

LAKE OF THE WOODS DISTRICT HOSPITAL
Regular Meeting of the Board of Directors
Thursday, March 5, 2015
Lake of the Woods District Hospital Boardroom

PRESENT: B. Anderson, M. Balcaen, D. Carrie, K. Dawe, Dr. J.K. MacDonald, J. Reid, F. Richardson (Chair), B. Siciliano, and T. Stevens (via teleconference)

REGRETS: C. Gasparini, Dr. B. Kyle, D. Monteith, D. Paypompee, S. Moreau, and Dr. R. Scatliff

AGENDA ITEMS	DISCUSSION	ACTION
1. Call to Order	F. Richardson, Chair, called the meeting to order at 5:03 p.m.	Called to Order
2. Adoption of Agenda	Moved by D. Carrie and seconded by B. Anderson that the regular meeting agenda be approved as circulated.	Motion#15/3/1 Carried
3. Declaration of Conflict of Interest	No declarations of conflict of interest were made at this time.	Information
4. Adoption of Minutes	Moved by D. Carrie and seconded by J. Reid that the minutes of the Regular Meeting of the Board of Directors held on February 5, 2015 be approved as circulated.	Motion#15/3/2 carried
5. Business Arising	None	
6. Education	<p>6.1 Medication Dispensing System</p> <p>B. Edie, LWDH Pharmacist, presented on the new Medication Dispensing System at LWDH (presentation appended). The new system has many built in safety features including an automatic lock, built-in double checks to ensure accuracy, and thorough reports (i.e. discrepancy, override, and stock levels per unit). Carts have been set-up on all units, with the exception of: Ambulatory Day Clinic (ADC), Chemotherapy, Dialysis, and the Operating Room (OR). Implementation went very smoothly, was very successful, and had great support from the vendor. This has been region-wide project; Fort Frances is the last hospital to go-live, which will occur next week.</p>	Information
7. Committee Reports	<p>7.1 Ownership/Linkages</p> <p>J. Reid reported:</p> <ul style="list-style-type: none"> • Committee continues to send out letters to schedule future community visits. • Next visit is with Birchwood Terrace on March 11th at 11:30 a.m. in the LWDH Boardroom. 	Information
	<p>7.2 Governance</p> <p>F. Richardson reported:</p> <ul style="list-style-type: none"> • Discussed ways to meet Accreditation Standards, and one of them was to have a Director Acknowledgement and Undertaking (attached) that would be signed by each voting director. • Peer Review will be discussed at the next meeting. <p>Moved by B. Anderson and seconded by J. Reid that the Board of Directors approves the <i>Director Acknowledgement and Undertaking</i> as recommended by the Governance Committee.</p>	Information Motion#15/3/3 carried
	<p>7.3 Building a Future</p> <p>No update.</p>	Information
	<p>7.4 Quality</p> <p>F. Richardson reported:</p> <ul style="list-style-type: none"> • The 2015-2016 QIP was reviewed and revised. The Executive 	Information

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	<p>Compensation piece is currently being addressed.</p> <ul style="list-style-type: none"> • Had an update re: last year's QIP results. LWDH is diligently working on meeting two out of the four missed targets and are optimistic that they will be met by the end of this month. • An excellent quality review was presented on preventing exposure to sharps. 	
	<p>7.5 Nominating</p> <p>B. Anderson reported:</p> <ul style="list-style-type: none"> • Advertising is currently ongoing. • A couple applications have been received, and the committee has met with one potential candidate. Recommendations will be made at the next meeting. • More applications are needed to fill the current/upcoming vacancies. 	Information
	<p>7.7 Governance Accreditation</p> <p>No update.</p>	Information
8. Consent Agenda	No items.	
9. Executive Limitations Items	<p>9.1 EL-5 Treatment of Clients- Review</p> <p>Policy EL-5 Treatment of Clients will be reviewed at the next meeting of the Board of Directors.</p>	Deferred
	<p>9.2 EL-10 Significant Service Changes– Review</p> <p>After review and discussion of policy EL-10 Significant Service Changes, it was agreed that there was no need to revise the policy at this time.</p>	Information
10. Monitoring CEO Performance	<p>10.1 EL-5 Treatment of Clients</p> <p>The monitoring report on EL-5 Treatment of Clients will be reviewed at the next meeting of the Board of Directors.</p>	Deferred
	<p>10.2 EL-10 Significant Service Changes</p> <p>Moved by D. Carrie and seconded by B. Anderson that the Board of Directors has assessed the monitoring report EL-10 Significant Service Changes and found that it demonstrated compliance with a reasonable interpretation of the policy.</p> <ul style="list-style-type: none"> • Suggestion to include “community at large” in the CEO interpretation under the main policy statement on the next monitoring report. 	Motion #15/3/4
11. Monitoring Board Performance	<p>11.1 GP-8 Board Committee Structure</p> <p>The monitoring report on GP-8 Board Committee Structure, completed by D. Monteith, was reviewed and discussed.</p>	Information
	<p>11.2 GP-12 Board Linkage with Community</p> <p>The monitoring report on GP-12 Board Linkage with Community will be reviewed at the next meeting of the Board of Directors.</p>	Deferred
12. Information Requested by the Board	<p>12.1 President & CEO Report</p> <p>M. Balcaen reviewed his report as circulated (attached).</p> <ul style="list-style-type: none"> • In addition, there is a meeting with the LHIN tomorrow in Kenora to discuss patient referrals and repatriation with the region's hospitals. K. Dawe, M. Balcaen, and Dr. J.K. MacDonald will be attending. 	Information

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	<p>12.2 Chief of Staff Report Dr. J.K. MacDonald reviewed his report as circulated (attached).</p> <p>12.3 VP Patient Services Report K. Dawe reviewed her report as circulated (attached).</p> <ul style="list-style-type: none"> • In addition, P. Tittlemier, Patient Unit Manager, will be retiring on April 2, 2015 after over 35 years of employment at LWDH. Her leadership and expertise will be greatly missed. <p>12.4 VP Mental Health and Addictions Programs Report B. Siciliano reviewed his report as circulated (attached).</p> <ul style="list-style-type: none"> • In addition, The Ontario Provincial Police (OPP) is developing a mental health tool that will be implemented in our Emergency Department, which will hopefully help to reduce wait-times. <p>12.5 VP Corporate Services Report M. Balcaen reviewed C. Gasparini's report in her absence, which was circulated (attached).</p>	
13. Adjournment	The regular meeting was adjourned at 6:00 p.m.	

Chair

President & CEO

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