

**LAKE OF THE WOODS DISTRICT HOSPITAL**  
**Regular Meeting of the Board of Directors**  
**Thursday, October 6, 2011, Hospital Boardroom**

**PRESENT:** B. Anderson, M. Balcaen, L. Brown, Dr. R. Diamond, G. Kakeeway, Dr. K. MacDonald, M. Matheson, O. Mejia, D. Munro, J. Reid, F. Richardson (Chair), C. Gasparini, M. Mymryk

**REGRETS:** Dr. J. Beveridge, C. Harsemchuk

**GUEST:** Mr. Hal Fjeldsted

AGENDA ITEMS	DISCUSSION	ACTION
1. Call to Order	F. Richardson, Chair, called the meeting to order at 5:02 p.m. F. Richardson announced the resignation of Conrad DeLaronde, effective September 19, 2011.	
2. Adoption of Agenda	<b>Moved</b> B. Anderson by and <b>seconded</b> by J. Reid that the regular meeting agenda be approved as circulated.	Motion#11/10/1 Carried
3. Adoption of Minutes	<b>Moved</b> by D. Munro and <b>seconded</b> by B. Anderson that the minutes of the regular meeting of the Board of Directors held on September 1, 2011 be approved as circulated.	Motion#11/10/2 Carried
4. Business Arising	No business arising.	
5. Education	Mr. Hal Fjeldsted, Chair of the Rural & Northern Health Care Panel, provided board members with a powerpoint presentation on the results of that panel's review of the issues and challenges facing rural and northern Ontario residents. A number of recommendations were developed to assist the Ministry in establishing "a health care system that provides appropriate access and achieves equitable outcomes for rural, remote and northern Ontarians". The Executive Summary is attached.	Information
6. Committee Reports	<p><b>6.1 Ownership/Linkages</b></p> <p>B. Anderson reported the following:</p> <ul style="list-style-type: none"> <li>• A year-end report will be presented at the November board meeting.</li> <li>• New linkages/contacts for the coming year will be determined at the October 12, 2011 meeting.</li> <li>• Board members were welcomed to submit suggestions for contacts and/or suggestions to improve any part of the process.</li> </ul>	Information
	<p><b>6.2 Governance</b></p> <p>M. Matheson reported the following:</p> <ul style="list-style-type: none"> <li>• November board education will be provided by C. Gasparini on the Freedom of Information &amp; Protection of Privacy Act.</li> <li>• As per J. Moore's recommendation, efforts will be made to make board education more productive in terms of use of information from presentations.</li> <li>• Suggestions for upcoming education sessions include presentations from the NWLHIN, Kenora City Council, Kenora Economic Development Committee. Other suggestions can be submitted to committee members.</li> <li>• F. Richardson will be attending the 2011 OHA HealthAchieve conference in Toronto, November 6-9, 2011.</li> <li>• An OHA Aboriginal Healthcare conference will take place in Thunder Bay on October 27 &amp; 28, 2011.</li> <li>• Feedback on Orientation Session <ul style="list-style-type: none"> <li>• Although both sessions were independently of great value,</li> </ul> </li> </ul>	Information

	<p>the integration of legal information and the governance model was also informative.</p> <ul style="list-style-type: none"> <li>• G. Kakeeway, new board member, found the amount of information overwhelming.</li> <li>• It was suggested that new member orientation should be re-evaluated and provided separate from ongoing board education.</li> <li>• The importance of continued emphasis on the separation between governance and management was noted.</li> <li>• After discussion it was agreed that CEO evaluation will continue to be based on compliance with Ends and Executive Limitations policies as evidenced in monitoring reports (as per BC-2 Accountability of the CEO). In addition, it was confirmed that all information required for CEO evaluation set out in the Quality Improvement Plan is currently being submitted in these monitoring reports. Any revisions to BC-2 recommended by J. Moore will be reviewed.</li> </ul>	
	<p><b>6.3 Building a Future</b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>	Information
	<p><b>6.4 Quality</b></p> <p>F. Richardson reported the following:</p> <ul style="list-style-type: none"> <li>• At the September 20<sup>th</sup> meeting, presentations were received D. Makowsky on readmission rates of patients with congestive heart failure and from L. Ronnebeck on results of the recent hand hygiene audit.</li> <li>• Presentation topics scheduled for the October meeting include patient satisfaction and ALC strategies.</li> </ul>	Information
	<p><b>6.5 Governance Accreditation</b></p> <p>M. Balcaen reported the following:</p> <ul style="list-style-type: none"> <li>• A meeting will be held in the next few weeks to review newly released standards and to complete survey questions.</li> </ul>	Information
	<p><b>6.6 Nominating</b></p> <p>F. Richardson reported:</p> <ul style="list-style-type: none"> <li>• The committee met on October 3, 2011 to discuss strategies to address the vacancy resulting from the resignation of C. DeLaronde</li> <li>• Options presented for board consideration included: <ol style="list-style-type: none"> <li>1. Leave the vacancy unfilled until the annual recruitment/nominating process takes place early in 2012.</li> <li>2. Make efforts to recruit for and fill the vacancy as soon as possible. It was noted that the earliest the new board member would be able to participate would be at the December board meeting.</li> <li>3. Approach an individual with previous hospital board experience to consider filling the position until the next election in June 2012.</li> </ol> </li> </ul> <p>After brief discussion it was</p> <p><b>Moved</b> by J. Reid and <b>seconded</b> O. Mejia that Option 2 – make efforts to recruit for and fill the vacancy as soon as possible, be approved.</p> <p>The committee will meet on Thursday, October 20, 2011 at 12:00 noon to further develop this strategy.</p>	Motion#11/10/3 carried

	<ul style="list-style-type: none"> <li>Nominating committee membership has been confirmed and includes F. Richardson, M. Matheson, D. Munro, M. Balcaen and G. Kakeeway. A committee Chair will be appointed at their next meeting.</li> </ul>	
<b>7. Executive Limitations Items</b>	<p><b>7.1 EL-2 Planning – Financial – Review</b></p> <p>After review and discussion of policy EL-2 Planning - Financial, it was agreed that there was no need to revise the policy.</p>	No change
	<p><b>7.2 EL-6 Treatment of Staff and Volunteers - Review</b></p> <p>After review and discussion of policy EL-6 Treatment of Staff and Volunteers, it was</p> <p><b>Moved</b> by M. Matheson and <b>seconded</b> by J. Reid that Wassay-Gezig Na-Nahn-Dah-We-Igamig be deleted from #2 as orientation of employees to the Hostel unit is not the responsibility of the hospital but rather the responsibility of their employer, Wassay-Gezig Na-Nahn-Dah-We-Igamig.</p>	Motion#11/10/4 carried
	<p><b>7.3 EL-11 Environmental Impact - Review</b></p> <p>After review and discussion of policy EL-11 Environmental Impact, it was agreed that there was no need to revise the policy.</p>	No change
<b>8. Monitoring CEO Performance</b>	<p><b>8.1 EL-2 Planning – Financial</b></p> <p><b>Moved</b> by J. Reid and <b>seconded</b> by M. Matheson that the Board of Directors has assessed the monitoring report on EL-2 Planning - Financial and found that it demonstrated compliance with a reasonable interpretation of the policy.</p>	Motion#11/10/5 carried
	<p><b>8.2 EL-6 Treatment of Staff and Volunteers</b></p> <p><b>Moved</b> by G. Kakeeway and <b>seconded</b> by J. Reid that the Board of Directors has assessed the monitoring report on EL-6 Treatment of Staff and Volunteers and found that it demonstrated compliance with a reasonable interpretation of the policy with the exception of #1.1(d) which will be compliant by December 2011.</p>	Motion#11/10/6 carried
	<p><b>8.3 EL-11 Environmental Impact</b></p> <p><b>Moved</b> by J. Reid and <b>seconded</b> by M. Matheson that the Board of Directors has assessed the monitoring report on EL-11 Environmental Impact and found that it demonstrated compliance with a reasonable interpretation of the policy.</p>	Motion#11/10/7 carried
<b>9. Monitoring Board Performance</b>	<p><b>9.1 GP-14 Board Planning Cycle &amp; Agenda Control</b></p> <p>The monitoring report on GP-14 Board Planning Cycle &amp; Agenda Control, completed by B. Anderson was reviewed.</p> <p>As the result of discussion regarding ways in which to evaluate the Chief of Staff, it was suggested that GP-8.5 CEO Evaluation/ Compensation Committee be revised to include Chief of Staff evaluation and that a monitoring report on GP-11 Charge to Chief of Medical Staff be completed by that committee. Jan Moore's recommendations for revisions to both of these policies will be considered.</p>	Policy revisions required
	<p><b>9.2 GP-17 Rules of Order</b></p> <p>The monitoring report on GP-17 Rules of Order, completed by O. Mejia, was reviewed.</p>	
<b>10. Information Requested by</b>	<b>10.1 President &amp; CEO Report</b>	

<b>the Board</b>	M. Balcaen reviewed his report as circulated (attached).	Information
	<p><b>10.2 Chief of Staff Report</b></p> <p>Dr. K. MacDonald reviewed his report as circulated. Those items of a confidential nature were moved to the in-camera portion of the meeting.</p> <p>Addition: Dr. MacDonald noted that the surveyor for our recent Workwell audit was extremely impressed with the infection control efforts being made within this hospital.</p>	Information
	<p><b>10.3 VP Patient Services Report</b></p> <p>L. Brown reviewed her report as circulated (attached).</p>	
	<p><b>10.4 VP Community Programs Report</b></p> <p>The report was circulated for review (attached). It has been confirmed that the Fall feast will be held at the Morningstar Centre on October 18, 2011 from 12:00 noon until 2:00 p.m.</p> <p><b>10.4 VP Corporate Services Report</b></p> <p>C. Gasparini reviewed the financial statements to August 31, 2011 noting a surplus at that date of \$215,489.</p> <p>C. Gasparini informed board members that as announcements for hospital base funding increases have been received, the H-SAA is now being finalized and will require board approval prior to October 31, 2011.</p>	
<b>11. Consent Agenda</b>	<b>Moved</b> by J. Reid and <b>seconded</b> by B. Anderson that the Consent Agenda be approved.	Motion#11/10/8 carried
<b>12. Adjournment</b>	The meeting was adjourned at 7:06 p.m.	

Chair

President & CEO

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