



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

A meeting of the Board of Directors of the Lennox and Addington County General Hospital (LACGH) was held in the Airhart Conference Room and via Zoom at 6:30 p.m. on November 1, 2022.

PRESENT:

- | | |
|---------------------------------|---------------------|
| Board: Deb Lowry (Chair) | Steve Miller |
| Allan MacGregor | Norm Clark |
| Bob Clancey | Christine Wilkinson |
| Geoff Griffin * | Dr. Kim Morrison |
| Robert Paul | Kelly Roantree |
| Jamie Uson * | Susan Jack * |
| Tony Brazda | |
| Rosaleen Cutler | |

REGRETS:

Dr. Heather Khey Beldman

- | | |
|--|------------------------------|
| Staff in attendance: Erin Brown | Sanjeev Kumar |
| Tracy Ringrose | Andrea Nussberger (Recorder) |

* Attended via zoom

1. Meeting Opening

1.1 Call to Order/Opening Remarks

The meeting was called to order at 6:30 p.m., by Deb Lowry.

1.2 Land Acknowledgement

Deb Lowry started the meeting with the following Land Acknowledgment:

A Land Acknowledgement recognizes the traditional territories of the Indigenous peoples, before the arrival of settlers, and their unique and continuing relationship with these lands. In particular, we acknowledge that Lennox and Addington County General Hospital is built on the ancestral and traditional territory of the Anishinaabeg and Haudenosaunee Peoples, including the Mohawks of the Bay of Quinte, and on the land of the Huron-Wendat Nation. As the LACGH Board of Directors, we are dedicated to honouring Indigenous history and culture, and are committed to moving forward in the spirit of reconciliation and respect.

1.3 Approval of the Agenda

The agenda was approved as circulated

Motion #1
<i>Rationale: Normal Practice</i>
Motion: That the Board of Directors hereby approves the agenda dated November 1, 2022.
Moved by: Jamie Uson
Seconded by: Rosaleen Cutler
The motion was carried.



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

1.4 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.

1.5 Approval of Previous Board Meeting Minutes

The minutes of the previous meeting were approved as circulated.

Motion #2

Rationale: Normal Practice

Motion: That the Board of Directors hereby approves the minutes of the previous meeting dated October 4, 2022.

Moved by: Bob Clancey

Seconded by: Robert Paul

The motion was carried.

2. Business Arising

2.1 Regional Updates

Deb Lowry reported on the following items:

- An email was received suggesting that the Chair/Vice Chair/CEO Forum resume to connect the 6 local hospitals as done pre-pandemic. This was a good forum that allowed the hospitals to have open conversation on current topics.
- The 3 OHA Governance Essentials webinar sessions are now complete. These were informative sessions and the reading materials will be uploaded to the Board Portal under resources for anyone who was unable to attend.

Steve Miller reported on the following items:

- 6 weeks ago a reviewer was brought into the Lumeo project to look for high level risks. This reviewer has been attending the regional weekly meetings and the CEO's will meet tomorrow to review the suggestions.

Kim Morrison reported on the following items:

FLA OHT

- Efforts are continuing within the 3 local OHTs to expand the Lumeo project to include Primary Care. Despite their application not meeting the deadline to be accepted by Cerner the ultimate goal remains, "single person, single record".
- Hospital networks will be consulted for input on the OHT strategic plan.
- There will be a FLA OHT Partnership Council Town Hall meeting in December for broad engagement with partners.

A discussion ensued regarding the governance of the OHTs. It was noted that currently there is a collaborative governance but no formal governance committee. There is a Leadership Retreat in November to discuss the different governance model options. Kim highlighted that she was invited to speak to the Ontario



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

Health Board to discuss how the OHTs are going to bring care to communities. Ontario Health maintains that the OHTs are the solution to the healthcare concerns we are currently facing.

Kim noted that the FLA OHT Strategic documents will be brought forward to Wednesday’s management meeting for input from the Leadership Team.

2.2 LTC Updates

Deferred.

3. Reports

3.1 Quality Committee

Bob Clancey highlighted the following from the October 18, 2022 Quality Committee meeting:

- There was a report and good discussion on a critical incident where the patient fully recovered.
- The *Statement of Risk Management, Patient Safety and Quality Improvement Policy B-21* and *Feedback Management System Policy B-22*, were reviewed and brought forward for Board approval.

Deb stated the Quality Committee had a good discussion around the word Chiefs in the Feedback Management System Policy and the policy was approved by the Board with the amendment of the word “Chiefs” to “Chief”. Use of the word ‘Chief’ is embedded in legislation.

Motion #3
<i>Rationale: Normal Practice</i>
Motion: The Board of Directors hereby approves the Statement of Risk Management, Patient Safety and Quality Improvement policy B-21 as recommended by the Quality Committee.
Moved by: Al MacGregor
Seconded by: Bob Clancey
The motion was carried.

Motion #4
<i>Rationale: Normal Practice</i>
Motion: The Board of Directors hereby approves the Feedback Management System Policy B-22, with the noted changes, as recommended by the Quality Committee:
<ul style="list-style-type: none"> • Addition of the title ‘Chief’ within the responsibility table
Moved by: Rosaleen Cutler
Seconded by: Bob Clancey
The motion was carried.

3.2 Medical Advisory Committee

Dr. Morrison highlighted the following from the October 13, 2022 Medical Advisory Committee meeting:

- Anna attended the meeting and presented a very thorough quarterly pharmacy report. Dr. Morrison highlighted the lengthy list of current drug shortages and the vast amount of work Anna does to ensure LACGH has the medications it needs.



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

- The Hospital received its Choosing Blood Wisely designation and is well on its way to becoming a Choosing Wisely Hospital. The great work of the Team with the help of Erin, were recognized.

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

- Joseph Campbell – Consulting (Cardiology)
- Lindsay Anderson – Associate (Internal Medicine)
- Benjamin Chen – Consulting (Internal Medicine)
- Nicola Matthews – Active (Internal Medicine)
- Andrew Moses – Associate (Internal Medicine)
- Madelaine Wernham – Active (Internal Medicine)
- Jocelyn Garland - Consulting (Nephrology)
- Rachel Holden – Consulting (Nephrology)
- David Holland – Consulting (Nephrology)
- Edward Iliescu – Consulting (Nephrology)
- Mohammad Khaled Shamseddin – Consulting (Nephrology)
- Karen Yeates – Consulting (Nephrology)
- Christopher Davis – Consulting (Respirology)
- Genevieve Digby – Consulting (Respirology)
- Craig McGann – Consulting (Respirology)
- Christopher Parker – Consulting (Respirology)
- Ruobing Yang – Consulting (Respirology)
- Cameron MacLean – Active (Anesthesia)
- Brian Mahoney - Active (Anesthesia)
- Julia Chow - Locum Tenens (Anesthesia)
- Valerie McLeod - Active (Anesthesia)
- Kristina Polsinelli - Locum Tenens (Anesthesia)
- Timothy Roche - Active (Anesthesia)
- Safi Mohammed Sayeed - Locum Tenens (Anesthesia)
- Jonathan Taylor - Locum Tenens (Anesthesia)
- Dale Engen - Courtesy with Admitting (Anesthesia)
- Matthew Mercier – Consulting (Neurology)
- Peter Hollett – Consulting (Cardiology)



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

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.

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

- Joseph Campbell – Consulting (Cardiology)
- Lindsay Anderson – Associate (Internal Medicine)
- Benjamin Chen – Consulting (Internal Medicine)
- Nicola Matthews – Active (Internal Medicine)
- Andrew Moses – Associate (Internal Medicine)
- Madelaine Wernham – Active (Internal Medicine)
- Jocelyn Garland - Consulting (Nephrology)
- Rachel Holden – Consulting (Nephrology)
- David Holland – Consulting (Nephrology)
- Edward Iliescu – Consulting (Nephrology)
- Mohammad Khaled Shamseddin – Consulting (Nephrology)
- Karen Yeates – Consulting (Nephrology)
- Christopher Davis – Consulting (Respirology)
- Genevieve Digby – Consulting (Respirology)
- Craig McGann – Consulting (Respirology)
- Christopher Parker – Consulting (Respirology)
- Ruobing Yang – Consulting (Respirology)
- Cameron MacLean – Active (Anesthesia)
- Brian Mahoney - Active (Anesthesia)
- Julia Chow - Locum Tenens (Anesthesia)
- Valerie McLeod - Active (Anesthesia)
- Kristina Polsinelli - Locum Tenens (Anesthesia)
- Timothy Roche - Active (Anesthesia)
- Safi Mohammed Sayeed - Locum Tenens (Anesthesia)
- Jonathan Taylor - Locum Tenens (Anesthesia)
- Dale Engen - Courtesy with Admitting (Anesthesia)
- Matthew Mercier – Consulting (Neurology)
- Peter Hollett – Consulting (Cardiology)

Moved by: Geoff Griffin

Seconded by: Norm Clarke

The motion was carried.

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

- Sophia Badowski– Consulting (Gynaecology)



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

- Christopher Kirwan – Locum Tenens (Emergency Medicine)

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.

Motion #6

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:

- Sophia Badowski– Consulting (Gynaecology)
- Christopher Kirwan – Locum Tenens (Emergency Medicine)

Moved by: Al MacGregor
 Seconded by: Geoff Griffin

The motion was carried.

3.3 Governance Committee

Allan MacGregor highlighted the following items from the October 19, 2022 Governance Committee meeting:

- The Committee reviewed the Chief of Staff Position description with suggested edits from Dr. Morrison. The position description with suggested edits were brought forward for Board approval.
- Nick Pasquino joined the Committee meeting via Zoom for a discussion related to ONCA. He supported the Board’s decision for a 15 year term and a 5 year max term for the Board Chair which is to be elected annually. The Board decided to continue with an open membership with the knowledge that it can be changed to closed, by a motion, at any AGM.
- BLG has created an ONCA Compliance Work Plan which outlines a draft of the Corporate Bylaws and Articles of Amendment to be presented at the February Governance meeting. The final drafts will be brought forward at the 2023 AGM. The Volunteer Services and Foundation will work in parallel to the Hospital in the transition to ONCA.
- The OHA Board Self-Assessment is available on the OHA website until November 18th.

Motion #7

Rationale: The Governance Committee, as part of their work plan, is required to review the Board and Officer Position descriptions.

Motion: The Board of Directors approves the following amended position description, as recommended by the Governance Committee:

- Chief of Staff

Moved by: Robert Paul
 Seconded by: Al MacGregor

The motion was carried.



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

3.4 Ethics Committee

Christine Wilkinson highlighted the following from the October 20th, 2022 Ethics Committee meeting:

- The Committee approved the Martou Mammoplasty Research Proposal which will involve a retrospective review of the risks of breast cancer after breast surgery.
- There was a discussion regarding who would be the most appropriate Committee chair and this item will be brought forward to the next Governance Committee meeting for further discussion.

Motion #8

Rationale: Research proposals, as per policy AO-68, must have formal Research and Ethics Board approval from an affiliated academic University and be forwarded to the Ethics Committee for review and approval by the Ethics Committee.

Motion: The Board of Directors hereby approves the Hoffman Martou Mammoplasty Research Proposal, as recommended by the Ethics Committee.

.Moved by: Jamie Uson
Seconded by: Robert Paul

The motion was carried.

3.5 Finance Committee

Jamie Uson reviewed the following from the October 24, 2022 Finance Committee meeting:

- The Committee reviewed the quarterly investment portfolio and although not ideal market conditions we are in a pretty good position.
- There was a good discussion regarding possibly segregating our investments into different buckets (3 year, 5 year and 5+ years) to maximize our returns while minimizing risk. Our investment manager will attend the next Finance Committee Meeting to discuss further.
- A boiler system mitigation update was shared with the Committee. The previous tender has been cancelled and Sanjeev is currently working with 3SO to retender. The idea is that the retendering will bring better competition.

3.5.1 Board, CEO and Senior Manager Expenses

The Finance Committee reviewed the Board, CEO, and Senior Management Expenses for September 2022 which totaled \$1,524.66. The Finance Committee recommends to the Board, that the following expenses be approved:



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

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 following Board, CEO and Senior Management Expenses which totaled \$1,524.66, as recommended by the Finance Committee.

September 2022

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Steve Miller			168.49	176.73			345.22
Sanjeev Kumar			168.49				168.49
Erin Brown			168.49				168.49
Kim Morrison			168.49				168.49
Deb Lowry			168.49				168.49
Alan MacGregor			168.49				168.49
Robert Paul			168.49				168.49
Rosaleen Cutler			168.49				168.49
TOTAL							\$1524.66

Moved by: Geoff Griffin
Seconded by: Rosaleen Cutler

The motion was carried.

3.5.2 September Financial Statements and Cheque List

The Finance Committee reviewed the September 2022 Financial Statements and Cheque List which totaled \$4,590,838.20. No concerns were noted by the Finance Committee or the Board.

Motion #10

Rationale: Normal Practice.

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

- September 2022 Cheque List totaling \$4,590,838.20;
- September 2022 Financial Statements.

Moved by: Robert Paul
Seconded by: Bob Clancey

The motion was carried.

3.5.3 Capital Equipment Requests

The Finance Committee reviewed the summary of capital purchases for 2022/23 with a total of \$1,389,342.80. No concerns were noted by the Finance Committee or the Board.



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

Motion #11

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

Motion: The Board of Directors hereby approves the Summary of Capital Purchases 2022/23 with a grand total of \$1,389,342.80, as recommended by the Finance Committee for:

Moved by: Al MacGregor

Seconded by: Norm Clarke

The motion was carried.

Motion #12

Rationale: Annually, the hospital is required to submit a Community Annual Planning Submission (CAPS), which includes a budget for Hospice L&A and formulates part of our Multi-Sector Accountability Agreement (MSAA).

Motion: The Board of Directors hereby, approves the Hospice Lennox & Addington 2023-24 budget, as recommended by the Finance Committee.

Moved by: Robert Paul

Second by: Geoff Griffin

The motion was carried.

3.6 Patient Family Advisory Council

Erin Brown highlighted that PFAC had their first meeting since 7 new members joined the Council. The group had a good discussion regarding the objectives of the year. Education will be scheduled for members to familiarize themselves with the Hospital. Erin noted that one member joined after being involved in an incident and was pleased with the reporting process and outcome.

3.7 Volunteer Services Report

Susan Jack noted that Volunteer Services will be holding their first Christmas Bazaar since 2019. Tickets will be sold at the event and the Foundation will have a table to sell 50/50 tickets to help with fundraising efforts.

3.8 Foundation Report

Kelly Roantree noted that the Foundation had their first 50/50 draw winner. A man from Niagara Falls won \$3,627.50. Staff will be going out in the community selling tickets with hand held terminals. The Good Home Company will have a terminal at their store in Napanee.

Kelly stated planning for the 2023 Gala is underway with a tentative date for February 16, 2023.

The Tim Hortons Smile cookie campaign raised an astounding \$29,408 from their 3 Napanee locations. The support from the community was recognized by the Board.

3.9 Chief Executive Officer's Report

Further to the written report provided in the Board package, members from the Senior Leadership Team shared the following information:

Tracy Ringrose stated that the Hospital has received a space request from a Community Paramedic who is helping with Ukraine relief efforts through Firefighters without Borders. The paramedic is requesting a small



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

office space to store, organize and ship surplus medical supplies from. He has been helping with this program for 10 years and having an office space would greatly improve his system as he wouldn't have to constantly move the supplies. Tracy noted there is a small space available in the Westdale Complex and the Board agreed the request is reasonable and a good effort on the paramedics behalf. There were no concerns noted by the Board for this request.

Christine reported that the Hospital submitted funding proposals through Ontario Health for \$430k for Surgical Innovation Funding as well as Staff Training Funding (DI and OR) to support surgical back log. This funding would be used for capital equipment for the 3rd OR that we wouldn't have otherwise been able to get. This is a strategic step forward to having 3 ORs running 5 days a week with the help of this funding.

Christine highlighted that she has been communicating with Home and Community Care regarding referrals to CVC. Most of the referrals to date have been received internally and we want to ensure that Home and Community Care is aware that our CVC beds have reopened. Christine also noted that she is working closely with KHSC to increase our S1 chemotherapy volumes.

Erin reported that the 6 Hospitals in the Lumeo Project have to go live with Cerner by October 2024. LACGH will go live in June 2023. The Regional IT Workstream schedule performance was included in the meeting package and it was highlighted that there is a lot of 'red' areas which indicate outliers or unknowns. Discussions will be held in the upcoming weeks to mitigate these risks. It was noted that the interface needs to be addressed so to link KHSC laboratory system to Meditech which comes with additional costs that we are not funded for. That being said, there will be significant items being brought forward to the next Finance Committee meeting.

Erin reported that LACGH was designated a full time project manager which is a funded position through the Lumeo project.

Motion #13

Rationale: Normal Practice

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

Moved by: Bob Clancey

Seconded by: Norm Clark

The motion was carried.

4. Other

4.1 Correspondence Received up to October 26, 2022

There was nothing further to report for correspondence.

5. New Business

5.1 January 2023 Board of Directors Meeting

Deb stated that the January 2023 Board meeting is currently scheduled for January 3, 2023 which may cause a conflict with Christmas holidays. The suggestion was made, as the same in previous years, to move the meeting out 1 week to January 10, 2023. No concerns were noted by the Board.



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

Motion #14

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the date change of the January 2023 Board of Directors Meeting from January 3, 2023 to January 10, 2023.

Moved by: Al MacGregor

Seconded by: Robert Paul

The motion was carried.

5.2 ED Closure Policy

Christine reported that Ontario Health circulated a guidance letter on the minimum responsibilities required of hospitals in planning for an ED closure. A document has been created, using the Ontario Health template, for LACGH. Although our ED hasn't had to close, this protocol document will be in the on call binder in the event of a possible closure.

6. Closed Session

At 7:24 p.m., the Board moved into closed session.

Motion #15

Rationale: Normal Practice

Motion: That the Board of Directors hereby moves into closed session.

Moved by: Geoff Griffin

Seconded by: Bob Clancey

The motion was carried.

At 8:30 p.m., the Board rose from closed session.

Motion #16

Rationale: Normal Practice

Motion: That the Board of Directors hereby rises from closed session.

Moved by: Jamie Uson

Seconded by: Robert Paul

The motion was carried.

7. Meeting Closing

7.1 Next Meeting

The next regular meeting of the Board is scheduled for 6:30 p.m., on Tuesday December 6, 2022.

7.2 Adjournment

The meeting was adjourned at 8:31 p.m.



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

November 1, 2022

Zoom | ACR

Motion #17

Rationale: Normal Practice

Motion: That the Board of Directors hereby adjourns their meeting at 8:31 p.m. on November 1, 2022.

Moved by: Al MacGregor

Seconded by: Geoff Griffin

The motion was carried.