

**LAKE OF THE WOODS DISTRICT HOSPITAL
Regular Meeting of the Board of Directors
Thursday, January 10, 2019**

Training Centre Classroom, Lake of the Woods District Hospital

PRESENT: W. Cuthbert (Chair), J. Diamond (arrived at 5:11 p.m.), C. Kokokopenace, D. Makowsky, Dr. J.K. MacDonald, J. McKibbon, C. O'Flaherty, R. Racette, J. Reid (via teleconference), Dr. J. Retson, D. Schwartz, D. Segerts, B. Siciliano, E. Stach, W. Peterson, and Dr. T. Wehner (arrived at 5:18 p.m.)

GUESTS: Adrian McMorris (89.5 The Lake), Ryan Stetler (Daily Miner and News), and Dr. Kit Young Hoon (NWHU)

| AGENDA ITEMS | DISCUSSION | ACTION |
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| 1. Call to Order | W. Cuthbert, Chair, called the meeting to order at 5:04 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 C. Kokokopenace and seconded by J. McKibbon that the regular meeting agenda be approved as circulated. | Motion #19/1/1 Carried with addition |
| | 1.3. Declaration of Conflict of Interest There were no declarations of conflict of interest. | None |
| 2. Consent Agenda | Moved by E. Stach and seconded by D. Segerts that the Consent Agenda be approved as circulated. Minutes – Board of Directors 2.1 December 12, 2018 (draft – not approved by Board) Other 2.2 Chief of Staff Report 2.3 VP Patient Care Report 2.4 VP Mental Health and Addictions Programs Report 2.5 VP Corporate Services Report with Financial Report | Motion #19/1/2 Carried |
| 3. Education | Dr. Kit Young Hoon, Northwestern Health Unit's Medical Officer of Health, presented on Public Health. Key topics included: <ul style="list-style-type: none"> • Review of public health's focus on the determinants of health; • NWHU's core program areas; • current connections with the LWDH; • social determinants of health; • health equity; and • workplace health. <ul style="list-style-type: none"> • Northern Ontario Health Equity Strategy, published by Health Quality Ontario, was mentioned and is available online at: http://www.hqontario.ca/Portals/0/documents/health-quality/health-equity-strategy-report-en.pdf • A question and answer period was held. NWHU's catchment area, challenge of family physician recruitment and retention, and the importance of communication with the public on the opioid epidemic and current public programs were reviewed and discussed. Dr. K. Young Hoon left the meeting following her presentation. | Information |
| 4. Business Arising | | |
| 4.1. Cultural Safety and Humility Training | <ul style="list-style-type: none"> • R. Racette will be working with Seven Generations Education Institute to develop a Cultural Safety and Humility Training Module. There is currently no regional module that can be used. • A document titled: “#itstartswithme Creating a Culture of Change” from the | |

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| | <p>First Nations Health Authority of British Columbia was circulated for information, and defines key terminology with regards to cultural safety and humility training.</p> <ul style="list-style-type: none"> LWDH's current module reviews the history really well, but does not provide education on what we can do differently in our practice to provide respectful care. R. Racette will prepare an action plan for implementation for the next Board Meeting. Feedback from LWDH and medical staff will be sought during the Hospital Forums on January 23rd and 24th; need their feedback on what they need with regards to education and training. The procedure of submitting complaints/feedback to the hospital was reviewed. It was noted that Directors should encourage community members to submit their complaints to the manager of the applicable department, or to Administration. The Canadian Triage and Acuity Scale (CTAS), which is a tool used in emergency departments to prioritize patient care requirements, was reviewed for information. LWDH has a full-time Cross-Cultural Care Coordinator; role was reviewed. The role of this position was identified as a potential education item. Kenora Chiefs Advisory (KCA) recently hired a Patient Navigator who is on-site in the hospital Monday through Friday and is working with First Nation patients; role was reviewed in detail. For the next meeting: a report will be provided on the roles of the Cross-Cultural Care Coordinator and KCA's Patient Navigator. It was noted that there is a lot of work happening in our community to address the needs for primary care access. | <p>R. Racette</p> <p>To Governance Committee</p> <p>D. Makowsky & B. Siciliano</p> |
| <p>5. Strategy Items 5.1. Operational Review Update</p> | <ul style="list-style-type: none"> No changes since the last report. Action Plan will be updated prior to the public event on January 31, 2019. It was noted that the Perioperative Executive Committee (PEC) has been established and will provide a new approach to changing efficiencies and structures in the Surgical Services Department. | <p>Information</p> |
| <p>5.1.1. Medical Staff Guiding Coalition</p> | <ul style="list-style-type: none"> The next meeting will be held on Friday, January 25, 2019. Action items are currently being identified. R. Racette is currently looking at developing an oversight group for the hospital that will oversee different items, for example equipment planning and budget needs. | <p>Information</p> |
| <p>6. Approval Items 6.1. Interim Strategic Plan</p> | <p>R. Racette reviewed the new draft of the Interim Strategic Plan (January – September 2019). Some changes were made since the last meeting following feedback from the Leadership Team. These changes include:</p> <ul style="list-style-type: none"> Added: "Improve staff safety including a contracted security services" under: "Improve processes at LWDH." Under Optimize infrastructure, remove: "Improve staff safety". Revised "Ensure use of technology" to include: "continue to implement electronic documentation for outpatient departments" and "submit proposal to add Medication Reconciliation Module to EMR." <p>Moved by E. Stach and seconded by D. Segerts that the Interim Strategic Plan be approved as circulated.</p> | <p>Motion #19/1/3 Carried</p> |
| <p>6.2. Board Meeting Schedule (Jan-June 2019)</p> | <p>Moved by D. Schwartz and seconded by W. Peterson that the Board Meeting Schedule be approved as circulated.</p> <ul style="list-style-type: none"> K. Stepanik will canvas for availability via Doodle Polls for the | <p>Motion #19/1/4 Carried K. Stepanik</p> |

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| | various standing committees. | |
| 7. Discussion Items | | |
| 7.1. Re-establishing Volunteer Program | <ul style="list-style-type: none"> • R. Racette is working toward re-establishing a hospital Volunteer Program, and will be meeting with the unions to garner their support. Will be budgeting for a Volunteer Coordinator position. • A news article from the Erie St. Clair LHIN re: use of patient advisers was circulated for information. • A Patient and Family Advisory Committee Meeting was recently held and four (4) priority volunteer positions were identified: Admitting Greeter and Guide, Friendly Visitor, Newspaper Delivery, and Same Day Surgery Volunteer. This committee is starting to meet on a monthly basis and would like to see cross-representation with the Board of Directors. • It was noted that volunteers are covered under the hospital's liability insurance. | Information |
| 7.2. Representation on the Board: Indigenous Representatives and Patients/ Volunteers | | Deferred |
| 8. Next Meeting | February 14, 2019 at 5:00 p.m. in the Training Centre Classroom. | Information |
| 9. Adjournment | The regular meeting was adjourned at 6:54 p.m. | Adjourned |

Chair

President & CEO

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