

**LAKE OF THE WOODS DISTRICT HOSPITAL**  
**Regular Meeting of the Board of Directors**  
**Thursday, April 11, 2019**

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

**PRESENT:** W. Cuthbert (Chair), J. Diamond (via teleconference), Dr. J.K. MacDonald, D. Makowsky, J. McKibbin, C. O’Flaherty, W. Peterson, R. Racette (via teleconference), J. Reid, Dr. J. Retson, D. Schwartz, E. Stach, B. Siciliano (via teleconference), and Dr. T. Wehner

**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 J. Reid and <b>seconded</b> by E. Stach that the regular meeting agenda be approved as circulated.	Motion #19/4/1 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 D. Schwartz and <b>seconded</b> by W. Peterson that the Consent Agenda be approved:  <b>Minutes:</b> 2.1. Board of Directors: March 21, 2019 2.2. Quality Committee of the Board: March 26, 2019 (draft – not approved by committee) 2.3. All Nations Health Partners: March 20, 2019 (draft – not approved by committee) 2.4. Guiding Coalition: March 20, 2019 (draft – not approved by committee) 2.5. Audit and Finance: April 3, 2019 (draft – not approved by committee) 2.6. Patient and Family Advisory Committee: March 25, 2019 (draft – not approved by committee)  <b>Other:</b> 2.7. Chief of Staff Report 2.8. VP Corporate Services Report with Financial Report 2.9. VP Mental Health and Addictions Report 2.10. Local Media Coverage 2.11. Ontario’s NWLHIN Conquers Geography and Wait Times with Speed and Efficiency 2.12. Multi-Sector Service Accountability Agreement (M-SAA) Extension 2.13. Professional Staff Privileges 2.14. Kenora Chiefs Advisory Palliative Care Together Conference Briefing Note	Motion #19/4/2 Carried
<b>3. Business Arising</b> 3.1. Cultural Safety and Humility Training	<ul style="list-style-type: none"> <li>• The Board was in agreement to hold a launch event for the Cultural Safety and Humility Training Program, in partnership with Seven Generations Education Institute. This would include an opportunity for the local media to attend, and would include an Elder and ceremony.</li> <li>• R. Racette is meeting with B. Loepky on Monday to finalize details and work on establishing the training dates for May (Stage 1), June (Stage 2), and September (Stage 3).</li> <li>• <b>R. Racette will continue to keep the Board updated.</b></li> </ul>	R. Racette
<b>4. Strategy Items</b> 4.1. Operational Review Update		Deferred

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4.2. All Nations Hospital Project Update	<p>A briefing note was circulated and C. O’Flaherty provided an update:</p> <ul style="list-style-type: none"> <li>• RFP for the Project Manager position was approved by the LWDH, Ministry of Health and Long-term Care (MOHLTC) Capital Planning Branch and Kenora Chiefs Advisory (KCA).</li> <li>• RFP has been posted and is set to close on May 10, 2019.</li> <li>• Steering Committee will be organized; need to develop an evaluations process for the proponents.</li> <li>• R. Racette and C. O’Flaherty will be meeting every two (2) weeks with KCA re: moving this project forward.</li> </ul>	Information
<p><b>5. Approval Items</b> 5.1. 2019-20 Quality Improvement Plan (QIP)</p>	<p>The following Quality Improvement Plan (QIP) documents were circulated:</p> <ul style="list-style-type: none"> <li>• Narrative</li> <li>• Work Plan</li> </ul> <p><b>Moved</b> by J. Reid and <b>seconded</b> by E. Stach that the Board of Directors approves the recommendation from the Quality Committee that the 2019-20 Quality Improvement Plan (QIP) be approved as circulated.</p>	Motion #19/4/3 Carried
5.2. Revised LWDH Board Governance Charter re: Cancelled/No Quorum Meetings	<p>A section was added to the Governance Charter to address the need for a contingency plan when the Board is unable to meet and a decision is needed due to a strict timeline. Options include a teleconference or e-vote, as decided by the Board Chair.</p> <p><b>Moved</b> by D. Schwartz and <b>seconded</b> by W. Peterson that the Board of Directors approves the revision to the Board Governance Charter under the section titled: “Board Meetings” as circulated.</p>	Motion #19/4/4 Carried
5.3. Audit Service Plan and Engagement Letter for the Year Ending March 31, 2019	<p>C. O’Flaherty provided a review of the Audit Service Plan for information. The plan was reviewed at the last Audit and Finance Committee in detail and there were no concerns.</p> <p><b>Moved</b> by J. McKibbon and <b>seconded</b> by W. Peterson that the Board of Directors approves the Audit Service Plan and Engagement Letter provided by MNP LLP for the year ending March 31, 2019 as circulated.</p>	Motion #19/4/5 Carried
<p><b>6. Discussion Items</b> 6.1. Re-establishing Volunteer Program</p>		Deferred
6.2. Board-to-Board Meeting with Kenora Chiefs Advisory: Call for Agenda Items	<p>Meeting has been scheduled for Tuesday, April 30, 2019 at 5:00 p.m. at Kenora Chiefs Advisory (KCA) in their Boardroom. <b>The following agenda items will be sent to A. Gillis:</b></p> <ol style="list-style-type: none"> <li>1.) Indigenous Relations: working with key organizations (LWDH, KCA, WHHAC, Treaty #3, and Kenora Metis Council) to improve the Indigenous Relations with our hospital.</li> <li>2.) All Nations Hospital Project Update.</li> <li>3.) Ontario Health Teams.</li> <li>4.) Palliative Care Conference and Next Steps.</li> </ol> <p>An update was provided on the KCA Client Navigator position, which has received funding to the end of June 2019; hopeful that funding will be received for the full fiscal year. A Board education session on the Client Navigator (KCA) and Cross-Cultural Care Coordinator (LWDH) positions was again discussed, but time is needed to meet with applicable organizations and</p>	K. Stepanik

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	individuals to make this arrangement and prepare.	
6.3. Ontario Health Teams	<p>Lengthy discussion was held on the introduction of Ontario Health Teams (OHT), which will develop a connected healthcare system centred around patients, families and caregivers. Information was circulated, but this concept continues to evolve almost daily. Key notes discussed include:</p> <ul style="list-style-type: none"> <li>• Every organization in the province will eventually be tied to an OHT. Only a small group (eight to 10 organizations) will be selected for the first round of implementations. The criteria to meet in order to be approved to proceed was reviewed and many questions still remain.</li> <li>• A readiness assessment is required for anyone showing interest in applying to become an OHT.</li> <li>• It is unknown at this time if the application to become an OHT will be submitted as region, or on a smaller scale as an All Nations Health System. There are two opinions surfacing: submit quickly and submit a readiness assessment by the May 15<sup>th</sup> deadline, or proceed slowly with engagement of community partners and networks. Submitting quickly is a concern as we need to ensure Indigenous Communities are respected and their sign-off may be required, which will involve extensive relationship building and time.</li> <li>• The need to partner with Winnipeg, MB for services was discussed; is more convenient for Kenora patients and families. It was noted that a lot of positive work is underway with Thunder Bay including orthopedics and psychiatry.</li> <li>• It was noted that the local clinics are about to update their platforms for medical records and scheduling; <b>R. Racette and Dr. T. Wehner will research options that exist re: an integrated electronic medical record between clinic and hospitals.</b></li> <li>• It was noted that the LHINs will not be dissolving immediately and will continue to provide support. The timeline is unknown.</li> <li>• R. Racette will continue to keep the Board updated; may require a future Special Meeting to focus on this item.</li> <li>• It was noted that the Board, Family Health Network, Family Health Team, and Kenora Midwives could start discussions re: how to work better collaboratively as a team.</li> <li>• Looking at Treaty #3's geographic area was discussed.</li> </ul>	R. Racette and Dr. T. Wehner
6.4. Legal Advice re: Criminal Record and/or Vulnerable Sector Check	<p>Briefing note was circulated. No regional hospitals that responded to the inquiry require a criminal and/or a vulnerable sector check for Directors. LWDH currently utilizes a Director Acknowledgement and Undertaking that is signed annually. <b>Following discussion, it was agreed that the Board will continue to sign the Undertaking annually, with no changes required, and will proceed with not requiring a criminal and/or vulnerable sector check for Directors.</b></p>	Approved
6.5. Patient Declaration of Values for Ontario	<ul style="list-style-type: none"> <li>• The Patient Declaration of Values for Ontario was circulated for information, and will be a very important document for the hospital. This has been shared with the Executive and Leadership Team.</li> <li>• The Patient and Family Advisory Committee will be reviewing the Values and key hospital policies to ensure they are reflected.</li> </ul>	Information
6.6. Board Meeting Dates and Number of Meetings	<ul style="list-style-type: none"> <li>• A draft template outlining Board and Standing Committee membership and potential meeting dates was circulated for review. The meeting schedule for the next Board year proposes eight (8) meetings.</li> <li>• It was noted that the meeting calendar will be expanding with more committee work that will lead to more recommendations at the Board table, meaning more Board work will be done at the committee level. A workload</li> </ul>	

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	balance is needed. • <b>Following discussion, it was agreed that the by-law can be changed from a ten (1) to an eight (8) meeting model, but that the Board will endeavor to meet monthly (September – June) as there are many action items outstanding.</b>	Add to Agenda
6.7. VP Patient Care Report	D. Makowsky's report was circulated in the meeting and reviewed.	Information
<b>7. Next Meeting</b>	May 9, 2019 at 5:00 p.m. in the Training Centre Classroom.	
<b>8. Adjournment</b>	<b>Moved</b> by E. Stach and <b>seconded</b> by J. Reid that the regular meeting be adjourned at 7:04 p.m.	Adjourned

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Chair

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President & CEO

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