

**LAKE OF THE WOODS DISTRICT HOSPITAL  
Regular Meeting of the Board of Directors  
Thursday, March 21, 2019**

**Training Centre Classroom, Lake of the Woods District Hospital**

**PRESENT:** W. Cuthbert (Chair), J. Diamond, Dr. J.K. MacDonald, D. Makowsky, C. O'Flaherty, R. Racette, J. Reid, D. Schwartz, B. Siciliano, and W. Peterson

**REGRETS:** J. McKibbon, Dr. J. Retson, E. Stach, and Dr. T. Wehner

**ABSENT:** C. Kokokopenace and D. Segerts

**GUESTS:** Ryan Stetler (Daily Miner and News)

AGENDA ITEMS	DISCUSSION	ACTION
<b>1. Call to Order</b>	W. Cuthbert, Chair, called the meeting to order at 5:03 p.m.	Called to Order
	<b>1.1. Attendance and Welcome</b> W. Cuthbert welcomed everyone to the meeting. The traditional lands of the Anishinaabe of Treaty Three and the Metis Nation were acknowledged.	Information
	<b>1.2. Approval of Agenda</b> <b>Moved</b> by W. Peterson and <b>seconded</b> by J. Reid that the regular meeting agenda be approved as circulated.	Motion #19/3/1 Carried
	<b>1.3. Declaration of Conflict of Interest</b> There were no declarations of conflict of interest.	None
<b>2. Consent Agenda</b>	<b>Moved</b> by J. Reid and <b>seconded</b> by W. Peterson that the Consent Agenda be approved:  <b>Minutes:</b> 2.1 Board of Directors: February 14, 2019 2.2 Governance and Nominating Committee: February 22, 2019 (draft – not approved by committee) 2.3 Audit and Finance Committee: March 7, 2019 (draft – not approved by committee) 2.4 Governance and Nominating Committee: March 5, 2019 (draft – not approved by committee) 2.5 Community Engagement Committee: March 13, 2019 (draft – not approved by committee)  <b>Other:</b> 2.6 President and CEO Report 2.7 Chief of Staff Report – no report 2.8 VP Corporate Services Report with Financial Report 2.9 VP Mental Health and Addictions Report 2.10 VP Patient Care Report 2.11 Local Media Coverage	Motion #19/3/2 Carried
<b>3. Business Arising</b> 3.1. Cultural Safety and Humility Training	A revised briefing note was circulated, and R. Racette provided an update: <ul style="list-style-type: none"> <li>• Information has been shared with the Leadership Team and the Guiding Coalition; everyone is looking forward to this opportunity.</li> <li>• Stage 1 consists of two 1-hour mandatory sessions.</li> <li>• Stage 2 consists of a mandatory 2-hour session.</li> <li>• Stage 3 is a two-day session and will be mandatory for some staff.</li> <li>• Training will commence in May and will be offered regularly. The mandatory sessions need to be completed in two (2) years. Can accommodate 50 people per session.</li> <li>• R. Racette will work with NOSM's Continuing Education and Professional Development Department to have it accredited for Continuing Medical Education (CME) credits.</li> <li>• R. Racette and B. Loepky (SGEI) will be meeting tomorrow to discuss an implementation and roll-out plan.</li> </ul>	Information

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	<ul style="list-style-type: none"> <li>Board would be invited to participate.</li> <li>There will be a cost to the organization as there are mandatory components to the training.</li> </ul>	
<b>4. Strategy Items</b> 4.1. Operational Review Update	<ul style="list-style-type: none"> <li>An update was circulated. Executive Team has met with the NWLHIN who are pleased with the scope and pace of implementation of the recommendations.</li> <li>More action to come on the medical staff recommendations. Medical staff will now be invited to attend all LWDH activities and will be included in the Staff Recognition Event going forward.</li> <li>It was noted that some of the target dates have past, and it is important for the Board to know when the Executive Team has fallen behind. It is realistic that some recommendations will take longer than others to implement.</li> </ul>	Information
<b>5. Approval Items</b> 5.1. Internal Medicine Representative at MAC	<b>Moved</b> by D. Schwartz and <b>seconded</b> by J. Diamond that the Board of Directors approves the recommendation from the Medical Advisory Committee (MAC) that a representative from the Internal Medicine Program be appointed to the Medical Advisory Committee.	Motion #19/3/3 Carried
5.2. Board Mentorship Program	<ul style="list-style-type: none"> <li>The LWDH Board of Directors approved the implementation of a Board Mentorship Program. New Directors will be assigned a mentor for the year to assist and guide them in their orientation.</li> <li><b>R. Racette will seek legal advice re: the need of Directors to provide a Criminal Record Check and/or a Vulnerable Sector Check.</b></li> </ul>	Approved  R. Racette
5.3. Chair, Vice Chair, and Treasurer Terms By-law Change	<b>Moved</b> by W. Peterson and <b>seconded</b> by J. Diamond that Administrative By-law Article 6.01 (a) be revised to read: The Board shall elect the following officers <b>every two (2) years</b> at the special meeting held immediately after the Annual General Meeting: <ol style="list-style-type: none"> <li>the Chair;</li> <li>Vice-Chair;</li> <li>Treasurer; and ...”</li> </ol>	Motion #19/3/4 Carried
5.4. Community Engagement Committee Terms of Reference Revision	<b>Moved</b> by W. Peterson and <b>seconded</b> by D. Schwartz that the Community Engagement Committee’s Terms of Reference be revised as follows: <ul style="list-style-type: none"> <li>Under Membership: “The Committee will consist of <del>four (4)</del> <b>five (5)</b> voting members: <ul style="list-style-type: none"> <li>Three (3) Directors, one of whom will serve as Chair</li> <li><b>One (1) community representative appointed by the Board</b></li> <li>Board Chair (Ex-officio) ...”</li> </ul> </li> <li>Under Meetings: “The committee shall meet <b>quarterly or</b> at the call of the Chair.”</li> </ul>	Motion #19/3/5 Carried
<b>6. Discussion Items</b>		
6.1. Re-establishing Volunteer Program		Deferred
6.2. Appointment of Director to Patient and Family Advisory Committee	Following discussion, it was agreed that Wendy Peterson will join the Patient and Family Advisory Committee as an ex-officio member. K. Stepanik will forward the meeting invite and package for the next meeting.	Approved
6.3. All Nations Hospital Project – April Partner Presentation	<ul style="list-style-type: none"> <li>LWDH is currently working on procuring a Project Manager for the All Nations Hospital Project.</li> <li><b>There will be a Board-to-Board Meeting with the Kenora Chiefs Advisory (KCA) at the end of April to discuss the project and the next steps.</b></li> </ul>	K. Stepanik

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	<ul style="list-style-type: none"> <li>A meeting will then be scheduled with those involved on the Steering Committee to review the committee's role and the project's phasing, time commitments, and logistics.</li> </ul>	
6.4. Ontario Health Teams	<p>The following information was circulated on Ontario Health Teams:</p> <ol style="list-style-type: none"> <li>Report on Technical Briefing on Bill 74, The People's Health Care Act, 2019 from the Ontario Association Paramedic Chiefs.</li> <li>Osler's review titled: "Ontario introduces Bill 74: The People's Health Care Act."</li> <li>News release from the Ministry of Health and Long-term Care (MOHLTC) titled: "Ontario Health Board of Directors."</li> <li>A letter from the NWLHIN and Regional CEOs addressed to Christine Elliott requesting the support to advance an Ontario Health Team in our region to protect our vastness and uniqueness. There was some concern from the All Nations Health Partners that they were not included in the drafting of this letter, but it was an item that was moving quickly and required a timely decision.</li> <li>In addition to the information circulated, an email from Dr. Rhonda Crocker-Ellacott (NWLHIN CEO) was circulated, which was received this afternoon reviewing the next steps. It was noted that moving forward a strategy will be discussed to: "ensure the fulsome engagement of all interested partners in the process."</li> </ol>	Information
6.5. Board Orientation	<ul style="list-style-type: none"> <li>A draft of the OHA's Annual Onboarding Workplan was circulated for information. Will be meeting with Board candidates in April/May, followed by the Annual General Meeting (AGM) in June. There will be an orientation of new Board Directors in late June with an entire Board Retreat in September prior to the start of the next Board year.</li> <li>There will be work continuing throughout the summer on Strategic Planning and on the All Nations Hospital Project.</li> <li>Revision of the Professional Staff By-laws is not an immediate priority; <b>the Administrative By-law changes should be revised and finalized at the AGM to ensure the Board can carry out the work that is needed without barriers. Directors should consider how many meetings are required throughout the Board year.</b></li> </ul>	<p>Information</p> <p>To Governance and Nominating</p>
6.6. April Board Meeting and Contingency for No Quorum	<ul style="list-style-type: none"> <li>The next Board Meeting schedule will avoid March Break.</li> <li>Following discussion, it was agreed that when quorum cannot be met and there are key decisions that must be made due to tight timelines, a briefing note with a recommendation for consideration would be circulated. A teleconference call would be scheduled and the motion would be made. Minutes from this teleconference call would be added to the Consent Agenda of the next meeting, which would then become an official Board Minute.</li> <li><b>R. Racette will add this process to the Board Charter.</b></li> </ul>	R. Racette
6.7. Board Meeting between LWDH and KCA	Discussed above under item #6.3.	
<b>7. Next Meeting</b>	April 11, 2019 at 5:00 p.m. in the Training Centre Classroom.	
<b>8. Adjournment</b>	<b>Moved</b> by J. Diamond and <b>seconded</b> by J. Reid that the regular meeting be adjourned at 6:07 p.m.	Adjourned

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Chair

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President & CEO

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