



LENNOX & ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS MEETING MINUTES

November 3, 2020

Zoom Videoconference | Airhart Conference Room

A meeting of the Board of Directors of the Lennox & Addington County General Hospital was held via Zoom and in the Airhart Conference Room at 6:30 p.m. on November 3, 2020.

PRESENT:

Board:	Allan MacGregor (Chair)	Lori Francis
	Deb Lowry	Geoff Griffin
	Michelle Smith	Dr. Kim Morrison
	Wayne Coveyduck	Dr. Crystal Gou
	Norm Clark	Tracy Kent-Hillis
	Bob Clancey	Adrienne Harris-Hale
	Chris Seeley	Susan Jack
	Robert Paul	

REGRETS:

Erin Brown	John Wise
Jamie Uson	

Staff in Attendance:	Darlene Moore	Colin Catt
	Tracy Ringrose	Sheila Mabee (Recorder)

1. Call to Order/Opening Remarks

The meeting was called to order at 6:30 p.m., by Allan MacGregor.

2. Approval of the Agenda

The agenda was approved as circulated.

<p>Motion #1</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p><i>Motion: That the Board of Directors hereby approves the agenda dated November 3, 2020.</i></p> <p>Moved by: Bob Clancey Seconded by: Deb Lowry</p> <p style="text-align: right;">The motion was carried.</p>

3. Conflict of Interest

The Chair inquired if any Board member wished to declare a conflict of interest based on items identified on the Agenda. There were no identified conflicts of interest.

4. Minutes of the Previous Meeting

The minutes of the previous meeting were approved as circulated.

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Motion #2

Rationale: Normal Practice

Motion: That the Board of Directors hereby approves the minutes of the previous meeting dated October 6, 2020.

Moved by: Lori Francis

Seconded by: Susan Jack

The motion was carried.

5. Business Arising

5.1 Regional Updates

Allan MacGregor reported that the Chairs/Vice Chairs Forum (CVCF) has a meeting planned for the end of November. Topics to be discussed will include:

- Regional Hospital Information System (HIS) Project;
- COVID response; and
- OHT developments.

FLA-OHT Update

Dr. Morrison updated on the FLA-OHT application status with the Ministry.

Regional HIS Project

Darlene Moore commented that the HIS vendor negotiations are ongoing with good progress being made. The negotiations group is currently looking for a more solid costing projection for 10-years out. One item has come up that is being discussed which the team is trying to wrap their heads around is whether the system will be cloud-based or not. This would be new to hospitals and is new for our legal team.

The CFO group is in the process of reviewing the Partnership Agreement. The document is almost ready for the CEOs to review.

Picture Archiving & Communication System (PACS)

Wayne reported that Ontario is now looking at a province-wide PACS system. Currently we are part of HDIRS, which has 37 hospital corporations in its membership, but is disconnected with 2/3 of the province (105 sites).

Troy Jones, KHSC, has asked to be the Co-Lead with the northeast on a provincial PACS solution. This is just the beginning of an ongoing large spend by hospitals to be worked on by the province.

6. Reports

6.1 Quality Committee

Chris Seeley had nothing further to add to the October 20, 2020 Quality Committee meeting minutes circulated in the Board meeting package.

6.2 Medical Advisory Committee

Dr. Morrison highlighted the following from the October 8, 2020 Medical Advisory Committee meeting:

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The MAC has had ongoing discussions with regards to the credentialing process. Previously, privileging included review and approval of a specific list of “procedures”. In place of this list, which was difficult to ensure was inclusive and opine on competency, language will now include “work within scope of practice” and “professional responsibility to maintain competence”. The specific groups that this change affects are:

- Anesthesia,
- Emergency Medicine,
- Family Medicine, and
- General Internal Medicine.

The MAC approved specific language that the physician agrees to continue to be competent within their scope and professional training and would be required to list specific exclusions (for thing such as college-imposed restrictions).

Procedural-based practices, such as surgery, will continue to have procedures listed (and based within their competency) on their approved privileges.

Another item of interest, which will come to the Board next month with the MAC minutes, is an amended appointment application form. The form is being changed to encompass “professional staff” as opposed to only “medical staff”. It has recently come to our attention that Kingston employs a number of Nurse Practitioners who do some of the oncology ordering. The changed language on the application form will allow this group to be credentialed at our hospital using a common application form. Dr. Morrison noted that the Professional Staff By-laws already allow for NPs to be credentialed at LACGH.

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

- Stephen White - Active (Emergency Medicine)
- Susan Ilkov-Moor – Consulting (Psychiatry)
- Brian Mahoney – Active (Anesthesia)
- Valerie McLeod – Active (Anesthesia)
- Timothy Roche – Active (Anesthesia)
- Safi Sayeed – Locum Tenens (Anesthesia)

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 appointment 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 following re-appointments to the LACGH Medical Staff, as recommended by the Medical Advisory Committee:

- Stephen White - Active (Emergency Medicine)
- Susan Ilkov-Moor – Consulting (Psychiatry)
- Brian Mahoney – Active (Anesthesia)

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- Valerie McLeod – Active (Anesthesia)
- Timothy Roche – Active (Anesthesia)
- Safi Sayeed – Locum Tenens (Anesthesia)

Moved by: Chris Seeley

Seconded by: Deb Lowry

The motion was carried.

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

- Kate Koester – Courtesy with Admitting (Family Medicine) *change from Courtesy without Admitting to Courtesy with Admitting*

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 appointment 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 following appointment to the LACGH Medical Staff, with the noted change, as recommended by the Medical Advisory Committee:

- Kate Koester – Courtesy with Admitting (Family Medicine) *change from Courtesy without Admitting to Courtesy with Admitting*

Moved by: Robert Paul

Seconded by: Michelle Smith

The motion was carried.

The Medical Advisory Committee reviewed the appointment applications to the LACGH Medical Staff for the following:

- Timothy Chung - Locum Tenens (Family Medicine)
- Marie Eve Sophie Gibson - Consulting (Gynaecology)
- Matthew Dumas - Locum Tenens (Family Medicine)
- Alexandra Hatchell - Consulting (Plastic Surgery)

No concerns were noted by the MAC; therefore, the appointment applications were recommended to the Board of Directors for approval. The Board reviewed the credentialing applications and no concerns were noted.

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Motion #5

Rationale: Applications for appointment 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 following appointments to the LACGH Medical Staff, as recommended by the Medical Advisory Committee:

- Timothy Chung - Locum Tenens (Family Medicine)
- Marie Eve Sophie Gibson - Consulting (Gynaecology)
- Matthew Dumas - Locum Tenens (Family Medicine)
- Alexandra Hatchell - Consulting (Plastic Surgery)

Moved by: Lori Francis

Seconded by: Norm Clark

The motion was carried.

6.3 Patient & Family Advisory Council

In absence of Erin Brown, Tracy Kent-Hillis highlighted the following from the October 13, 2020 PFAC meeting:

- The meeting time has been moved to the evenings, in an attempt to be more inclusive and in the hopes of attracting new members to the Council;
- The Council reviewed the inpatient survey questions for their input;
- Patient feedback was reviewed with the group;
- Post-discharge phone surveys questions were reviewed for input;
- This group is highly engaged and involved in the patient experience, which is nice.

6.4 Pastoral Care Committee

Tracy Kent-Hillis reported the following from the October 22, 2020 Pastoral Care Committee meeting:

- The PCC meeting was heavily focused on the annual memorial service. With the spring service cancelled due to the pandemic, the Committee decided to send out cards of recognition to the next of kin for the 2019 deaths. Melanie Bramburger designed the cards with input from Reverend Bowbeer. A mail out before the end of the year is being planned.
- The group meets again in February with initial planning started for a spring 2021 memorial service for the 2020 deaths. It was felt that, at that time, more would be known about the direction the pandemic is going. If gatherings are still allowed we have some options for what a service might look like; if gatherings are being discouraged, the service could be delayed until the fall of 2021.
- Clergy, as part of the circle of care were encouraged to visit, so long as they pass through active screening at the main entrance.

6.5 Finance Committee

Michelle Smith reviewed the following from the October 26, 2020 Finance Committee meeting:

6.5.1 Physician Scheduling Software Request

The Finance Committee reviewed the request from the physician group to support securing a cloud-based system to assist with physician scheduling. The annual cost for the MetricAid scheduling



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software system is \$12,420 annually plus HST with a 2% inflationary increase every year. The Finance Committee recommends to the Board, that this request be approved.

Motion #6

Rationale: Normal Practice.

Motion: The Board of Directors hereby approves the purchase of MetricAid as a physician cloud-based scheduling solution at an annual cost of \$12,420 per year plus HST with an annual inflationary rate of 2%, as recommended by the Finance Committee.

Moved by: Chris Seeley

Seconded by: Robert Paul

The motion was carried.

6.5.2 September Financial Statements and Cheque List

The Finance Committee reviewed the September 2020 Financial Statements and Cheque List which totaled \$2,180,252.44.

No concerns were noted by the Finance Committee or the Board.

Motion #7

Rationale: Normal Practice.

Motion: The Board of Directors hereby approves the following, as recommended by the Finance Committee:

- September 2020 Cheque List totaling \$2,180,252.44;
- September 2020 Financial Statements.

Moved by: Bob Clancey

Seconded by: Geoff Griffin

The motion was carried.

6.5.3 Capital Equipment Requests

The Finance Committee reviewed a request for the allocation of \$16,990 towards the purchase of:

- IPU, Patient Wander Guard system (\$16,000) with 5 new bracelets (\$990). Replacement.

No concerns were noted by the Finance Committee or the Board.

Motion #8

Rationale: The Board of Directors is required to review and approve capital requests.

Motion: The Board of Directors hereby approves the following capital requests totaling \$16,990, as recommended by the Finance Committee for:

- IPU. Patient Wander Guard System with 5 new bracelets (\$16,990) Replacement.

Moved by: Geoff Griffin

Seconded by: Lori Francis

The motion was carried.

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6.5.4 Business Banking Agreement

The Finance Committee reviewed the business banking agreement. The line of credit is for \$2.5 million at a negotiated rate of prime minus .5%, repayable on demand. It was noted that there is no cost to hold the line of credit.

No concerns were noted by the Finance Committee or the Board.

Motion #9

Rationale: Normal Practice.

Motion: The Board of Directors hereby approves signoff of the Business Banking Agreement, as recommended by the Finance Committee:

- Line of Credit for \$2.5 million at a prime minus .5% rate, repayable on demand.

Moved by: Geoff Griffin

Seconded by: Deb Lowry

The motion was carried.

6.6 Buildings & Grounds Committee

Norm Clark reviewed the following from the October 26, 2020 meeting:

- Derek Blais and AK Sharma provided comprehensive reports related to hospital facility and external building projects both ongoing and items completed over the course of the last year;
- The Committee also looked at their terms of reference and did not feel there was cause to change anything;
- Rather than go on a physical tour of the building, the group was treated to a virtual tour of the areas affected by the flood which occurred in June 2020.

6.7 Volunteer Services

Further to her written report circulated in the Board meeting package, Susan Jack highlighted the following:

- The Volunteer Services Executive held a meeting earlier in the day and have made the decision to empty the Coffee Shop, with any remaining food and drinks to be sold to the hospital. The clothing and other sundry items will be offered for sale to staff on one or two dates to be determined. Posters and advertising the sale will be circulated via posters and on the TVs.
- A decision has been made that goodie packages will be created for the LTC residents for distribution likely in the month of December.
- Six Volunteers assisted with the flu clinic held at the Strathcona Paper Centre over the weekend. It was really well organized, with thanks offered to Dr. Morrison. Dr. Morrison thanked Susan for the Volunteers who made the day run smoothly.

6.8 Foundation Report

Adrienne Harris-Hale highlighted the following from her Foundation report:

- Tim Horton's Napanee provided the Foundation with a cheque for \$19,393 from their Smile Cookie Campaign. This was the best year of the campaign thus far. Special thanks to staff

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and Foundation Board members who donated their time to assist with decorating cookies throughout the week.

- The Foundation has received approval for grants totaling \$85,000. The grant money is specific to what it is to be used for and must be disbursed by March 31, 2021.
- The Tribute Tree will be going up November 17, 2020. This is a fairly large fundraiser for the Foundation.
- The Catch the Ace application was submitted with an anticipated start date of November 20, 2020.
- The Foundation has been informed that Doornakamp Construction will not be able to meet their \$300,000 pledge from the sale of Gibbard Bricks. However, the Foundation is confident they will be successful in obtaining these funds (for purchase of IV pumps) through grants and community donations.

6.9 Chief Executive Officer's Report

Further to the written report provided in the Board package, Wayne Coveyduck shared the following information:

Derek Blais has resigned from his position as Facility Manager and taken a job in power generation in the Ottawa area. AK Sharma will assume the role of overseeing hospital operations and maintenance in Derek's place.

The OHA is still driving hard on having hospitals complete COVID surveys, which highlight the high costs of the pandemic. The money has been very slow to flow from the Ministry and it is hoped that the OHA will be advocating for this to improve.

There has been a number of announcements over the month related to LTC and Transitional Care beds being allocated. To date, we have not heard from the Ministry on whether any of our applications / proposals have been approved.

Motion #10

Rationale: Normal Practice

Motion: The Board of Directors hereby accepts the reports from the Quality Committee, Medical Advisory Committee, Patient & Family Advisory Council, Pastoral Care Committee, Finance Committee, Buildings & Grounds Committee, Volunteer Services, Foundation and the CEO.

Moved by: Michelle Smith

Seconded by: Susan Jack

The motion was carried.

7. Correspondence Received up to October 23, 2020

There was nothing further to report for correspondence.

8. New Business

8.1 National Health Ethics Week 2020

Tracy Kent-Hillis noted that we are in the midst of National Health Ethics Week, which runs from November 2 to 8, 2020.

As part of the NHEW activities, the following is planned:

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- Dr. David Campbell, Ethicist, is providing 2 zoom education sessions. The second session is occurring on Thursday on the topic of “morale distress”. COVID has provided lots of topics for interesting discussions. Dr. Campbell always provides an interesting and thought-provoking viewpoint, and the Board was encouraged to zoom in, if available at noon on Thursday.
- There is also a display set up in the cafeteria with all of the internal ethics related resources.
- This week the Ethics Committee is taking the opportunity to roll out the new ASSIST Ethical Decision-making Guide to staff.
- Sheila Mabee has planned for staff to participate by finding Golden Tickets hidden throughout the building. Those who find the golden tickets answer ethics-related questions for the opportunity to win a prize.
- Overall, there seems to be a variety of engagement occurring.

8.2 January 2021 Board Meeting

Allan MacGregor inquired if there were any objections to delaying the January 2021 Board meeting from January 5 to January 12. There were no objections to the date change.

9. Other

Bob Clancey inquired about the status of the insurance claim from the June 2020 flood. Darlene Moore reported that things are progressing since the Board last met. To date, we have received about \$500,000 in cash and they have just finished reconciling with the insurance adjuster. The insurance company seems to be much more responsive now in paying in a more timely fashion.

10. Next Meeting

The next regular meeting of the Board is scheduled for 6:30 p.m., on Tuesday December 1, 2020.

11. Adjournment

The meeting was adjourned at 7:16 p.m.

Motion #11

Rationale: Normal Practice

Motion: That the Board of Directors hereby adjourns their meeting at 7:16 p.m., on November 3, 2020.

Moved by: Bob Clancey

Seconded by: Robert Paul

The motion was carried.