

**LAKE OF THE WOODS DISTRICT HOSPITAL**  
**Regular Meeting of the Board of Directors**  
**Thursday, May 7, 2015**  
**Lake of the Woods District Hospital Boardroom**

**PRESENT:** B. Anderson, M. Balcaen, D. Carrie, K. Dawe, C. Gasparini, Dr. J.K. MacDonald, D. Monteith, S. Moreau, D. Paypompee, J. Reid, F. Richardson (Chair), Dr. R. Scatliff, and B. Siciliano

**REGRETS:** Dr. B. Kyle and T. Stevens

AGENDA ITEMS	DISCUSSION	ACTION
<b>1. Call to Order</b>	F. Richardson, Chair, called the meeting to order at 5:02 p.m. <ul style="list-style-type: none"> <li>• F. Richardson shared with the Board a book titled: "Being Mortal" by Atul Gawande, which is about palliative and end-of-life care; highly recommended.</li> </ul>	Called to Order
<b>2. Adoption of Agenda</b>	<b>Moved</b> by D. Monteith and <b>seconded</b> by B. Anderson that the regular meeting agenda be approved as circulated.	Motion#15/5/1 Carried
<b>3. Declaration of Conflict of Interest</b>	There were no declarations of conflict of interest.	None Declared
<b>4. Adoption of Minutes</b>	<b>Moved</b> by J. Reid and <b>seconded</b> by D. Monteith that the minutes of the Regular Meeting of the Board of Directors held on April 2, 2015 be approved as circulated.	Motion#15/5/2 carried
<b>5. Business Arising</b>	None	
<b>6. Education</b>	<b>6.1 Patient Food Delivery System: Room Service</b>  J. Saarinen, Manager of Nutrition and Food Services, provided a presentation on Room Service at the LWDH (presentation appended). This service will allow patients to choose what they want to eat, when they want to eat it. The overall goals are to reduce the amount of food waste, and to increase patient satisfaction with meals. Room Service will be implemented on Monday, May 11, 2015 at lunch time. The majority of the food served through Nutrition and Food Services is prepared fresh by the Chefs on staff. LWDH is the first hospital within Northwestern Ontario to implement Room Service. J. Saarinen complimented Halton Healthcare in Oakville, ON for all of their assistance and guidance throughout the implementation process.	Information
<b>7. Committee Reports</b>	<b>7.1 Ownership/Linkages</b>  J. Reid reported: <ul style="list-style-type: none"> <li>• Sincerely thanked all LWDH staff members who attended the Northwest Region Spring Conference that was hosted by the LWDH Auxiliary on Saturday April 18, 2015. The presentations were very informative. F. Richardson read aloud a thank you letter that was received from the Hospital Auxiliaries Association of Ontario (appended).</li> <li>• Upcoming meeting with the Mental Health and Addictions Advisory Committee on Wednesday May 13, 2015 at 1:00 p.m. in the Boardroom at St. Joseph's Health Centre. Everyone is welcome to attend.</li> <li>• Meeting with the Retired Teachers of Ontario on Thursday May 21, 2015 at 1:00 p.m. at the Lakeside Inn.</li> <li>• The next O/L Committee Meeting will be held on Thursday May 14, 2015 at 1:00 p.m. in the LWDH Boardroom.</li> </ul>	Information
	<b>7.2 Governance</b>  D. Monteith reported: <ul style="list-style-type: none"> <li>• Last met on April 15, 2015 to discuss Board education.</li> </ul>	Information

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	<ul style="list-style-type: none"> <li>Any education requests (i.e. webcasts, conferences etc...) can be sent to the Governance Committee for consideration.</li> <li>The Director Peer Assessment Survey has concluded, and the Self-Assessment Survey is currently ongoing until May 11, 2015. D. Carrie was sincerely thanked for his advice and guidance throughout this process. Feedback on the survey is welcome; it was noted that it is a challenge to rate new Board Members.</li> <li>Individual results will be provided by the June meeting. Aggregated results for the Board as whole will be presented.</li> </ul>	
	<p><b>7.3 Building a Future</b></p> <p>C. Gasparini reported:</p> <ul style="list-style-type: none"> <li>No updates since the last report. Final approval from the Ministry of Health has not been received to date.</li> <li>Currently working on draft sketch plans, as well as project timelines and staging.</li> <li>Continue to be optimistic that within one (1) year this project will commence.</li> </ul>	Information
	<p><b>7.4 Quality</b></p> <p>No report.</p>	
	<p><b>7.5 Nominating</b></p> <p>Moved to In Camera</p>	Moved to In Camera
	<p><b>7.7 Governance Accreditation</b></p> <p>M. Balcaen reported that the two (2) red flags received on the Roadmap are currently being addressed:</p> <ol style="list-style-type: none"> <li>Each member signs a statement acknowledging his or her role and responsibilities: An attestation has been approved by the Board and will be signed by each Board Member following the upcoming Annual General Meeting.</li> <li>The governing body regularly reviews the contribution of individual members and provides feedback to them: a peer and self-assessment are currently underway. Results will be prepared by the June meeting.</li> </ol>	Information
8. Consent Agenda	<p><b>Moved</b> by J. Reid and <b>seconded</b> by D. Monteith that the Consent Agenda be approved.</p>	Motion#15/5/3 carried
9. Executive Limitations Items	<p><b>9.1 EL General Executive Constraint - Review</b></p> <p>After review and discussion of policy EL General Executive Constraint, it was agreed that there was no need to revise the policy at this time.</p>	Information
	<p><b>9.2 EL-8 Compensation and Benefits – Review</b></p> <p>After review and discussion of policy EL-8 Compensation and Benefits, it was agreed that there was no need to revise the policy at this time.</p>	Information
10. Monitoring CEO Performance	<p><b>10.1 EL General Executive Constraint</b></p> <p><b>Moved</b> by B. Anderson and <b>seconded</b> by D. Monteith that the Board of Directors has assessed the monitoring report on EL General Executive Constraint and found that it demonstrated compliance with a reasonable interpretation of the policy.</p>	Motion #15/5/4 carried
	<p><b>10.2 EL-8 Compensation and Benefits</b></p> <p><b>Moved</b> by D. Monteith and <b>seconded</b> by B. Anderson that the Board of Directors has assessed the monitoring report EL-8 Compensation and</p>	Motion #15/5/5 carried

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	Benefits and found that it demonstrated compliance with a reasonable interpretation of the policy, with the exception of item #2 for Non Union/Non-Management and Non Union/Management for which full compliance may not be achieved within the foreseeable future due to financial limitations, the need to balance the budget, and the need to maintain quality patient services.	
<b>11. Monitoring Board Performance</b>	<p><b>11.1 GP-15 Board Succession Planning</b></p> <p>The monitoring report on GP-15 Board Succession Planning, completed by T. Stevens, was reviewed and discussed. The Governance Committee will review the recommendation for “more Board training on governance by policy.”</p>	To Governance Committee
	<p><b>11.2 GP-8.2 Executive Committee Terms of Reference</b></p> <p>The monitoring report on GP-8.2 Executive Committee Terms of Reference, completed by J. Reid, was reviewed and discussed. Recommendations regarding item #1.4 and #1.5 will be sent to the respective committees for follow-up.</p>	To Governance and Nominating Committee
<b>12. Governance Process Item for Approval</b>	<p><b>12.1 Foundation Nomination for Approval</b></p> <p><b>Moved</b> by D. Monteith and <b>seconded</b> by B. Anderson that the Board of Directors approves the nomination of Dominique Kyle to the Lake of the Woods District Hospital Foundation’s Board of Directors.</p>	Motion #15/5/6 carried
<b>13. Information Requested by the Board</b>	<p><b>13.1 President &amp; CEO Report</b> M. Balcaen reviewed his report as circulated (attached).</p> <p><b>13.2 Chief of Staff Report</b> Dr. J.K. MacDonald will review his report in camera.</p> <p><b>13.3 VP Patient Services Report</b> K. Dawe reviewed her report as circulated (attached).</p> <p><b>13.4 VP Mental Health and Addictions Programs Report</b> B. Siciliano reviewed his report as circulated (attached).</p> <p><b>13.5 VP Corporate Services Report</b> C. Gasparini reviewed her report as circulated (attached). Financials and Auditor’s Report will be available for June’s Annual General Meeting.</p>	Information
<b>14. Adjournment</b>	The regular meeting was adjourned at 6:08 p.m.	

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Chair

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President & CEO

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