

**Listowel Wingham Hospitals Alliance  
Board of Directors Meeting  
Wednesday September 23, 2015 @ 1800 Hours  
Listowel Memorial Hospital  
Conference Room**

<b>PRESENT:</b>	Rosemary Rognvaldson, Chair	Trevor Seip	<b>STAFF PRESENT:</b>	Karl Ellis
	Krishna Beharry	Penny Mulvey		Angela Stanley
	Tom Soltys	Gord Hunt		Tim Lewis
	Blair Burns	Amy Miller		Brent Boshart
	Kris Dekker	Marg Carswell		Cherie Dolmage
	Bert Johnson (departed @ 1855)			Jennifer Johnston
<b>ABSENT:</b>	Dr. A. Qureshi	Dr. J. Shuffield	Dr. G. Antoniadis	
<b>REGRETS:</b>	Dr. R. Latuskie	Andy McBride	Marc Pittock	

**1. CALL TO ORDER and WELCOME**

Chair Rosemary Rognvaldson called the meeting to order at 1804 and then again at 1906.

**5. BOARD EDUCATION - PRESENTED BY ANGELA STANLEY**

Presentations are available on the LWHA website under the Board only section.

**5.1 Accreditation Canada - New Governance and Leadership Enhancements**

Key points from this presentation included:

- Client-centered care as a guiding principal
- Creating organizational structure and culture to support implementation, spread and success of a client-centered care model
- Client and family representatives on advisory and planning groups
- Meaningful partnership with clients and families
- Commitment to co-designing services
- Engaging client and families in planning and service design
- Partnering with clients and families throughout their care
- Working with clients for collaborative goal setting and creating care plans based on shared decision-making
- Respecting client choice to be as involved in care as desired

**5.2 Excellent Care for All Act Regulations Changes**

**Quality Improvement Plan**

Key points from the presentation included:

- New requirements that will be part of the Quality Improvement Plan are:
  - LWHA will be required to engage patients and their caregivers in the development of its annual Quality Improvement Plan; and
  - LWHA's annual Quality Improvement Plan will contain a description of the patient engagement activities and an explanation of how these activities inform the development of the Quality Improvement Plan

## Patient Relation Process

Key points from the presentation included:

- In July, 2015 the Ministry of Health and Long Term Care announced new regulations under the Excellent Care for All Act
- As of September 1, 2015, LWHA will be required to have the following in place:
  - The Patient Relation Process is readily available for the public to see
  - Identification of a designated Patient Relation Process delegate
  - Acknowledges the receipt of the complaint within 48 hours of receipt
  - Provides status reviews within 5 days after receipt of the complaint and whenever a complainant reasonably requests further information
  - Patient relations data will be presented to Quality committee of the Board 2 times per year
  - Each organization is required to engage patients and their caregivers in the development of its annual Quality Improvement Plan
  - Each organization's annual QIP contains a description of the organization's patient engagement activities and an explanation of how these activities inform the development of the QIP

## Patient Relation Process Policy

**Moved by:** Penny Mulvey

**Seconded by:** Gord Hunt

**THAT** the LWHA Board of Directors approves the Patient Relation Process Policy.

**MOTION: CARRIED**

## 2. APPROVAL OF AGENDA

**Moved by:** Blair Burns

**Seconded by:** Krishna Beharry

**THAT** the LWHA Board of Directors Agenda for Wednesday September 23, 2015 be accepted as amended with the following amendments:

- Item 5. Board Education was moved to the first item on the agenda

**MOTION: CARRIED**

**Moved by:** Gord Hunt

**Seconded by:** Penny Mulvey

**THAT** the LWHA Board of Directors receive the following Consent Agenda reports as circulated:

- LMH Foundation
- WDH Foundation
- WDH Recruitment
- LMH Recruitment

**MOTION: CARRIED**

## 3. DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest declared.

## 4. APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING

**Moved by:** Amy Miller

**Seconded by:** Penny Mulvey

**THAT** the LWHA Board of Directors approves the Board of Directors Meeting Minutes of June 17, 2015 as amended with the following amendments:

- Item 2.1 point 3 will now read:

A. Miller and B. Burns were presented with appreciation letters for their time served as Board Chairs

- Item 3.1 will now read:

The Board discussed severity level 6 incidents in the Wingham and Listowel Hospitals and were reassured that the Wingham and District Hospital and the Listowel Memorial Hospital, in recent memory, have never had a level 6 incident

**MOTION: CARRIED**

## **6. OPEN SESSION / NEW BUSINESS**

### **6.1 Regional Cerner CPOE Optimization Capital Request**

**Moved by:** Tom Soltys

**Seconded by:** Blair Burns

**THAT** the LMH Board of Directors approves the Capital Cost for the Regional Cerner CPOE Optimization.

**MOTION: CARRIED**

**Moved by:** Gord Hunt

**Seconded by:** Amy Miller

**THAT** the WDH Board of Directors approves the Capital Cost for the Regional Cerner CPOE Optimization.

**MOTION: CARRIED**

## **7. DECISIONS AND REPORTS**

### **7.1 Chief Nursing Executive Report**

**A. Stanley reviewed key items from the CNE report included in the meeting package.**

- **Pharmacy Inspection**
  - 3 requirements from the Ontario College of Pharmacists inspection have been completed:
    - Ensuring staff are complaint with standards related to safe preparation of chemo therapy agents and cleaning of preparation rooms
    - Ensuring pharmacy technicians are regulated with the College of Pharmacists
    - Limiting access to the pharmacy to Emergency Nurses only
- **Accreditation Update**
  - Meeting tentatively scheduled for September 25 to meet with our Accreditation specialist
  - Report is due on October 21
- **Health Links**
  - The first cycle of the “Plan Do Study Act” (PDSA) with the North Perth Family Health Team has been completed
  - Learnings from first cycle will be incorporated in second cycle
  - Waiting licensing information for Accuro before we can proceed

### **7.2 Chief Executive Officer Report**

**K. Ellis reviewed key items from the CEO report included in the package.**

- **Cancer Care Ontario**
  - Currently in the communication phase with respect to these changes
  - Staff have been very respectful and understanding of the reasons for and

the need for these changes

- **CT Scan**
  - We are reaching the end of the expected time period for the LHIN to review the proposal - a decision is expected shortly
  - It is not unusual for the LHIN to take the entire time period to reach a decision
- **Clinical Services Plan**
  - Committed to refreshing the Clinical Services Plan that was initially prepared 3 years ago
  - A summary of the initiatives from the existing plan was reviewed with the WDH Medical Staff this past week
  - They expressed great interest in internal medicine, social work, physiotherapy, geriatrician, geriatric psychology, and the current hours of the diagnostic imaging department
- **Physician Recruitment**
  - A refresh of the provinces “High Physician Need” community listing was expected to be published October 1<sup>st</sup>
  - North Huron did not make the list due to the province using Municipal Boundaries as the guideline to determine if a Municipality was under serviced or not
  - A MOHLTC study is underway to develop more objective criteria for the listing
- **Funding Announcements**
  - LWHA received a funding announcement this summer from the MOHLTC and the SWLHIN
  - 1% base funding increase, Hospital Infrastructure Renewal and Small Rural and Northern Funding
- **Renovations Projects**
  - Renovations in the ER in Wingham are underway
  - A project team is working to create plans for a new isolation room, patient lounge and accessible washrooms on the 2<sup>nd</sup> floor inpatient are in Listowel
- **Wingham Health Campus**
  - ONECare and Community Support Services are to occupy the school in mid-October
  - Huron County Health Unit will begin renovations shortly with occupancy this fall
  - The hospital’s Boardroom has been temporarily relocated to the former public school
- **Ministry of Health and Long Term Care Capital Project**
  - Currently, we are behind schedule on this project
  - We undertook on our own the identification and specification of equipment needs which has resulted in more work than expected
- **Wingham and District Hospital Foundation Capital Campaign**
  - Well into the \$4 million capital campaign
  - Presentations are expected to begin at Municipal councils soon
  - Final paving of the new ramp was supposed to have taken place this week

### 7.3 Chief Financial Officer Report

#### T. Lewis reviewed key item from the CFO report included in the meeting package

##### ▪ Financial Summary

- Solid financial results are being experienced in the first five months of the fiscal year in Listowel
- Have run a surplus in each of the months and now have surplus from hospital operations of \$282, 000 YTD
- Have run at a deficit in Wingham for four out of the five months with a YTD deficit of \$118, 000 due to the oncology program
- Oncology program has a \$185, 000 deficit for the first five months
- Rest of hospital operations have a \$67, 000 surplus

##### ▪ Finance Projects

- A fixed asset count has been undertaken at both sites in September
- Working on transitioning some of our AP function to EFT payments
- Operating budget process will begin in early October

##### ▪ Laundry

- The transition o to outsourcing our laundry is complete
- Projected at \$78, 000 annual savings in Listowel and \$41, 000 annual savings in Wingham

##### ▪ Information Technology

- Experienced a few Code Grey situations with service disruptions to our IT
- First one was related to our phone systems - power supply issues with our wireless networks
- The defective parts were replaced
- Second one was related to our switches for our servers
- Had a critical failure of our switches which prevented end user access to our network for a number of hours
- The switches were replaced

## 8. CLOSED IN-CAMERA SESSION

**Moved by:** Kris Dekker

**Seconded by:** Penny Mulvey

**THAT** the LWHA Board of Directors Meeting move to the 'In-Camera' session and that staff remain.

**MOTION: CARRIED**

The in-camera minutes are under separate cover.

**Moved by:** Blair Burns

**Seconded by:** Penny Mulvey

**THAT** the LWHA Board of Directors Meeting move out of the 'In-Camera' session and bring forth any items to the minutes of the open session.

**MOTION: CARRIED**

## 9. DATE OF NEXT MEETING

- Wednesday October 28, 2015
- Wingham Health Campus Board Room
- 1700 Hours

**9. CORRESPONDENCE**

No correspondence was presented

**10. COMMUNICATION REQUIRED FOLLOWING BOARD MEETING**

- KE will prepare the Board meeting highlights to be circulated
- A. Smith from the Listowel Banner questioned why the press is not invited to the Committee of the Whole Meetings
- The press have never been extended an invitation to attend our committee meetings in the past
- The Board reached a decision for the committee meetings to remain closed for the time being but will place this topic on the next Strategic Planning and Communications Committee agenda
- It is not legislated that we hold open public board meetings, but we traditionally do

**11. MOTION TO ADJOURN**

**Moved by:** Blair Burns

**Seconded by:** Penny Mulvey

**THAT** there being no further business the LWHA Board of Directors meeting be adjourned at 2019 hours.

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Rosemary Rognvaldson, Chair

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Karl Ellis, Secretary