

LISTOWEL WINGHAM HOSPITALS ALLIANCE

BOARD OF DIRECTORS MEETING

October 22, 2014

Wingham & District Hospital, Board Room

Meeting

The Listowel Wingham Hospitals Alliance Board of Directors meeting was held on October 22, 2014 at 1830 hours in the Wingham & District Hospital Board Room.

Attendance

Listowel: Present: Blair Burns, Kris Dekker, Dr. Latuskie, Craig Coghlin, Dr. Qureshi, Krishna Beharry, Bob Johns, Marilyn Nichol, Bert Johnson, Rosemary Rognvaldson
Absent: Tom Soltys

Wingham: Present: Amy Miller, Trevor Seip, Penny Mulvey, Gord Hunt, Gladys Peacock, Marc Pittock, Andy McBride, Helen Rintoul, Marg Carswell, Dr. Antoniadis
Absent: Dr. Shuffield

Staff: Present: Angela Stanley, VP Clinical Services/CNE; Brent Boshart, Chief Information Officer; Tim Lewis, Chief Financial Officer; Jodi Snell, Recording Secretary

Press: Present: Pauline Kerr, Wingham Advance Times

Call to Order

Amy Miller called the meeting to order at 1836 hours.

Board Education

WDH Redevelopment Update

- A. Stanley presented the design drawings for the WDH Redevelopment project contained within the meeting package
- Outlined the proposed changes to the Wingham & District Hospital in order to comply with current Ministry of Health and Long Term Care Standards
- Advised of the proposed designs for Oncology, Reception, Pharmacy, MDRD, Operating Room, Ambulatory Care, Physiotherapy and Second Floor Team Station
- Informed the Board that administration will have to be relocated during the redevelopment project, location at this time still needs to be determined

1.0 Approval of Agenda

It was moved by Kris Dekker and seconded by Trevor Seip to:

Approve the agenda as presented with the addition of Auxiliary Update as item 3.6, WDH Front Entrance Signage as item 5.5 and removing the Minutes of the

September 24, 2014 LWHA Board Meeting from the Consent Agenda and moving it to item 3.5

Motion Carried

Declaration of Conflict of Interest

No conflicts of interest were identified.

2.0 **New Business and Business Arising**

- No new business

3.0 **Decision & Reports**

3.1 Fiscal Advisory Committee

- P. Mulvey provided a brief update from the Fiscal Advisory Committee Meetings
- Advised the year to date financials were reviewed, budgetary process, outpatient physiotherapy at Wingham & District Hospital, projects initiated by the SW LHIN including CCC/Rehab Beds, Endoscope Project, and Regional Stroke Centres
- Board inquired as to the membership the Fiscal Advisory Committee meetings and were advised that the Committee consists of Board Treasurer, bargaining unit representatives, Chief Financial Officer, Chief Human Resource Officer, management representative, management clinical representative and non-union staff representative

3.2 Executive, Governance & Nomination Committee

- A. Miller provided a brief updated from the recent Executive, Governance & Nomination Committee
- LWHA Board Confidentiality Policy and the CEO Management Policy were reviewed and amendments made
- The amended policies were included within the meeting package for review
- Board Confidentiality Policy
It was moved by Andy McBride and seconded by Marc Pittock to:
Approve the amended LWHA Board Confidentiality Policy as included within the meeting package.

Motion Carried

- CEO Management Policy
 - Discussion ensued as to what is considered to be short-term leave, whether a time line should be defined within the policy or whether it should be left as is providing some flexibility
 - Concern with leaving flexible as it could open the possibility of difference of interpretation and could result in labour action
 - Discussions occurred as to what the difference is between Interim and Acting CEO and when compensation should be provided

It was moved by Andy McBride and seconded by Trevor Seip to:
Refer the CEO Management Policy back to the Executive, Nomination and Governance Committee for review and discussion regarding short term leave and compensation.

Motion Carried

3.3 Quality & Risk Committee

- M. Carswell provided a brief update of the discussions held at the Quality & Risk Committee.
 - Medication Reconciliation errors were discussed and the Board was advised that due to the type of tracking the numbers do not necessarily present a real picture of the situation (eg. if the patient presents at the hospital, is admitted and currently not taking any medication, the system will show medication errors)
 - The LWHA Integrated Quality Framework and the LWHA Enterprise Risk Management Tool were reviewed by the Board

It was moved by the Marg Carswell and seconded by Helen Rintoul to:
Approve the Integrated Quality Framework as presented within the meeting package.

Motion Carried

It was moved by Marg Carswell and seconded by Bob Johns to:
Approve the LWHA Enterprise Risk Management Tool as presented within the meeting package.

Motion Carried

3.4 Chief Nursing Executive Report

The Chief Nursing Executive Report was included within the meeting package for review and A. Stanley commented

- Proactive, with a plan in place since September, with respect to preparing for any possible Ebola cases
 - Recently the Ministry of Health and Public Health provided new guidelines and directives for Ebola
 - Very busy training all nursing and physician staff on doffing and donning of PPE and ensuring that all N95 testing is up to date
 - The most visible issue is that all triage nurses will be dressed in PPE when triaging patients including a gown, mask , etc. in order to comply with the recent directive; this will continue until further notice is received
 - The Board was provided with a walk through should a patient attend at wither site showing symptoms of Ebola
- Explained that HIRIF funding continues to available for hospitals based on a formula determined by the Ministry of Health

- Quality Based Procedure preliminary funding announcements are being discussion with preliminary numbers being presented

3.5 LWHA Board of Directors Minutes of September 24, 2014

- Changes to the noted attendance were discussed and amendments to be made

It was moved by Trevor Seip and seconded by Bob Johns to:

Approve the Minutes of the LWHA Board of Directors Meeting of September 24, 2014 with amendments as noted.

Motion Carried

3.6 WDH Auxiliary Report

- Poinsettia Tea and Bake sale on December 3 in the Terrace Room at the Wingham & District Hospital
- Auxiliary ladies will be attending the Fall Convention this year
- Rob Hutchison recently presented proposed changes for the WDH Redevelopment

LMH Auxiliary Report

- Christmas Bizarre scheduled for December 14 in the Listowel Memorial Hospital Cafeteria during the evening

4 Consent Agenda

4.1 Consent Agenda Motion

It was moved by Trevor Seip and seconded by Penny Mulvey to:

Approve to receive the following reports:

- *Fiscal Advisory Committee*
- *Executive, Governance & Nominations Committee*
- *Quality & Risk Committee*
- *LMH Foundation*
- *WDH Foundation*

Motion Carried

5.0 In Camera

It was moved by Gord Hunt, seconded by Marg Carswell that:

The meeting move to the 'In-Camera' session and that staff remain.

Motion Carried

Motion

It was moved by Amy Miller and seconded by Trevor Seip that:
The Wingham & District Hospital Board approves funding not to exceed \$50,000 for new signage at the front entrance.

Motion Carried

It was moved by Bert Johnson seconded by Gord Hunt that:
The meeting move out of the In-Camera session.

Motion Carried

5.0 **Adjournment**

There being no further business, the meeting adjourned at 2111 hours on a motion by Gord Hunt.

Amy Miller, Chair

Angela Stanley, Secretary