



LENNOX AND ADDINGTON COUNTY GENERAL HOSPITAL

BOARD OF DIRECTORS

MEETING MINUTES

February 7, 2023

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 February 7, 2023.

PRESENT:

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

REGRETS:

Allan MacGregor
Dr. Heather Khey Beldman

Staff in attendance: Erin Brown Sanjeev Kumar
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. Deb remarked that the Prime Minister met with the Provincial Premiers earlier today to discuss health care funding. The federal government announced health funding to provinces and territories of \$196.1 billion over 10 years, including \$46.2 billion in new funding. The Government of Canada will continue to work with provinces on next steps.

Deb stated that LACGH has such hard-working staff and extended kudos to the OR team, 'Sweet Dreams', who will be walking to raise money for the Morningstar Mission on February 25th, 2023 in the Coldest Night of the Year walk.

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 with the addition of the following items:

2.3 IT Update



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5.2 Art Décor Committee

<p>Motion #1</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p>Motion: That the Board of Directors hereby approves the amended agenda dated February 7, 2023.</p> <p>Moved by: Rosaleen Cutler Seconded by: Tony Brazda</p> <p style="text-align: right;">The motion was carried.</p>

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.

<p>Motion #2</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p>Motion: That the Board of Directors hereby approves the minutes of the previous meeting dated January 10, 2023.</p> <p>Moved by: Robert Paul Seconded by: Jamie Uson</p> <p style="text-align: right;">The motion was carried.</p>

2. **Business Arising**

2.1 **Regional Updates**

Deb Lowry reported on the following items:

LACGH MRI Announcement

- An error was detected in the LACGH MRI media release which referenced the Hospital obtaining both capital and operating funding for a new MRI machine. The Napanee Beaver has acknowledged this error and has published a corrected news release stating LACGH was approved for **operating funding** for a new MRI machine.
- Erin ensured that LACGH was included on the first round of tendering for the new MRI machine which was submitted to Mohawk MedBuy.

OHA Member Briefing and Dialogue Session

- Deb and Wayne attended an OHA Member Briefing and Dialogue session on January 25, 2023, this session was for Hospital CEOs and Board Chairs.
- This session was a part of OHA’s effort to gain input from hospitals on pre-budget planning.
- OHA identified the following issues as a priority to them:
 - Labor costs
 - HHR



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- Over costs

Wayne reported on the following item:

Lumeo

Consulting group Deloitte is now providing interim leadership for the Lumeo Project. It was highlighted that LACGH was initially included in Wave 2 of the new Lumeo Activation Timeline which would go live in September 2024, however, after discussion with Deloitte, LACGH has been moved to Wave 1 with a go live date of May 2024. The Steering Committee has been scaled back and Sanjeev will represent LACGH on the Steering Committee. Erin is the Organizational Lead for LACGH and will relay information from the communications, nursing and interdisciplinary practice committees to Sanjeev.

The Total Cost of Ownership (TCO) will be reviewed in the coming weeks and Sanjeev will highlight any risks to LACGH. Wes Lynah, the new interim Lumeo CEO, will present the regional TCO at that time as well.

The Board discussed extending an invite to Wes to attend the March Board of Directors meeting to present the new structure of Lumeo. The Board members agreed that gaining as much knowledge of the Lumeo Project, and its new interim leader, as possible would be beneficial.

Dr. Kim Morrison reported on the following item:

OHT

- Representatives from the OHTs met with Ontario Health to discuss how the OHTs will fit in the newly named 'Your Health: A Plan for Connected and Convenient Care'. Ontario Health ensured that the OHTs are slowly transitioning towards being a not for profit organization.
- Governance models are being drafted.
- Access to primary care is a big focus of Ontario Health and the OHTs with team based care. Team based care will bring together family physicians, nurses, dieticians and other health care professionals and reduce the administrative duties for the physicians.

Wayne stated a member of the community contacted him recently to discuss access to primary care in our area and the frustrating lack thereof. This individual has formed a group to address growing concerns around this matter within the Community and requested use of the Hospital Board room for their next meeting. An invite was extended to Wayne Coveyduck and Dr. Kim Morrison to attend their next meeting. Dr. Morrison acknowledged that she wears many 'hats' in the community and would not want to misrepresent the community and expressed worry that not everyone would be represented at such a meeting.

The members of the Board discussed this inquiry and risks involved in engaging with this emerging committee, and allowing them our space. The Board agreed that this would be an opportunity to listen to the community's concerns and support them with a meeting space. Wayne and Dr. Morrison would attend for this meeting (date not yet determined).

2.2 LTC Updates

Deb stated that she and Wayne had a meeting with members from the Ministry of Long-Term Care and at the meeting Deb and Wayne defined timelines for our LTC Build with emphasis on an accelerated start. Wayne stated that he is hopeful that the Development Agreement (DA) could be signed by the end of February to ensure construction will be underway in the fall. It was highlighted that the DA must be signed for the



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licensing to be completed and from there, the tendering process can begin. It was highlighted that all other documents are ready to be submitted as soon as the DA is received with signature.

2.3 IT Status Update

Sanjeev Kumar provided an update to the recent IT issues and highlighted the following items:

- All critical systems are back online and the incident response team has moved on to the operational state of IT.
- Testing of outlook 360 on cell phones is currently underway
- Our newly hired Network Administrator is working on the backlog of service desk tickets
- The need for Telus PS Suites to migrate from our network to the Cloud has been identified however, an implementation date has not been determined.

3. Reports

3.1 Quality Committee

Bob Clancey highlighted the following from the January 17, 2023 Quality Committee meeting:

- Tracy Ringrose shared the annual Accessibility Report and the annual Workplace Violence Report. Aggression of a patient/resident towards a staff member is responsible for the majority of WPV incidents however, staff injury is relatively rare.

3.2 Medical Advisory Committee

Dr. Morrison highlighted the following from the January 12, 2023 Medical Advisory Committee meeting:

- Sanjeev joined the MAC meeting to give an update on the recent IT issues at the Hospital
- Anna Huisman attended the meeting to provide a *Medication Safety, Pharmacy & Therapeutics Report*. It was highlighted that Anna is doing a tremendous amount of work to create a regional formulary with in the Lumeo Project that will be of huge benefit when complete.

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

- Jason IZard - Consulting (Urology)
- Michael Leveridge – Consulting (Urology)
- Thomas Brian McGregor – Consulting (Urology)
- Jeannie Callum – Consulting (Pathology and Molecular Medicine)
- Yanping Gong – Consulting (Pathology and Molecular 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 #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:



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- Jason IZard - Consulting (Urology)
- Michael Leveridge – Consulting (Urology)
- Thomas Brian McGregor – Consulting (Urology)
- Jeannie Callum – Consulting (Pathology and Molecular Medicine)
- Yanping Gong – Consulting (Pathology and Molecular Medicine)

Moved by: Bob Clancey
Seconded by: Geoff Griffin

The motion was carried.

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

- Mirna Attalla – Locum Tenens (Respirology)

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.

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

- Mirna Attalla – Locum Tenens (Respirology)

Moved by: Tony Brazda
Seconded by: Jamie Uson

The motion was carried.

3.3 Audit Committee

Jamie Uson reviewed the following from the January 23, 2023 Audit Committee meeting:

3.3.1 Audit Planning Report for the year ending March 31, 2023

KPMG Auditor, Kate Mahon, attended the Audit Committee meeting to provide the Audit Planning Report (APR) for fiscal year ending March 31, 2023. It was highlighted that materiality has increased from \$900k to \$1M and proposed auditing fees have increased by \$500. No concerns noted by the Audit Committee, therefore, the APR was recommended for Board approval.

Motion #5

Rationale: Normal Practice.

Motion: The Board of Directors hereby approves the Audit Planning Report for fiscal year ending March 31, 2023, as recommended by the Audit Committee.

Moved by: Robert Paul
Seconded by: Tony Brazda



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The motion was carried.

3.4 Finance Committee

Jamie Uson reviewed the following from the January 23, 2023 Finance Committee meeting:

3.4.1 Board, CEO and Senior Manager Expenses

The Finance Committee reviewed the Board, CEO, and Senior Management Expenses for December 2022 which totaled \$78.81. The Finance Committee recommends to the Board, that the following expenses be approved:

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 \$78.81, as recommended by the Finance Committee.

December 2022

Name	Meals	Hospitality	Accommodation	Vehicle Rental/Own Used Mileage	Incidentals (Parking, tolls, etc.)	Fares	Total
Wayne Coveyduck				70.68	8.13		
TOTAL							\$78.81

Moved by: Jamie Uson
 Seconded by: Rosaleen Cutler

The motion was carried.

3.4.2 December Financial Statements and Cheque List

The Finance Committee reviewed the December 2022 Financial Statements and Cheque List which totaled \$3,927,333.57. 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:

- December 2022 Cheque List totaling \$3,927,333.57;
- December 2022 Financial Statements.

Moved by: Robert Paul
 Seconded by: Bob Clancey

The motion was carried.

3.5 Patient Family Advisory Council

Erin Brown highlighted that the Patient Family Advisory Council (PFAC) has been meeting more frequently for education sessions to help familiarize new members to the organization. One PFAC member has joined the CVC Committee as a PFAC representative.



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3.6 Volunteer Services Report

Susan Jack noted that the staff wellness cart has been a great success. Staff have been very happy to see the cart come to their departments with treats courtesy of the hospital. Volunteer Services will have a table at the SOS Fair on February 10th with HELPP tickets for sale with the aim is to recruit new volunteers during this event. Work is being done to increase volunteer hours in BMD/Mammography. Several requests have been received to extend the coffee shop hours and work is being done to fulfill this request with the hope that the coffee shop could be open until 3 or 4pm.

3.7 Foundation Report

Kelly Roantree noted the Annual Winter Campaign Appeal has wrapped up and the total amount received to date is over \$120k. It was highlighted that the proceeds from the Tribute Tree increased this year when compared to last year. The 7th annual Foundation Gala event is now sold out. The Foundation will attend and sell 50/50 tickets at the SOS Fair being held on February 10th. The Foundation will also attend the Home Show and Small Business Showcase Event this year on May 13th and 14th at the Strathcona Paper Centre, 50/50 tickets will be for sale. There was a notable donation of \$300 from Opal Rose Farms maple syrup sales.

3.8 Chief Executive Officer's Report

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

- 304 Bridge Street is now vacant. On inspection, we discovered lots of waste left behind. The building will require many repairs to return it to a marketable state.
- A Health System Funding Proposal (HSFP) was completed on behalf of Hospice. A small amount of funding is being requested for equipment and resources.
- A meeting has been booked with Ontario Health to discuss possible Palliative Care/Hospice options in the Community.

<p>Motion #8</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p>Motion: The Board of Directors hereby accepts the reports from the Quality Committee, Medical Advisory Committee, Audit Committee, Finance Committee, Patient Family Advisory Council, Volunteer Services, Foundation and the CEO.</p> <p>Moved by: Geoff Griffin Seconded by: Norm Clark</p> <p style="text-align: right;">The motion was carried.</p>
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4. Other

4.1 Correspondence Received up to February 2, 2023.

There was nothing further to report for correspondence.

5. New Business

5.1 Capital Projects Committee

Deb Lowry stated that the newly developed Capital Projects Committee will be a sub-committee of the Board and will consist of the following members:



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- AK Sharma
- Wayne Coveyduck
- Sanjeev Kumar
- Tracy Ringrose
- Jamie Uson
- Allan MacGregor
- Tony Brazda
- Deb Lowy

Deb stated that the Terms of Reference will be developed and refined, if needed. The Board of Directors approved the above membership of the Capital Projects Committee.

<p>Motion #9</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p>Motion: That the Board of Directors hereby approves the Capital Projects membership as follows:</p> <ul style="list-style-type: none"> • <i>AK Sharma</i> • <i>Wayne Coveyduck</i> • <i>Sanjeev Kumar</i> • <i>Tracy Ringrose</i> • <i>Jamie Uson</i> • <i>Allan MacGregor</i> • <i>Tony Brazda</i> • <i>Deb Lowy</i> <p>Moved by: Jamie Uson Seconded by: Geoff Griffin</p> <p style="text-align: right;">The motion was carried.</p>

5.2 Art Décor Chair

Deb stated that Michelle Smith’s former role as Chair of the Art Décor Committee is vacant and anyone interested in filling this position was asked to let Andrea or Deb know.

6. Closed Session

At 8:01 p.m., the Board moved into closed session.

<p>Motion #10</p> <p><i>Rationale: Normal Practice</i></p> <hr/> <p>Motion: That the Board of Directors hereby moves into closed session.</p> <p>Moved by: Bob Clancey Seconded by: Robert Paul</p> <p style="text-align: right;">The motion was carried.</p>

At 9:00 p.m., the Board rose from closed session.



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Motion #11

Rationale: Normal Practice

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

Moved by: Bob Clancy

Seconded by: Tony Brazda

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 March 7, 2023.

7.2 Adjournment

The meeting was adjourned at 9:01 p.m.

Motion #12

Rationale: Normal Practice

Motion: That the Board of Directors hereby adjourns their meeting at 9:01 p.m. on February 7, 2023.

Moved by: Rosaleen Cutler

Seconded by: Tony Brazda

The motion was carried.