves the allocation of \$54,999.07 towards the Minor Equipment Budget Requests for 2011-12.

Moved by: Allan MacGregor

Seconded by: Judge Geoff Griffin

The motion was carried.

7.6 Medical Advisory Committee

Dr. Tom Touzel highlighted the following from the Medical Advisory Committee held on April 21, 2011:

C-Diff Outbreak – We are currently in an outbreak of C-Difficile. In order for the outbreak status to be lifted, we have to go 30 days without an intra-hospital spread of the infection. So far, we have had 9 consecutive days with no new cases. This is the first outbreak we have had in 4 years. In believing this was a public safety issue, Dr. Touzel went to the media and delivered a press release. Mr. Carlson noted that it would be important for the Board Executive Committee to know when we are intending to put out public messages to the media. In the future, Dr. Touzel or Wayne Coveyduck will advise the Board prior to giving a press release to ensure that the Board is kept informed. Dr. Touzel commended the efforts of Angela Jodoin, our new Infection Control Nurse, in coordinating efforts with the Hospital and the Public Health Unit. To create further awareness to visitors and patients at the hospital, brochures have been developed are available throughout the Hospital. The Outbreak Team has also had discussions on the delivery and pick up of meal/snack trays. Dr. Touzel has initiated an antibiotic stewardship program for future prevention of such an outbreak.



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Credentials Committee – The Medical Advisory Committee reviewed the recommendations for appointment and reappointment to the medical staff and no changes were noted.

Motion 17

Rationale: The Board of Directors has the responsibility of approving appointment and reappointment applications to the Medical Staff.

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

*Dr. Anthony Sanfilippo – Consulting, Cardiology
Dr. Leisa Shenfield – Courtesy, Emergency
Dr. Marvin Yake – Courtesy with Admitting, Emergency
Dr. Matt Martin – Active, Emergency
Dr. Liz Touzel – Active, Family Practice
Dr. Dan Curran – Active, Family Practice with Emergency & Surgical Asst. privileges
Dr. C. Dale Mercer, Consulting – General Surgery
Dr. G. Ross Walker, Consulting – General Surgery
Dr. John Drover, Consulting – General Surgery
Dr. Sulaiman Nanji – Consulting, General Surgery
Dr. Donald Smallman – Consulting, Ophthalmology
Dr. Stephanie Baxter – Consulting, Ophthalmology
Dr. Sandip Sen Gupta – Consulting, Pathology/Laboratory
Dr. Patricia Farmer – Consulting, Pathology/Molecular Medicine
Dr. Susan Ilkov-Moor – Consulting, Psychiatry
Dr. Alexandre Menard – Consulting, Radiology
Dr. Ben Mussari – Consulting, Radiology
Dr. Charles Scott – Consulting, Radiology
Dr. Christopher Abraham – Consulting, Radiology
Dr. Daniel Mott – Consulting, Radiology
Dr. Donald Soboleski – Consulting, Radiology
Dr. Doris Jabs – Consulting, Radiology
Dr. Douglas Walker – Consulting, Radiology
Dr. Eric Sauerbrei – Consulting, Radiology
Dr. Frank Cheeseman – Consulting, Radiology
Dr. Ian Silver – Consulting, Radiology
Dr. John Ricketts – Consulting, Radiology
Dr. Omar Islam – Consulting, Radiology
Dr. Paul Fenton – Consulting, Radiology
Dr. Paul O'Brien – Consulting, Radiology
Dr. Robert Nolan – Consulting, Radiology
Dr. Ron Wigle – Consulting, Respiriology
Dr. Curtis Nickel – Consulting, Urology
Dr. James Wilson – Consulting, Urology*

Moved by: Rebecca Murphy
Seconded by: Maria Stebelsky

The motion was carried.



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Motion 18

Rationale: The Board of Directors has the responsibility of approving appointment and reappointment applications to the Medical Staff.

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

Dr. Paul Malik – Consulting, Cardiology

Dr. James (Jake) Wilson – Locum Tenens, Emergency

Moved by: Roger Cole

Seconded by: Robert Paul

The motion was carried.

7.7 Quality Committee

Deb Lowry advised that she had nothing further to report at this time.

7.8 CEO Report

Wayne Coveyduck reported on the following:

Additional Correspondence– A letter was received from legal counsel representing an estate. There are four named beneficiaries to the estate; 3 are within Napanee (one being our Hospital) and 1 is from outside Napanee.

A letter was received from Leeds Grenville Council protesting to the LHIN that they don't want surgical services to go to KGH and QHC.

Meeting with the LHIN – Wayne Coveyduck will be meeting with Paul Huras, CEO of the SE LHIN, to discuss options for addition services at LACGH.

Acquired Brain Injury Services – Wayne Coveyduck met with Dr. John Puxty regarding acquired brain injury services. Dr. Puxty clarified that he had mentioned the possibility of establishing additional beds for patients with MS who require Rehab services. He did mention that two of these 10 beds could be used for patients with an acquired brain injury; however, the patients would need to require Rehab services in order to be appropriate for these beds. Wayne has indicated that he will discuss this issue with Paul Huras in greater detail.

Redevelopment Funding – Gert Switzer is attempting to set up a meeting with Mila Peters from the Ministry to discuss the redevelopment funding as there is a difference to what we expected to receive to what the Ministry is willing to give.

Ambulance Services - Wayne Coveyduck met with the local ambulance Manager and Brian Smith regarding a recent communication that was received indicating that the ambulances do not want to wait for patients that have been sent by LACGH to KGH for a CT Scan with the intent that the patient would be returned to LACGH upon completion of their scan. KGH has now guaranteed that any patient sent to KGH for a CT Scan will be completed within 30 minutes. The ambulance services agreed to wait for the patient to return them to LACGH.



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7.9 Board Chair Report

John Carlson advised of the following:

Clinical Services Roadmap - John met with the other Hospital Board Chairs in the SE LHIN. It is the feeling amongst the Board Chair's that the dialogue at the Committee level requires improvement. This same group feels that there is a willingness to work together as a group with the LHIN to have a better healthcare system. The fundamental idea of the Clinical Services Roadmap is supported but the process leading to the required changes needs improvement. There is going to be a meeting next week with the CEO's and Board Chairs to discuss the matter in further detail.

Annual General Meeting – The Annual General Meeting has been scheduled for June 7, 2011 at 7:00 p.m. in the Airhart Conference Room.

Motion 19

Rationale: Normal Practice

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

Moved by: Deb Lowry

Seconded by: Rebecca Murphy

The motion was carried.

8 Other

8.1 Correspondence for Information

There was no further correspondence for information.

9 Next Meeting

The next meeting has been scheduled for Tues., June 21, 2011 in the Airhart Conference Room.

11 Adjournment

The meeting was adjourned at 8:13 p.m.

Motion 20

Rationale: Normal Practice

Motion: The Board of Directors hereby adjourns their meeting at 8:13 p.m. on May 3, 2011.

Moved by: Robert Paul

Seconded by: Roger Cole

The motion was carried.