

LAKE OF THE WOODS DISTRICT HOSPITAL
Regular Meeting of the Board of Directors
Wednesday, December 12, 2018

Training Centre Classroom, Lake of the Woods District Hospital

- PRESENT:** W. Cuthbert (Chair), J. Diamond, D. Makowsky, J. McKibbon, C. O’Flaherty, R. Racette, Dr. J. Retson, D. Schwartz, B. Siciliano (via teleconference; arrived at 6:51 p.m.), E. Stach, W. Peterson, and Dr. T. Wehner
- REGRETS:** Dr. J.K. MacDonald and J. Reid
- ABSENT:** C. Kokokopenace and D. Segerts
- GUESTS:** Adrian McMorris (89.5 The Lake) and Ryan Stetler (Daily Miner and News)

AGENDA ITEMS	DISCUSSION	ACTION
1. Call to Order	W. Cuthbert, Chair, called the meeting to order at 6:04 p.m.	Called to Order
	1.1. Attendance and Welcome W. Cuthbert welcomed everyone to the meeting. The traditional lands of the Anishinaabe of Treaty Three and the Metis Nation were acknowledged.	Information
	1.2. Approval of Agenda Moved by E. Stach and seconded by W. Peterson that the regular meeting agenda be approved as circulated.	Motion #18/12/1 Carried
	1.3. Declaration of Conflict of Interest There were no declarations of conflict of interest.	None
2. Consent Agenda	Moved by J. McKibbon and seconded by E. Stach that the Consent Agenda be approved as circulated. Minutes – Board of Directors 2.1 November 8, 2018 (draft – not approved by Board) Minutes – Quality Committee 2.2 November 20, 2018 (draft – not approved by committee) Other 2.3 Professional Staff Privileges 2.4 President and CEO Report 2.5 Chief of Staff Report – no report 2.6 VP Patient Care Report 2.7 VP Mental Health and Addictions Programs Report 2.8 VP Corporate Services Report with Financial Report 2.9 Governance Accreditation Team Red Flag Action Plan	Motion #18/12/2 Carried
3. Education	Interim Strategic Plan for the Remainder of the Board Year <ul style="list-style-type: none"> • R. Racette presented on the draft Interim Strategic Plan that will go until the conclusion of the current Board year (June 2019). • The current LWDH Strategic Plan expired in 2017. Will be starting a new strategic planning process starting in the summer of 2019. • Information was shared on what the LHIN is proposing for the next steps to implement the Health Services Blueprint. The upcoming focuses include: mental health and addictions, home and community care, and integration arising from vacancies and retirements. The role, function, and future focus of the sub-region planning tables were also reviewed. • It was noted that there may be future changes to Quality Improvement Plans (QIPs) and how they are developed and submitted; waiting for more information and guidance. • A draft interim strategic plan concept was circulated for review and discussion. Will come for final approval at the January Board Meeting. Please send comments to R. Racette. • Mission, Vision, Values have not been changed at this time and will be 	Add to Approval Items

AGENDA ITEMS	DISCUSSION	ACTION
	<p>revisited at the end of the Board year. Two new directions have been added: “Improve processes at LWDH” and “Improve support and relationships with First Nations partners and patients.” The short-term actions for each of the seven (7) Strategic Directions were reviewed in detail and will occur between January – September 2019.</p> <ul style="list-style-type: none"> • Strategic planning will involve front-line staff, professional staff, community partners, and the NWLHIN; engagement will be a priority. • Everyone was in agreement of the layout. Reporting to the Board will include a focus on the short term actions and progress. • R. Racette has followed up with Grand Chief Frances Kavanaugh re: the Medicine Wheel graphic for the emergency entrance and the Grand Chief is currently consulting others on this. 	
<p>4. Business Arising 4.1. Cultural Safety and Humility Training</p>	<ul style="list-style-type: none"> • Briefing note was circulated for information. LWDH will be working with Seven Generations on a training module. Invitation has been received from Sioux Lookout for a site visit, which would include a review of their module (date to be confirmed). Meetings are ongoing; R. Racette will continue to provide information as received. • It was noted that consultation with front-line and professional staff is needed to ensure a module is developed that helps staff to improve on their practice. • The goal is to have a module developed by April 2019; will remain as a standing agenda item. • J. Diamond will provide R. Racette with contact information for consultation with the Metis Nation of Ontario. 	<p>Leave on Agenda J. Diamond</p>
<p>5. Strategy Items 5.1. Operational Review Update</p>	<p>Updated Action Plan was circulated for review with the revisions highlighted.</p>	<p>Information</p>
<p>5.1.1. Medical Staff Guiding Coalition</p>	<ul style="list-style-type: none"> • Briefing note was circulated for information. The first meeting was held on Monday, December 12, 2018; update provided. The next meeting will be scheduled for January 2019. • Dr. T. Wehner provided an update on how the coalition was formed. • Will be an agenda item at every Medical Staff Meeting so everyone is kept informed. <p>Moved by D. Schwartz and seconded by W. Peterson that a letter be sent from the Board expressing appreciation to those physicians on the Guiding Coalition.</p>	<p>Information</p> <p>Motion #18/12/3 Carried W. Cuthbert</p>
<p>5.1.2. Draft Community Engagement Committee Terms of Reference</p>	<p>Moved by E. Stach and seconded by D. Schwartz that the Community Engagement Committee Terms of Reference be approved with the committee being re-evaluated after two (2) years to determine if it should change from an Ad Hoc to a Board Standing Committee, and with revision to the number of voting members from three (3) to four (4).</p> <p>Following discussion, it was agreed that the committee will discuss community representation at their first meeting and recommend to the Board any changes to the Terms of Reference, if necessary.</p>	<p>Motion #18/12/4 Carried with revision</p> <p>To Community Engagement Ctte</p>
<p>5.1.3. Appointment of Directors to Committees</p>	<p>It was decided that Board Standing Committees, with the exception of the All Nations Steering Committee, will remain open for all directors to attend as observers and participators; they will not have the ability to vote.</p> <p>Moved by D. Schwartz and seconded by J. McKibbon that the Board of Directors approves the membership of the Board Standing and Ad Hoc Committees as outlined in the attached document for item #5.1.3.</p>	<p>Motion #18/12/5 Carried</p>

AGENDA ITEMS	DISCUSSION	ACTION
5.2. Integrated Project Management Framework	Briefing note was circulated for information. MOHLTC has reviewed the latest draft of the Integrated Project Management Framework and have requested additional information re: community engagement. A response has been submitted; waiting for approval to move to Stage 1.	Information
6. Approval Items 6.1. Whistleblower Policy	It was moved by J. Diamond and seconded by E. Stach that the Whistleblower Policy be approved as circulated.	Motion #18/12/6 Carried
6.2. Interim Treasurer	<p>It was moved by J. Diamond and seconded by J. McKibbon that Administrative By-law 6.01(b) be amended to read: "The Chief Executive Officer shall be the Secretary of the Board."</p> <p>It was moved by D. Schwartz and seconded by E. Stach that Treasurer role be referenced by the Administrative By-law by expanding Article 6.01(a) to now read: "The Board shall elect the following officers annually at the special meeting held immediately after the Annual General Meeting:</p> <ul style="list-style-type: none"> i. The Chair; ii. Vice-Chair iii. Treasurer; and" <p>It was moved by E. Stach and seconded by W. Peterson that Cheryl O'Flaherty be appointed as Interim Treasurer of the LWDH Board of Directors until such time that a qualified Director can be recruited to fill this role.</p>	<p>Motion #18/12/7 Carried</p> <p>Motion #18/12/8 Carried</p> <p>Motion #18/12/9 Carried</p>
7. Discussion Items 7.1. Public Presentation on the Operational Review	<ul style="list-style-type: none"> • The public session will be held on Thursday, January 31, 2019 at 7:00 p.m. at Seven Generations. • Will be titled: "Operational Review and Future Plans." • Will be advertised in the Daily Miner and News, on Q104 and 89.5, and on community schedules. Information will also be circulated to Indigenous organizations and Band Offices. • W. Cuthbert and R. Racette will draft a script and lead the event. Topics will include: <ul style="list-style-type: none"> ○ Operational Review: progress and action. ○ New Hospital Update. ○ Committee Recruitment; a handout will be developed with information on what the Board is recruiting for and the estimated time commitment. ○ Strategic Planning. ○ Photo PowerPoint will be developed to run in the background. ○ Feedback/evaluation form will be developed with a comment section. • Will remain on the agenda to finalize all items at the next meeting. 	Leave on Agenda
7.2. Board Meeting Date/Time	Following discussion, it was agreed that Board Meetings will now be held the second Thursday of every month at 5:00 p.m.	K. Stepanik
7.3. Hospital Auxiliary Status	The Hospital Auxiliaries Association of Ontario is disbanding at the provincial level due to declining membership and volunteers. R. Racette shared information received to-date and will be consulting with other hospitals re: next steps that may require a by-law change.	
8. Next Meeting	January 10, 2019 at 5:00 p.m. in the Training Centre Classroom.	Information
9. Adjournment	Moved by J. Diamond and seconded by W. Peterson that the regular meeting be adjourned at 7:26 p.m.	Adjourned

Chair
/ks

President & CEO