

**Listowel Wingham Hospitals Alliance
Joint Board of Directors Meeting
Wednesday February 26, 2014
1830 hours
WDH Board Room and LMH Conference Room**

Meeting

The Listowel Wingham Hospitals Alliance Board of Directors meeting was held on February 26, 2014 at 1830 hours via video conference between the WDH Board Room and the LMH Conference Room.

Attendance:

Listowel	<i>Present:</i>	Blair Burns, Mary Kerr, Rosemary Rognvaldson, Bob Johns, Dr. Latuskie, Kris Dekker, Bert Johnson, Tom Soltys
	<i>Absent:</i>	Dave Calder, Dr. Qureshi, Kathy Mitchell
Wingham	<i>Present:</i>	Amy Miller, Trevor Seip, Helen Rintoul, Andy McBride, Penny Mulvey, Gladys Peacock, Marg Carswell, Marc Pittock
	<i>Absent:</i>	Dr. Antoniadis, Dr. Shuffield
Staff	<i>Present:</i>	Karl Ellis, President & CEO; Angela Stanley, VP Clinical Services/CNE; Brent Boshart, Chief Information Officer; Janet Brooks, Chief Human Resource Officer; Tim Lewis, Chief Financial Officer; Jodi Snell, Recording Secretary
Press	<i>Present:</i>	None

Call to Order

Amy Miller called the meeting to order at 1836 hours.

1.0 Approval of Agenda

It was moved by Helen Rintoul and seconded by Blair Burns to:

Approve the agenda as presented with the addition of WDH Auxiliary Report as item 2.5, LMH Auxiliary Report as item 2.6, Wingham & District Hospital Board Treasurer as item 3.1 at and Perth Meadows RFP as item 5.2

Motion Carried

Declaration of Conflict of Interest

No conflicts of interest were identified.

Board Education

HUGO Presentation:

- A. Stanley provided a hand's on presentation of the HUGO system and ADUs with the assistance of Wendy D. at LMH and Holly A. at WDH

2.0 Decisions & Reports

2.1 Strategic Planning Committee:

- Blair spoke to the items discussed at the recent Strategic Planning Committee as outlined in the Strategic Planning Committee Highlights
- Questions were raised with respect to the CT Scan
 - Where do we currently refer our patients to?
 - How long is the wait?
 - What happens to the Walkerton if a CT scan was installed at LMH or WDH?
 - What is the radio-activeness of a CT scan?
- Board was advised
 - Currently patients are referred to Walkerton
 - The wait is not very long (same day for urgent and within a week for non-urgent)
 - We cannot clearly answer what would happen to Walkerton, other than our patients would no longer be referred which would decrease the revenue they receive from the two sites
 - It is difficult to say what the radio-activeness of a CT scan is however there have been recommendations that numerous scans should not be done on children
- The CT Scan is currently being reviewed as it is believed that it is costing us approximately as much to send patients to Walkerton to have CT scans completed as it would to operate our own; having to send patients 45 minutes there and back for a service that we may be able to offer in our own facility
- In addition, there are costs incurred for transportation and staff; if the patient is an in-patient or if the need for a CT scan was urgent, the patient is sent by ambulance or non-urgent transportation vehicle wherein we inherit the cost of paying a nurse assist for the transportation along with the non-urgent transportation costs.
- Cannot make a good decision without good information

It was moved by Blair Burns and seconded by Kris Dekker that:

The LWHA Board approves that administration begin compiling a business case to have a CT Scanner brought into the Alliance.

Motion Carried

2.2 Resource & Audit Committee

- Audit

It was moved by Tom Soltys and seconded Trevor Seip by that:

The LWHA Board of Directors approve the Audit Plan as provided in the letters from BDO to Listowel Memorial Hospital and Wingham & District Hospital dated January 29, 2014

Motion Carried

- Quarterly Financial Statements
 - Tom provided a brief overview of the quarterly financials that were previously reviewed by the Resource & Audit Committee and which were included in the meeting package
- Capital Budget for 2014-2015
 - The briefing note for the Capital Expenditures and Budgets for 2014-2015 was included in the meeting package for review

It was move by Tom Soltys and seconded by Marc Pittock that:

The LWHA Board of Directors approve that LWHA Administration may move forward with compiling a capital budget of \$1,000,000 for each site.

Motion Carried

- Wingham Redevelopment Project
 - A copy of the Wingham Redevelopment Update presentation to the Joint Resource & Audit Committee was included in the meeting package for review

It was moved by Trevor Seip and seconded by Marc Pittock that:

The Wingham & District Board of Directors approve that the LWHA Administration may move forward with hiring an architect to develop a Master Plan for the Wingham Public School, the cost not to exceed \$10,000.

2.3 Chief Nursing Executive Report

Angela Stanley reviewed key items from the CNE report included in the meeting package and added

- HUGO has been all consuming recently
- There have been some issues raised by physicians and staff with the current system and the team is working to rectify some of these issues as quickly as possible
- Superuser support has been extended to the end of March and will continue to be extended as long as the physicians and staff require assistance
- A special thanks was given to all Superusers and staff who have worked diligently on this project
- Project team is currently working on the Model of Care in preparation for clinical documentation that will be in place hopefully within the next two years
- The implementation of Antimicrobial Stewardship will occur in March
- There have been no major hires recently and recent OR positions at LMH were filled with internal staff
- Home First Implementation by CCAC for CCC patients doesn't change the need to staff those beds, the project addresses the process in which the beds can be filled or patients moved

2.4 Chief Executive Officer's Report

Karl Ellis reviewed key items from the CEO report included in the meeting package and added:

- Thanked Angela for her leadership on the HUGO project
- Thanked Brent and his team for their IT work on the HUGO project
- Outpatient Physiotherapy, recently received a call from the Ministry and the South West LHIN inquiring whether we would consider providing additional outpatient physiotherapy services; currently assessing the request with respect to our Clinical Services Plan, and noted that the services would be for services provided within the Hospital and would not be in home services due to the lack of funding being offered
- Introduction of Tim Lewis as new Chief Financial Officer
- Received letters late last week from the South West LHIN advising that we would be receiving an increase of 1% base budget for 2013/2014
- CCC and Rehab beds have been an item of discussion with the South West LHIN for some time. At one point the South West LHIN advised that the number of beds were in excess of what was needed and something would have to be done, however recently Saint Elizabeth Health Care has been contracted by the South

West LHIN to complete the project and K. Ellis and A. Stanley have met with them to review our programs and numbers.

- Meetings with Mayors are currently being arranged
- K. Ellis advised that a number of larger and smaller health care providers within the area have expressed interest in obtaining space at the Wingham Public School; with the current interest we would be able to fill the space in the school

2.5 WDH Auxiliary

Helen Rintoul provided a verbal update on behalf of the WDH Auxiliary

- April 9 & 10 Rummage Sale at the Wingham Legion
- May 8 & 9 Tag days

2.6 LMH Auxiliary

Mary Kerr provided a verbal update on behalf of the LMH Auxiliary

- March 30 Black Family will be performing at the Evangelical Missionary Church at 2:00 p.m.

3.0 **New Business / Business Arising**

3.1 New WDH Board Treasurer

- Sandy Campbell provided her resignation to the WDH Board
- Penny Mulvey has agreed to fill the role as Treasurer for the WDH Board of Directors

It was moved by Andy McBride and seconded by Gladys Peacock;

The Wingham & District Hospital Board of Directors approves that Penny Mulvey be appointed as Wingham & District Hospital Board of Directors Treasurer.

Motion Carried

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4.0 **Consent Agenda**

It was moved by Trevor Seip and seconded by Blair Burns to:

Approve the Alliance Board meeting minutes of January 22, 2014

Receive the following reports as presented:

- *Strategic Planning Committee*
- *Resource & Audit Committee*
- *LMH Foundation*
- *WDH Foundation*
- *LMH Recruitment*
- *WDH Recruitment*

Motion Carried

5.0 **In-Camera**

It was moved by Rosemary Rognvaldson and seconded by Gladys Peacock that:
The meeting move to the 'In-Camera' session and that staff remain.

It was moved by Rosemary Rognvaldson and seconded by Trevor Seip that:
The meeting move out of the 'In-Camera' session.

Motion Carried

6.0 **Adjournment**

There being no further business, the meeting adjourned at 2019 hours on a motion of Gladys Peacock.

Board Chair, Amy Miller

Secretary, Karl Ellis