



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

December 6, 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 December 6, 2022.

PRESENT:

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

REGRETS:

Dr. Heather Khey Beldman
Norm Clark

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

After a very informative education session from Dr. Zack Warren, ER Medical Director, the meeting was called to order at 6:50 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 December 6, 2022.
Moved by: Geoff Griffin Seconded by: Jamie Uson
The motion was carried.



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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 November 1, 2022.

Moved by: Robert Paul
Seconded by: Tony Brazda

The motion was carried.

2. Business Arising

2.1 Regional Updates

Deb Lowry reported on the following items:

- The South East Board Chair, Vice Chair and CEO Forum met for the first time since the Pandemic. It was a good session which included a presentation and remarks from Matthew Anderson and Anna Greenberg, Ontario Health. Agenda items included OHTs, Lumeo and a 3SO update.
- The Ministry provided a Connected Care Update which delivered information on accelerating the impact of Ontario Health Teams (OHT) to advance integrated health care and improve patient experience across the province. This will mean Primary Care requiring more responsibility and greater standardization for the OHT Boards.

Dr. Kim Morrison reported on the following item:

- The OHT had their first governance retreat. Numerous governance models, from various local governance committees, were presented to show what their governance looks like.

2.2 LTC Updates

Wayne Coveyduck reported on the following item:

LTC Project Update

The Hospital has received approval, via letter, from the Minister of Long-Term Care for funding to develop the new 128 bed LTC home. An extraordinary amount of work is being done to get this project going. Sanjeev is in the process of obtaining draft term sheets from two banks and from the OFA. It was highlighted that we need to secure funding to obtain the Development Agreement to then proceed with tendering.

3. Reports

3.1 Quality Committee

Bob Clancey highlighted the following from the November 15, 2022 Quality Committee meeting:



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- Erin Brown shared the patient feedback report and highlighted that compliments are at the highest volume for the same time period over the last 4 years.
- Inpatient occupancy rates are over 100%.
- The updated Business Continuity Plan was shared and approved. This document will continue to be developed and refined.

Motion #3

Rationale: Normal Practice

Motion: That the Board of Directors hereby approves Business Continuity Plan, as recommended by the Quality Committee.

Moved by: Bob Clancey

Seconded by: Al MacGregor

The motion was carried.

3.2 Medical Advisory Committee

Dr. Morrison highlighted the following from the November 10, 2022 Medical Advisory Committee meeting:

- Dr. Polanski presented the Radiation Protection Annual Report, with no concerns noted.
- MAC Quality Initiatives will be embedded in the Hospital QIP going forward with the work being done within the Committee Teams.
- The Hospital received Surgical Innovation Funding which will be used to purchase equipment for the 3rd OR.

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

- Sasha Kheyson – Locum Tenens (Anesthesia with Family Medicine)

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

- *Sasha Kheyson – Locum Tenens (Anesthesia with Family Medicine)*

Moved by: Geoff Griffin

Seconded by: Tony Brazda

The motion was carried.



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

- Emily Kerr – Associate (Family Medicine)
- Linden Head – Consulting (Plastic Surgery)
- Anthony Sandre – Locum Tenens (Internal 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 and no concerns were noted.

<p>Motion #5</p> <p><i>Rationale: Applications for appointment to the Medical Staff require the review and approval of the Medical Advisory Committee and the Board of Directors.</i></p> <hr/> <p>Motion: The Board of Directors hereby approves the following appointments to the LACGH Medical Staff, as recommended by the Medical Advisory Committee:</p> <ul style="list-style-type: none"> • Emily Kerr – Associate (Family Medicine) • Linden Head – Consulting (Plastic Surgery) • Anthony Sandre – Locum Tenens (Internal Medicine) <p>Moved by: Bob Clancey Seconded by: Robert Paul</p> <p style="text-align: right;">The motion was carried.</p>
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3.3 Pastoral Care Committee

Deb Lowry highlighted the following points from the November 17, 2022 Pastoral Care Committee meeting:

- The Committee had a great discussion regarding the continuation of the annual memorial service and a tentative date of April 30, 2023 was approved.
- Melanie Bramburger, Hospice, has been providing pastoral services to the residents at Supportive Living and CVC/LTC since the beginning of the pandemic and invited the pastors to return. The new schedule is pending.
- Melanie presented a booklet on ‘A Guide to Death and Dying’. This is a very informative, straight forward guide for family members of palliative patients to help them through the process. It was suggested this guide could be used in the Community as well.

3.4 Finance Committee

Jamie Uson reported that Peter Rawson, Investment Manager attended the meeting to review the current state of the investment portfolios.

Jamie also reviewed the following items from the November 28, 2022 Finance Committee meeting:

3.4.1 Board, CEO and Senior Manager Expenses

The Finance Committee reviewed the Board, CEO, and Senior Management Expenses for October 2022 which totaled \$703.32. The Finance Committee recommends to the Board, that the following expenses be approved:



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Motion #6

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 \$703.32, as recommended by the Finance Committee.

October 2022

Table with 8 columns: Name, Meals, Hospitality, Accommodation, Vehicle Rental/Own Used Mileage, Incidentals (Parking, tolls, etc.), Fares, Total. Row 1: Steve Miller, 703.32, 703.32. Row 2: TOTAL, \$703.32.

Moved by: Al MacGregor
Seconded by: Tony Brazda

The motion was carried.

3.4.2 October Financial Statements and Cheque List

The Finance Committee reviewed the October 2022 Financial Statements and Cheque List which totaled \$3,878,224.52. 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:

- October 2022 Cheque List totaling \$3,878,224.52;
October 2022 Financial Statements.

Moved by: Robert Paul
Seconded by: Jamie Uson

The motion was carried.

3.4.3 Operating Budget 2023-24

The Finance Committee reviewed the 2023-24 Operating Budget and recommended approval by the Board of Directors. Jamie commended Sanjeev and the Directors for their work on the operating budget.

No concerns were noted by the Board of Directors, therefore the 2023-24 Operating Budget was approved.

Motion #8

Rationale: Annually, the hospital is required to submit a Hospital Annual Planning Submission (HAPS), which includes a budget for the Hospital and formulates part of our Hospital Sector Accountability Agreement.

Motion: The Board of Directors hereby approves the 2023-24 Operating Budget, as recommended by the Finance Committee.

Moved by: Jamie Uson
Seconded by: Bob Clancey

The motion was carried.



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3.4.4 Capital Budget 2023-24

The Finance Committee reviewed the 2023-24 Capital Budget and it was noted that items for purchase will need to be prioritized. The 2023-24 Capital Budget was recommended by the Finance Committee for approval by the Board of Directors.

No concerns were noted by the Board of Directors, therefore the 2023-24 Capital Budget was approved.

Motion #9

Rationale: Annually, the hospital is required to submit a Hospital Annual Planning Submission (HAPS), which includes a budget for the Hospital and formulates part of our Hospital Sector Accountability Agreement.

Motion: The Board of Directors hereby approves the 2023-24 Capital Budget, as recommended by the Finance Committee.

Moved by: Robert Paul
Seconded by: Al MacGregor

The motion was carried.

3.4.5 CFS Construction Grant

Sanjeev reported that the Statement of Readiness was submitted to the Ministry of Long-Term Care to proceed with construction under the Long-term Care Home Capital Development Funding Policy, 2022. Discussions are currently underway with the OFA and CIBC/Scotia Banks, and work is being done to create a 25 year cash flow projection which is a requirement for funding.

The Finance Committee reviewed the Long Term Care Capital Development Funding Policy and the CFS Top-Up amount of \$15 was recommended for approval by the Board of Directors.

Motion #10

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the CFS Top-Up amount of \$15 to be converted to a CFS Construction Grant under the Long Term Care Home Capital Development Policy 2022, as recommended by the Finance Committee.

Moved by: Geoff Griffin
Seconded by: Tony Brazda

The motion was carried.

3.5 Patient Family Advisory Council

Erin Brown highlighted that the November 15, 2022 Patient Family Advisory Council (PFAC) meeting was primarily focused on education for the new PFAC members. A focus on education will continue throughout the next 12 months with an increase in meetings to help new members familiarize themselves with the Organization.

3.6 Volunteer Services Report

Susan Jack noted that Volunteer Services held their first Christmas Bazaar since 2019 and it was a great success.



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3.7 Foundation Report

Kelly Roantree noted that the Foundation Annual Winter Campaign is underway with many donations being received. The tribute holiday tree is up and to date, 250 snowflakes and angel donations are on the tree. The February gala is set for February 16, 2023 and 5 tables have already been purchased. Kelly noted there will be great entertainment at the Gala and to contact the Foundation office to purchase tickets.

Kelly highlighted the following donations:

- Atura Power, Napanee Generating Plant (Community Development Fund) \$100,000
- Ontario Power Generation (Corporate Citizenship Program Fundraiser) \$10,000
- Walmart Canada Corporation Community Grant \$1000
- Grateful patient in memory of his wife for the Emergency Department \$2000
- An Estate was received \$23,185.95

The Napanee Valley Cruisers also made a notable donation as they have for many years.

Kelly stated that the transition to ONCA continues with the help of BLG Legal Services.

3.8 Chief Executive Officer's Report

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

LUMEO

Wayne reported that he will be attending a Southeast CEO Meeting on Friday which will be focused on the Lumeo Project. Concerns have been raised on the progress of the project and rising cost. A consultant has been brought in to review the project and there will be a discussion at the meeting regarding the roles the consultant will play.

Issues have been raised regarding losing functionality, which was assured by Cerner, to not happen when we first signed on to the project. A discussion ensued regarding the concerns of the Regional Lumeo Project and the distinction between a transformation and an installation.

Budgeting

Wayne reiterated the importance of having a balanced budget which relates to the accountability agreement the Hospital has with the Ministry. This is challenging due to the current high demand of hospital resources. There is a need for funding flexibility to reduce the risk for a deficit. Wayne noted that the OHA is lobbying to increase funding to small hospitals.

Recently our Hospital has significantly increased spending on HHR due to staffing challenges and OT. A surge plan request has been brought forward to respond to increased activity in the Hospital. The request is for funding for 1 additional ESW on weekends until the end of the year. Part time ESW staff will cover these extra weekend shifts and the approximate cost will be \$15K. This request complies with the recent Ontario Health surge preparedness document received.

It was noted that future budgeting requests must go through the Finance Committee.



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Motion #11

Rationale: Normal Practice

Motion: The Board of Directors hereby approves the funding for 1 additional ESW for weekend shifts, until the end of 2022, at the approximate cost of \$15K.

Moved by: Al MacGregor

Seconded by: Geoff Griffin

The motion was carried.

3SO Integration

Wayne reported that the 3SO/Mohawk Medbuy (MMB) integration is being accelerated and further information is to come.

Motion #12

Rationale: Normal Practice

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

Moved by: Geoff Griffin

Seconded by: Robert Paul

The motion was carried.

4. Other

4.1 Correspondence Received up to December 1, 2022

There was nothing further to report for correspondence.

5. Closed Session

At 8:07 p.m., the Board moved into closed session.

Motion #13

Rationale: Normal Practice

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

Moved by: Bob Clancey

Seconded by: Tony Brazda

The motion was carried.

At 8:11 p.m., the Board rose from closed session.



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Motion #14

Rationale: Normal Practice

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

Moved by: Bob Clancey

Seconded by: Al MacGregor

The motion was carried.

6. **Meeting Closing**

6.1 **Next Meeting**

The next regular meeting of the Board is scheduled for 6:30 p.m., on Tuesday January 10, 2023.

6.2 **Adjournment**

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

Motion #15

Rationale: Normal Practice

Motion: That the Board of Directors hereby adjourns their meeting at 8:13 p.m. on December 6, 2022.

Moved by: Rosaleen Cutler

Seconded by: Bob Clancey

The motion was carried.