

**LAKE OF THE WOODS DISTRICT HOSPITAL**  
**Regular Meeting of the Board of Directors**  
**Thursday, April 5, 2018**  
**Lake of the Woods District Hospital Boardroom**

**PRESENT:** M. Balcaen, W. Cuthbert, D. Carrie, C. Kokokopenace, Dr. J.K. MacDonald, D. Makowsky, J. McKibbon, C. O’Flaherty, J. Reid (Chair), Dr. J. Retson, D. Schwartz, D. Segerts (left at 7:21 p.m.), B. Siciliano, E. Stach, and Dr. T. Wehner

**REGRETS:** J. Diamond

**GUESTS:** T. Davidson, R. Forbes (Q104), S. Lamb, E. Mudry

AGENDA ITEMS	DISCUSSION	ACTION
1. <b>Call to Order</b>	J. Reid, Chair, called the meeting to order at 6:01 p.m.	Called to Order
2. <b>Adoption of Agenda</b>	<b>Moved</b> by C. Kokokopenace and <b>seconded</b> by D. Carrie that the regular meeting agenda be approved as circulated.	Motion #18/4/4 Carried
3. <b>Adoption of Minutes</b>	<b>Moved</b> by D. Segerts and <b>seconded</b> by J. McKibbon that the minutes of the Regular Meeting of the Board of Directors held on March 1, 2018 be approved as circulated.	Motion #18/4/5 Carried
4. <b>Declaration of Conflict of Interest</b>	D. Carrie declared a conflict of interest with item #7.1 Professional Staff Privileges on the Required Approvals Agenda.	Conflict of Interest Declared
5. <b>Business Arising</b>	None.	
6. <b>Committee Reports</b>	<p><b>6.1 Executive</b></p> <p>J. Reid reported:</p> <ul style="list-style-type: none"> <li>• A communication strategy was discussed and continues to be looked into. It was noted that there is currently no funding for LWDH to hire a Communications Officer. It was noted that communication will be built into the RFP for the Project Manager position for the Capital Planning Project.</li> </ul>	Information
	<p><b>6.2 Community Connections Committee</b></p> <p>J. Reid reported:</p> <ul style="list-style-type: none"> <li>• Currently looking at setting up a group meeting with key organizations to maximize time.</li> <li>• There is a meeting with the Mental Health and Addictions Advisory Committee on Tuesday, April 10<sup>th</sup> at 12 noon in the Boardroom at St. Joseph’s Health Centre; all Directors are welcome to attend.</li> <li>• J. Reid will be sending a letter to the All Nations Health Partners to work on setting a date/time to meet.</li> <li>• Looking at updating the current Terms of Reference for this committee, and ways to track the committee’s work and follow-up actions.</li> </ul>	Information  J. Reid
	<p><b>6.3 Quality</b></p> <p>The following documents were circulated and reviewed (attached):</p> <ul style="list-style-type: none"> <li>• 2017-2018 Progress Report</li> <li>• 2018-2019 Narrative</li> <li>• 2018-2019 Quality Improvement Plan (QIP) Workplan</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• Discussion was held re: medication reconciliation.</li> <li>• Discussion was held re: cultural awareness training and making this mandatory for physicians; M. Balcaen will follow-up on the current policy.</li> </ul> <p><b>Moved</b> by D. Carrie and <b>seconded</b> by C. Kokokopenace that the Board of Directors approves the 2018-2019 Lake of the Woods District Hospital’s</p>	M. Balcaen

AGENDA ITEMS	DISCUSSION	ACTION
	Quality Improvement Plan (QIP) as presented with the revision to the Narrative under the heading <i>Describe your Organization's Greatest QI Achievements from the Past Year</i> , item #5: "Establishment of a General Physician Extender Program. This program has been established under a stable funding agreement, and Physician care is delivered to inpatients on a rotating schedule, creating a <del>better</del> <b>sustainable</b> continuity of care to our patients."	Motion #18/4/6 Carried with Revision
	<p><b>6.4 Nominating</b></p> <p>W. Cuthbert reported:</p> <ul style="list-style-type: none"> <li>Committee last met on March 12, 2018. To-date, six (6) applications have been received. An open house meeting will be held on April 11<sup>th</sup> at 5:00 p.m. for all interested candidates. More information will be provided on the role and time commitment. Personal interviews will then be held with those who are still interested in a Director position.</li> <li>Following discussion, it was agreed to invite last year's applicants to the open house meeting if they are still interested.</li> </ul>	Information  K. Stepanik
	<p><b>6.5 CEO Evaluation and Compensation</b></p> <p>No report</p>	
	<p><b>6.6 Building a Future</b></p> <p>No report</p>	
<p><b>7. Required Approvals Agenda</b></p>	<p>D. Carrie declared a conflict of interest and left the room.</p> <p><b>Moved</b> by W. Cuthbert and <b>seconded</b> by D. Schwartz that the Required Approvals Agenda be approved:</p> <ul style="list-style-type: none"> <li>Item 7.1: Professional Staff Privileges.</li> <li>Item 7.2: 2018-2020 Hospital Service Accountability (H-SAA) Amending Agreement.</li> </ul> <p>D. Carrie returned to the meeting only for the discussion re: item #7.2.</p>	Motion #18/4/7 Carried
<p><b>8. Monitoring CEO Performance</b></p>	<p><b>8.1 EL-11 Environmental Impact</b></p>	Deferred
	<p><b>8.2 EL-8 Compensation and Benefits</b></p>	Deferred
	<p><b>8.3 EL-12 Ethical Behaviour</b></p>	Deferred
<p><b>9. Executive Limitations Items</b></p>	<p><b>9.1 EL-11 Environmental Impact – Policy Review</b></p>	Deferred
	<p><b>9.2 EL-8 Compensation and Benefits– Policy Review</b></p>	Deferred
	<p><b>9.3 EL-12 Ethical Behaviour – Policy Review</b></p>	Deferred
<p><b>10. Monitoring Board Performance</b></p>	<p><b>10.1 BC Global Board-CEO Relationship</b></p>	Deferred
	<p><b>10.2 BC-5 Complaints re: CEO or Chief of Staff</b></p>	Deferred
	<p><b>10.3 GP-3 Board Members' Code of Conduct</b></p> <p>The monitoring report on GP-3 Board Members' Code of Conduct, completed by D. Carrie, was reviewed and discussed. Following discussion, it was agreed that there is no need to revise the policy at this time.</p> <ul style="list-style-type: none"> <li>To Executive Committee: more education on by-laws and policies as part of Board Orientation.</li> </ul>	Information  To Executive Cttee
	<p><b>10.4 GP-8.4 CEO Evaluation and Compensation Committee Terms of Reference</b></p> <p>The monitoring report on GP-8.4 CEO Evaluation and Compensation Committee Terms of Reference, completed by J. McKibbon was reviewed.</p>	Information

AGENDA ITEMS	DISCUSSION	ACTION
	<p>Discussion was held re: CEO evaluation and how this is completed, in addition to the monthly monitoring reports. The following examples were provided: Ontario Laboratory Accreditation, Accreditation Canada, Quality Improvement Plan results, and the upcoming Operational Review Report. Following discussion, it was agreed that following the Operational Review Report, this policy can be reviewed by the CEO Evaluation and Compensation Committee to determine if revisions are required.</p>	<p>To CEO Evaluation &amp; Compensation Ctte</p>
<p><b>11. Information Requested by the Board</b></p>	<p><b>11.1 President &amp; CEO Report</b>  M. Balcaen's report was circulated. In addition:</p> <ul style="list-style-type: none"> <li>• An update was provided on the NWLHIN's Picture Your Health Campaign meeting that was held on Friday, March 23<sup>rd</sup>.</li> <li>• An update was provided on an upcoming CUPE campaign titled: "Together for Respect." April 11<sup>th</sup>, CUPE members will be wearing "Together for Respect" buttons, and a rally will be held on Lakeview Drive on April 18<sup>th</sup> between 11:00 a.m. – 1:00 p.m.</li> </ul> <p><b>11.2 Chief of Staff Report</b>  Dr. J.K. MacDonald's report will be reviewed in camera.</p> <p><b>11.3 VP Patient Services Report</b>  D. Makowsky's report was circulated. LWDH has a Patient and Family Advisory Committee, which will be developing a communication strategy to LWDH staff and the community.</p> <p><b>11.4 VP Mental Health and Addictions Programs Report</b>  B. Siciliano's report was circulated.</p> <p><b>11.5 VP Corporate Services Report</b></p> <ul style="list-style-type: none"> <li>• C. O'Flaherty's report was circulated. Draft financial statements for the 11 month period ending February 28, 2018 report an operating deficit of \$678,805. LWDH is forecasting a deficit of \$227,898 to March 31, 2018 for Ministry reporting purposes. LWDH will be under a new funding formula effective April 1, 2018; update provided.</li> <li>• Discussion was held re: the \$1.4M that was provided into LWDH's base budget that was supposed to cover the projected deficit in 2016-17; however, the guarantee was also needed that claw-backs would not occur for the non-elective QBPs. The amount clawed-back from non-elective QBPs mirrors that of the projected deficit.</li> </ul> <p><b>11.6 Information on Parking and Rates</b>  Information was circulated re: LWDH parking and rates. It was noted that it is hospital policy that everyone pays for parking. Parking is a source of revenue for the hospital, is regulated, and is reasonable when compared with other hospital's rates throughout the province. It was noted that rates were recently reviewed by Senior Management and no changes were deemed necessary.</p>	<p>Information</p>
<p><b>12. Adjournment</b></p>	<p>The regular meeting was adjourned at 7:27 p.m.</p>	<p>Adjourned</p>

Chair

President & CEO

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