

50th ANNUAL GENERAL MEETING OF THE LAKE OF THE WOODS DISTRICT HOSPITAL

Thursday, June 7, 2018 at 7:00 p.m.

Lake of the Woods District Hospital, Cascade Ballroom at the Clarion Lakeside Inn

ATTENDANCE:

Board	Guests:
M. Balcaen W. Cuthbert D. Carrie (Vice Chair) J. Diamond C. Kokokopenace Dr. J.K. MacDonald D. Makowsky J. McKibbon C. O'Flaherty D. Schwartz D. Segerts B. Siciliano E. Stach	J. Bain B. Baltessen (DMN) R. Boutette (LWDH Patient and Family Advisory Cttee) S. Brown (MNP) J. Carlson B. Chisholm A. Davidson K. Dawe D. Forsyth C. Gasparini G. Green S.J. Green A. McManus (89.5 The Lake) E. Mudry W. Peterson J. Rheault (LWDH Foundation) A. Sharp (LWDH Foundation Chair)

AGENDA ITEMS	DISCUSSION	ACTION
1. WELCOME BY BOARD CHAIR	D. Carrie, Vice Chair, welcomed everyone in attendance to the 50 th Annual General Meeting of the Lake of the Woods District Hospital.	
2. MINUTES OF PREVIOUS MEETING	Moved by J. McKibbon and seconded by E. Stach that the minutes of the previous Annual General Meeting of the Board of Directors held on June 8, 2017 be accepted as circulated.	Motion#18/6/1 AGM carried
3. REPORTS/ COMMENTS	<p>3.1 Report from Joan Reid, Chair of the Board of Directors</p> <ul style="list-style-type: none"> D. Carrie, on behalf of J. Reid, provided a review of the highlights from the Board Chair's Message that was published in this year's Annual Report. The 2017-2018 Annual Report was distributed prior to the meeting, and is available on the internal and external LWDH websites. M. Balcaen was congratulated on his last AGM. M. Balcaen will be retiring at the end of June after 20 years with the LWDH. <p>3.2 Report from Mark Balcaen, President & Chief Executive Officer M. Balcaen reviewed his report and highlighted the following articles featured in the Annual Report:</p> <ul style="list-style-type: none"> LWDH being reclassified as a Small Hospital. OR/MDRD Capital Renovation Project, which is nearing the final stages of completion. The Operational Review Final Report was received this morning and will be made public on Tuesday via our external website. Managed Alcohol Program (MAP). <p>M. Balcaen recognized and thanked D. Carrie, departing Board Vice Chair, who has served on the Board since December 2013. His commitment and dedication to the organization were acknowledged.</p> <p>3.3 Report from Dr. J. Kerry MacDonald, Chief of Staff Dr. J.K. MacDonald reviewed his report and highlighted the following articles featured in the Annual Report:</p> <ul style="list-style-type: none"> LWDH's Antimicrobial Stewardship Committee. MALDI-ToF Mass Spectroscopy Analyzer that will be installed and implemented in the Laboratory in the fall following some renovations. Empiric Guidelines. 	Information

3.4 Comments from Anthony Sharp, Chair of the Foundation

A. Sharp acknowledged the generosity of the community, summer residents, and LWDH staff, which allowed the LWDH Foundation to transfer over \$1M to the LWDH to purchase needed equipment. The summer residents raised over \$350,000 in one evening at the annual LWDHF Lifesavers Dinner and Auction Event. The Foundation is currently working on raising funds to assist with this year's equipment wish list, which is currently over \$1M.

3.5 Hospital Highlights

Donna Makowsky, VP Patient Care and Chief Nursing Officer:

An update was provided on the following:

- New central monitoring equipment.
- Electronic C-TAS, which is the triage system used in the Emergency Department (ED).
- LWDH hired a Physician Assistant, who started in the ED in January 2018.
- Regional Critical Care Response.
- Standardized Patient Order Sets; there are currently 53 Patient Order Sets in the LWDH library.
- More^{OB} Program.
- Novari OR booking and scheduling software system.
- IM and GP Extender Program.
- New standards for Pharmacy and sterile processing.
- An update was provided on the LWDH Workplace Violence Prevention and Management Taskforce.
- Above and Beyond Leading Excellence (ABLE) staff recognition award.
- LWDH staff, as a whole, were sincerely thanked for their support, hard work, and dedication to patient care.

Cheryl O'Flaherty, VP Corporate Services and Chief Financial Officer:

An update was provided on the following:

- ConnectingOntario Clinical Viewer, which connects the electronic health records (EHRs) of the Northern and Eastern Regions of Ontario.
- OR/MDRD Capital Renovation Project; thank you to the staff, managers, and contractors.
- An update was provided on the Kenora Area Recruitment Committee and the successes to-date. A. Gillis, Recruiter, has resigned from the position and recruitment is currently underway for a replacement.
- LWDH Staff Funds Committee, which has been donating funds to charities for the past 14 years and has been providing bursaries to high school students for the past five (5) years.
- The Board and service department staff were sincerely thanked.

Bruce Siciliano, VP Mental Health and Addictions Programs:

An update was provided on:

- A training session that was held in the fall on psychiatric case management, which was very successful with 116 people attending.
- LWDH Smoke Free Campus implementation, which occurred on January 1, 2018. Nicotine replacement therapy and counselling has been made available to patients, clients, and staff.
- Co-location with CMHA Fort Frances and their Peer Support Program continues to go well.
- Outpatient psychiatry clinics that are being provided in communities.
- Review of the role of a Mental Health Therapist.

4. AUDITORS	4.1 Auditor's Report <p>Mr. Shawn Brown of MNP Chartered Professional Accountants provided a PowerPoint presentation outlining details of the audited financial statements for the fiscal year ending March 31, 2018. An unqualified opinion has been issued on the annual financial statements. The audit for the fiscal year ending March 31, 2018 has verified a deficit of \$960,769 and a deficit of \$594,507 for Ministry of Health and Long-Term Care (MOHLTC) reporting purposes, as they do not acknowledge amortization of buildings.</p> <p>D. Carrie provided an update on the last Audit Committee Meeting that was held on May 31, 2018. The committee recommended to the Board that the financial statements be approved, which was finalized at the Board Meeting held prior to the AGM.</p> <p>Moved by W. Cuthbert and seconded by J. Diamond that the report of the auditor, Mr. Shawn Brown of MNP Chartered Professional Accountants, for the fiscal year ending March 31, 2018, be accepted as presented.</p>	Information Motion#18/6/2 AGM carried
	4.2 Appointment of Auditors <p>Moved by D. Schwartz and seconded by D. Segerts that MNP Chartered Professional Accountants be appointed as external auditors for the Lake of the Woods District Hospital for the fiscal year ending March 31, 2019.</p>	Motion#18/6/3 AGM carried
5. ELECTION OF DIRECTORS	<p>Results of a vote conducted by secret ballot confirmed the election of the following individuals to the position of Board Director for terms of office as indicated, commencing June 7, 2018.</p> <p>Wendy Peterson (3 year term to 2021) David Schwartz (3 year term to 2021) David Segerts (3 year term to 2021)</p>	Motion#18/6/4 AGM carried (5 in favour, none opposed)
6. CLOSING REMARKS	D. Carrie sincerely thanked everyone in attendance.	
7. AJOURNMENT	The Annual General Meeting was adjourned at 8:17 p.m.	Adjourned

Chair

President & Chief Executive Officer

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