

LAKE OF THE WOODS DISTRICT HOSPITAL
Regular Meeting of the Board of Directors
Thursday, May 7, 2009, Boardroom

PRESENT: M. Balcaen, D. Baldwin (Chair), A. Cameron, Dr. K. MacDonald, M. Matheson, O. Mejia, D. Munro (arr. 6:00 pm), J. Reid, R. Thompson (arr. 5:25 pm), C. Gasparini, M. Mymryk

REGRETS: B. Anderson, J. Clarke, B. McCallum, F. Richardson, Dr. S. Reed-Walkiewicz, Dr. S. Sas, L. Brown

AGENDA ITEMS	DISCUSSION	ACTION
1. Call to Order	D. Baldwin, Chair, called the meeting to order at 5:05 p.m. Item #5 Foundation Presentation and Item #6 Education were presented at the beginning of the meeting while awaiting sufficient numbers for quorum.	
2. Adoption of Agenda	Moved by M. Matheson and seconded by O. Mejia that the regular meeting agenda be adopted as circulated.	Motion#09/5/1 Carried
3. Self Evaluation of Governance Process	<p>3.1 Meeting Monitor Report</p> <p>The April 2, 2009 meeting monitor report, completed by R. Thompson, was circulated for review.</p> <p>3.2 May Meeting Monitor</p> <p>A. Cameron was appointed meeting monitor for the current meeting.</p>	
4. Adoption of Minutes	Moved by M. Matheson and seconded by O. Mejia that the minutes of the regular meeting of the Board of Directors held on April 2, 2009 be adopted as circulated.	Motion#09/5/2 carried
5. Foundation Presentation	<p>Hospital Foundation Billboard Proposal</p> <p>Bill Scribilo, member of the Foundation Board of Directors joined the meeting and provided details of a proposal for signage for the Foundation and requested Hospital Board input. It is hoped that the positioning of a professional billboard on the hospital property near the highway will reinforce the hospital Foundation's identity, help promote fundraising initiatives and keep the hospital's funding needs in the public eye. It was noted that the hospital would also like to investigate cost effective options for a permanent sign for their notices and agreed that further discussion will take place between the Foundation and hospital administration regarding this. Considerations raised included the potential impact to the helicopter and landing pad and municipal by-law issues.</p> <p>After discussion, Board members provided verbal support of the initiative and will look forward to reviewing the final proposal.</p>	Information
6. Education	<p>6.1 Northwestern Health Unit Diabetes Initiative</p> <p>Randi Casey, Health Promoter and Shannon Robinson, Health Promotion Coordinator with the Northwestern Health Unit provided board members with a power point presentation on a new diabetes initiative sponsored by the Ministry of Health Promotion entitled "Community Action on Diabetes Prevention" (Attached). The program, which is part of a four year comprehensive strategy, will provide community based lifestyle interventions, workplace health promotion programs, policy, environmental and social supports and community</p>	Information

	<p>engagement. The NWHU has selected the communities of Kenora and Sioux Lookout in which to conduct this program due to their high risk populations. This is a one year pilot project to March 31, 2010.</p> <p>6.2 OHA Region 1 NW Conference Reports</p> <p>Written reports on the various sessions from the April 15-17 OHA Region 1 NW Conference were submitted by M. Matheson, D. Baldwin and C. Gasparini and circulated prior to the meeting for review.</p> <p>M. Matheson also submitted a report on an OHA Patient Safety and Quality Care webcast in which she participated on April 28, 2009. It was noted that the Education committee is currently discussing ways in which to incorporate regular reporting of quality assurance issues to Board members. The potential of developing a policy around this issue is also being discussed.</p> <p>M. Matheson was commended for her work on developing an education session report template for use by Board members.</p> <p>Brochures on the Rural & Northern Healthcare conference scheduled to take place May 21 – 22 were distributed. Board members interested in attending were asked to contact S. Winter as soon as possible.</p>	<p>Information</p> <p>Interested members to contact S. Winter</p>
7. Ownership/ Linkages	<p>7.1 O/L 2009 Presentation & Questionnaire</p> <p>As per discussion at the last board meeting, J. Clarke and F. Richardson have revised both the Community Engagement questionnaire and presentation to reflect positive activities within the hospital as well as challenges and to ensure that information provided to and requested of owners is ends related. This is the third year in which these tools have been used in discussions with our ownership. Suggested revisions included:</p> <ul style="list-style-type: none"> - the inclusion of a full list of services available through the hospital; - concrete examples of “good news” to be incorporated into slide 4 of the presentation; - additional information to identify why the current building is no longer adequate and to justify the need for a new facility. <p>Moved by O. Mejia and seconded by J. Reid that the 2009 Community Engagement Questionnaire and the 2009 Community Engagement Presentation be approved to include identified suggestions for revision.</p>	<p>Motion#09/5/3 carried</p>
8. Future Focus	<p>A draft document, developed by members of the O/L committee, outlining details of the proposed Fall Board Retreat was circulated for review. After discussion, it was recommended that key participants in the session should include representatives of the Capital Planning Branch of the MOHLTC. It was also recommended that following the Ends Review session scheduled to take place on May 14, 2009, a workplan for future board action should be developed for approval at the fall retreat.</p>	<p>Information</p>
9. Consent Agenda	<p>Moved by O. Mejia and seconded by M. Matheson that the consent agenda be approved.</p>	<p>Motion#09/5/4 Carried</p>
10. Executive Limitations Items	<p>10.1 EL-2 Financial Condition & Activities</p> <p>After review of policy EL-2 Financial Condition & Activities, it was agreed that there was no need to change the policy.</p>	

	The Audit committee will examine 3 rd party review recommendations to determine whether there are any that should be incorporated into policy.	Audit Committee
11. Monitoring CEO Performance	<p>11.1 EL-2 Financial Condition & Activities</p> <p>Moved by O. Mejia and seconded by J. Reid that the Board of Directors has assessed the monitoring report on EL-2 Financial Condition & Activities and found that it demonstrated compliance with a reasonable interpretation of the policy.</p> <p>It was requested by board members that when numbers or time lines are given as evidence of compliance, there must be documented rationale behind their use. (ie. 90 days grace for over due accounts is common acceptable business practice).</p> <p>It was agreed that there was excessive detail in Item #7 which will be addressed in the next report.</p>	Motion#09/5/5 carried
12. Monitoring Board Performance	<p>12.1 GP-13 Board Linkages with Other Organizations</p> <p>The monitoring report on GP-13 by O. Mejia was circulated for review.</p> <p>12.2 GP-6 Chairperson's Role</p> <p>Draft revisions to policy GP-6 Chairperson's Role were presented to board members for consideration.</p> <p>Moved by Dr. K. MacDonald and seconded by J. Reid that the revisions to policy GP-6 Chairperson's Role be approved as presented. (Revised policy attached to these minutes.)</p>	Motion#09/5/6 carried
13. Information Requested by the Board	<p>13.1 President & CEO Report</p> <p>M. Balcaen reviewed his report as circulated. (Attached)</p> <p>Additional comments: Our hospital is one of 25 in Ontario selected by the Ministry of Finance to participate in a review of leading supply chain practices, specifically in the areas of group purchasing and tendering of contracts. It was noted that with the new telephone system, all hospital three digit extensions have a "2" added to the beginning.</p> <p>13.2 Chief of Staff Report</p> <p>Dr. K. MacDonald verbally reviewed the first two items of his report. (Attached)</p>	Information
14. Adjournment	Moved by J. Reid that the regular meeting be adjourned at 6:20 p.m.	

Chair
/sw

President & CEO