



# LENNOX & ADDINGTON COUNTY GENERAL HOSPITAL

## MINUTES BOARD OF DIRECTORS June 16, 2020 Zoom Virtual Meeting

A meeting of the Board of Directors of the Lennox & Addington County General Hospital was held via Zoom at 6:30 p.m. on June 16, 2020.

**PRESENT:**

<b>Board:</b>	Allan MacGregor (Chair)	Lori Francis
	Deb Lowry	Geoff Griffin
	Michelle Smith	Jamie Uson
	Wayne Coveyduck	Robert Hough
	Norm Clark	Mary Mayo
	Bob Clancey	Dr. Kim Morrison
	Chris Seeley	Dr. Crystal Gonu
	Robert Paul	Tracy Kent-Hillis

**REGRETS:**

John Wise

<b>Staff in Attendance:</b>	Darlene Moore	Erin Brown
	Tracy Ringrose	Sheila Mabee (Recorder)
	Colin Catt	

**1. Call to Order/Opening Remarks**

The meeting was called to order at 6:30 p.m., by Allan MacGregor.

**2. Approval of the Agenda**

The agenda was approved with the following additions:

New Business:

- 8.2 Flagpole discussion
- 8.3 Canopy at ER Entrance
- 8.4 Board Development Retreat

**Motion #1**

*Rationale: Normal Practice*

***Motion: That the Board of Directors hereby approves the agenda dated June 16, 2020 with the additions of items 8.2, 8.3 and 8.4.***

Moved by: Deb Lowry  
Seconded by: Bob Clancey

**The motion was carried.**

**3. Conflict of Interest**

The Chair inquired if any Board member wished to declare a conflict of interest based on items identified on the Agenda. There were no identified conflicts of interest.

**4. Minutes of the Previous Meeting**

The minutes of the previous meeting were approved as circulated.



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### **Motion #2**

*Rationale: Normal Practice*

***Motion: That the Board of Directors hereby approves the minutes of the previous meeting dated May 5, 2020.***

Moved by: Bob Clancey

Seconded by: Norm Clark

**The motion was carried.**

## **5. Business Arising**

### **5.1 Regional Updates**

Allan MacGregor reported on the following items:

- Every hospital, with the exception of Brockville General Hospital, has voted and approved to proceed with the Regional Hospital Information System (HIS) Project. Perth and Smiths Falls District Hospital (PSFDH) provided a copy of their amended motion which included an opt out clause (if any other Hospitals do not proceed with moving forward). Their motion also included wording related to connectivity with other health care providers in the region in order to make the system more fulsome.

Wayne Coveyduck reported on the following:

- Wayne and Dr. Morrison have a couple meetings scheduled with a portion of the FLA-OHT Application group to discuss a new way forward. The goal of the meeting(s) is to find some common ground and understandings to determine a new methodology which will then need to be sold to the broader group.
- It would seem that there will be less OHTs in the province than originally thought. The COVID-19 pandemic has understandably stalled progress with Ontario Health being able to proceed right now.
- LHINs for the time being will continue to function until they are rolled up into Ontario Health.
- The government has provided confirmation of a 2% base funding adjustment for our Hospital.

## **6. Reports**

### **6.1 Quality Committee**

Chris Seeley highlighted the following from the May 19, 2020 Quality Committee meeting:

- Pharmacy Director, Anna Huisman, who provided an update from their department.
- Darlene Moore, CFO, provided the Committee with an update from Finance.

### **6.2 Volunteer Services**

Mary Mayo noted that the Volunteer Services did not meet in the months of April or May. Their Executive sent out a little newsletter (included in the Board package) to keep in touch with their membership.

The Volunteer Services Annual General Meeting is being planned for 1:30 p.m., on July 14, 2020. Where and how the meeting takes place is still in question. The Executive will be meeting later in the week to make these decisions.

### **6.3 Medical Advisory Committee**

Dr. Morrison highlighted the following from the May 11, 2020 Medical Advisory Committee meeting:



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The Medical Advisory Committee meeting was focused on catching up on housekeeping items as part of the annual work plan. Additionally, the Committee discussed the addition of the Ambulatory Clinical Team (ACT). As the clinics we have grow, in terms of outpatient clinics, it has become apparent that there is a gap for the ambulatory type clinics having a voice and means of reporting to the MAC. The ACT would encompass programs like the diabetes education program, stress testing, cardiorespiratory rehab, infusions and transfusion, itinerant surgeons, and so on. The ACT will be formed under the leadership of Tracy Kent-Hillis and Erin Brown.

The Medical Advisory Committee reviewed the re-appointment applications to the LACGH Medical Staff for the following:

- Brandy Sessford (Moran) – Consulting (Radiology)
- Aaron McGregor – Active (Family Medicine)
- Robert Reynolds - Courtesy without Admitting (Family Medicine)
- Jeff Sloan – Active (Family Medicine with Emergency)
- Christopher Sosnowski - Courtesy without Admitting (Family Medicine)
- Liz Touzel – Active (Family Medicine)
- Tom Touzel – Active (Family Medicine)
- Tatiana Viaznikova - Courtesy with Admitting (Family Medicine with Emergency)
- Katie Yelle - Locum Tenens (Family Medicine)
- Susan Chamberlain - Consulting (Gynaecology)
- Mary Anne Jamieson – Consulting (Gynaecology)
- Shawna Johnston - Consulting (Gynaecology with Urology)
- David Lee - Consulting (Oncology)

No concerns were noted by the MAC; therefore, the re-appointment applications were recommended to the Board of Directors for approval. The Board reviewed the credentialing applications and no concerns were noted.

### **Motion #3**

*Rationale: Applications for appointment to the Medical Staff require the review and approval of the Medical Advisory Committee and the Board of Directors.*

***Motion: The Board of Directors hereby approves the following re-appointments to the LACGH Medical Staff, as recommended by the Medical Advisory Committee:***

- Brandy Sessford (Moran) – Consulting (Radiology)
- Aaron McGregor – Active (Family Medicine)
- Robert Reynolds - Courtesy without Admitting (Family Medicine)
- Jeff Sloan – Active (Family Medicine with Emergency)
- Christopher Sosnowski - Courtesy without Admitting (Family Medicine)
- Liz Touzel – Active (Family Medicine)
- Tom Touzel – Active (Family Medicine)
- Tatiana Viaznikova - Courtesy with Admitting (Family Medicine with Emergency)
- Katie Yelle - Locum Tenens (Family Medicine)
- Susan Chamberlain - Consulting (Gynaecology)
- Mary Anne Jamieson – Consulting (Gynaecology)
- Shawna Johnston - Consulting (Gynaecology with Urology)
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Moved by: Geoff Griffin  
Seconded by: Deb Lowry

**The motion was carried.**

The Medical Advisory Committee reviewed the re-appointment applications, with the noted changes, to the LACGH Medical Staff for the following:

- Robin Britton – Active (Family Medicine) *Change from Associate to Active Staff*

No concerns were noted by the MAC; therefore, the re-appointment applications, with the noted changes, were recommended to the Board of Directors for approval. The Board reviewed the credentialing applications and no concerns were noted.

### **Motion #4**

*Rationale: Applications for appointment to the Medical Staff require the review and approval of the Medical Advisory Committee and the Board of Directors.*

**Motion: The Board of Directors hereby approves the following appointment to the LACGH Medical Staff, with the noted change, as recommended by the Medical Advisory Committee:**

- Robin Britton – Active (Family Medicine) *Change from Associate to Active Staff*

Moved by: Lori Francis  
Seconded by: Michelle Smith

**The motion was carried.**

The Medical Advisory Committee reviewed the appointment applications to the LACGH Medical Staff for the following:

- Doug Alkenbrack - Temporary Locum Tenens (Family Medicine)
- Jeanette Dietrich - Temporary Locum Tenens (Family Medicine)
- Joanna McDonald - Temporary Locum Tenens (Family Medicine)
- Madelaine Wernham - Associate (Internal Medicine) *\*conditional on her receiving Independent Practice License from the CPSO*

Dr. Morrison highlighted that the MAC had met since the May 11, 2020 meeting and discussed the “temporary” locum tenens privileges for Drs. Alkenbrack, Dietrich and McDonald, which were requested in order for these doctors to provide additional coverage during the COVID-19 pandemic. These three doctors were to only have privileges until the end of June 2020, however, with the anticipation of a second wave expected in the fall, the MAC felt it prudent to extend these privileges by removing the “temporary”. This would mean that privileges would be granted to the end of June 2021.

Additionally, Dr. Morrison explained that Dr. Madelaine Wernham’s independent license comes into effect on June 30, 2020. Therefore, there are no concerns with her independent license being granted by the College of Physicians and Surgeons of Ontario (CPSO) and subsequently no concerns by the MAC with recommending she be granted privileges at LACGH for July 1, 2020.

No concerns were noted by the MAC; therefore, the appointment applications were recommended to the Board of Directors who had no concerns with their approval.



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### Motion #5

*Rationale: Applications for appointment to the Medical Staff require the review and approval of the Medical Advisory Committee and the Board of Directors.*

**Motion: The Board of Directors hereby approves the following appointments to the LACGH Medical Staff, as recommended by the Medical Advisory Committee:**

- Doug Alkenbrack - Locum Tenens (Family Medicine)
- Jeanette Dietrich - Locum Tenens (Family Medicine)
- Joanna McDonald - Locum Tenens (Family Medicine)
- Madelaine Wernham - Associate (Internal Medicine) *\*conditional on her receiving Independent Practice License from the CPSO*

Moved by: Geoff Griffin

Seconded by: Deb Lowry

**The motion was carried.**

### 6.4 Patient & Family Advisory Council

Erin Brown highlighted that the PFAC had met in mid-May. Discussion centered around the COVID-19 pandemic and the patient experience from the community point of view. Tracy Kent-Hillis provided a presentation on virtual care, which was well received. There was some feedback regarding the Tele-triage which was fed back to the team.

The PFAC welcomed a new member to the Council, Shannon Boutilier. This fall the PFAC will be transitioning to an evening meeting to accommodate those on the Council who are working. The PFAC will have a recommendation in September for a new PFAC Board Rep.

### 6.5 Audit Committee

Michelle Smith reviewed the following from the June 10, 2020 Audit Committee meeting:

Lori Huber and Caitlyn Cox, KPMG were in attendance at the meeting to provide the Audit Findings Report with no concern. Darlene had reviewed the Financial Statements for year ending March 31, 2020.

Allan MacGregor congratulated Wayne Coveyduck and the team for another great end to the year for our organization.

There were no questions or comments related to the Audited Financial Statements, nor the Audit Findings Report, therefore they were approved by the Board.

### Motion #6

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby approves the Audited Financial Statements for the year ending March 31, 2020, as recommended by the Audit Committee.**

Moved by: Robert Paul

Seconded by: Lori Francis

**The motion was carried.**



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### **Motion #7**

*Rationale: Normal Practice*

**Motion: The Board of Directors hereby accepts the Audit Findings Report for the year ending March 31, 2020.**

Moved by: Michelle Smith

Seconded by: Deb Lowry

**The motion was carried.**

### **6.6 Finance Committee**

Michelle Smith reviewed the following from the June 10, 2020 Finance Committee meeting, which was held immediately following the Audit Committee meeting:

#### **6.6.1 April Cheque List**

The Finance Committee reviewed the April 2020 Cheque List which totaled \$4,118,797.61. No concerns were noted by the Finance Committee or the Board.

### **Motion #8**

*Rationale: Normal Practice.*

**Motion: The Board of Directors hereby approves the following, as recommended by the Finance Committee:**

- April 2020 Cheque List totaling \$4,118,797.61;

Moved by: Lori Francis

Seconded by: Robert Paul

**The motion was carried.**

### **6.7 Foundation Report**

Robert Hough noted that the Foundation's Annual General Meeting would be held virtually at 3:00 p.m., on June 24, 2020. Anyone wishing to join was encouraged to call the Foundation Office for the entry login to participate.

Plans to celebrate the 25<sup>th</sup> Anniversary of the Foundation are currently on hold due to the pandemic and limits to social gatherings.

### **6.8 Chief Executive Officer's Report**

Further to the written report provided in the Board package, Wayne Coveyduck shared the following information:

#### **Hospital Flood - Update**

- Wayne provided an update related to the flood, which had occurred at the Hospital over the weekend. The origin of the flood was a hot water tank supply, which had rotted from the inside out.
- There was a fair bit of water damage as the flood started at highest point of the building and worked its way down through the floors/ceilings from the second floor to the basement. We were very fortunate in that patient care areas were unaffected.



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- The DI Department, which has the most expensive equipment was the hardest hit. The Gen Rad suite was lost. In the basement, the Mammo unit was destroyed, as was the BMD machine. These machines alone equate to almost \$1 million.
- Additionally, there was a fair bit of damage to the building with ceiling tiles, wall repairs, and floors needing to be replaced, due to the sheer amount of free flowing water.
- Some associated equipment will require replacement as well (electronic work stations, furniture, etc.).
- The estimated damage is easily between \$1 to \$2 million.
- Wayne noted that with all that damage, it was unbelievable all of the work that has been done to get the hospital back in service and functioning. The insurance adjuster could not believe all of the damage and that we could get back in service so quickly.
- Our local fire department personnel were diligently working to try to help out in a manner to stop the flow from the leak. Every place you went in the Hospital there was a firefighter with squeegees and mops. Staff members were also actively trying to get the building put back together. It was notably a phenomenal group effort!
- The Board mentioned the nice notice in the Napanee Beaver newspaper which noted the efforts of staff and the Fire Department. It came across quite clearly that the Hospital felt well supported.

### Opening of the Deseronto Medical Clinic

- Wayne noted that the grand opening ceremony had taken place at the Deseronto Medical Centre just prior to the COVID-19 shutdown at the beginning of March. With the pandemic, everything came to a halt, including the opening of the Clinic with the family physicians.
- Now that things are starting to open back up, it was recognized that it is best to get Clinic up and running. The local docs wrote a letter to the Deseronto representatives, to which Wayne got a copy, and he was hopeful that the Council got a letter as well.
- As of June 15, 2020 the doctors are in and now practicing at the Clinic
- Wayne reported that the paving is now complete in the parking area, with more landscaping planned to add to its curb appeal.
- Norm Clark relayed that he will pass on this information to Town Council. He expressed that he will never be able to thank Wayne and Dr. Morrison enough for what they have done for Deseronto in opening up this Clinic for his Town.
- Wayne felt that it was a turnkey operation and was hopeful that it would assist the community in ensuring there would always be doctors attracted to the community to work.

### Pandemic Pay from the Ontario Government

- Wayne reported that we now have confirmation from the Government that not all Hospital staff will be receiving the Pandemic Payment, and in fact it excludes over 100 staff members (about 40%). By law, the government has made it so that we cannot use government funds to extend the payment to all Hospital staff.
- Wayne noted he had written a letter to each individual staff member to relay that if we were allowed to extend the Pandemic Payment to all staff, we would.
- Anthony Dale, OHA, had strongly advised against extending the Pandemic Payment beyond those it was intended for. (payment through Hospital Foundations, etc.). Anthony's position is really quite frank on this, in that we are not to do anything as the government will strongly react to it.
- Deb noted that staff do need to know that the Board is so thankful for all they do, regardless of whether they work frontline or in the back office.



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### Motion #9

*Rationale: Normal Practice*

***Motion: The Board of Directors hereby accepts the reports from the Quality Committee, Volunteer Services, Medical Advisory Committee, Patient & Family Advisory Council, Audit Committee, Finance Committee, Foundation and the CEO.***

Moved by: Jamie Uson

Seconded by: Norm Clark

**The motion was carried.**

### 7. Correspondence Received up to June 2, 2020

There was nothing further to report for correspondence.

### 8. New Business

#### 8.1 Delegation of Authority – Executive Committee

As in previous years, Allan noted that the Executive Committee will act on behalf of the Board of Directors during the summer adjournment period. This will allow the Board Chair, Vice Chair, Treasurer, Secretary/CEO to carry out business for pressing matters before the Board.

No concerns were noted.

### Motion #10

*Rationale: As the Board of Directors does not meet in July and August, the Board is asked to endorse the Executive Committee to act on behalf of the Board during the summer months.*

***Motion: That the Board of Directors hereby approves that the Executive Committee, composed of the Chair, Vice Chair, Treasurer, Secretary/CEO and an additional resource (if required), be enabled to act on behalf of the Board until they reconvene in October.***

Moved by: Geoff Griffin

Seconded by: Lori Francis

**The motion was carried.**

#### 8.2 Flagpole Discussion

Wayne highlighted that the flagpole discussion has come up a couple of different times for different reasons. The thoughts are if we had three flagpoles, we could have the Canada flag at the highest point on a middle flagpole; the Ontario flag could be on one side and we could have one flagpole open for different celebrations which could rotate (i.e. recognition for Volunteer Week, Nurses Week/Administrative Professionals/Lab Tech/Pharmacy/Patient Safety weeks, etc. as well as recognition for broader months which celebrate things like gay pride, and other such recognition as a way to express the inclusivity, thoughts and human side of our organization).

Wayne asked if the Board would be supportive of the hospital putting up two more flagpoles. There were no concerns. Develop a calendar and organize to have it happen.



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**Motion #11**

*Rationale: Normal Practice*

***Motion: That the Board of Directors supports the construction of an additional 2 flagpoles to go on either side of the Canada Flag at the front of the Hospital.***

Moved by: Lori Francis

Seconded by: Deb Lowry

**The motion was carried.**

**8.3 Canopy Over Entrance Walkway to ER**

Wayne reported on a conversation he'd had with ER Medical Director Dr. Matt Martin.

With the province starting to open back up and we allow more patients to come in to hospitals, there is still a bit of streamlining work to do. There is the opportunity to have up to 10 patients waiting to be seen in the ER to wait along the sidewalk, while maintaining the required 6 feet of physical distance, along the sidewalk leading to the ER doors.

It is being suggested that a temporary canvas, waterproof canopy be erected to protect those waiting from the weather elements (heat, rain) so that people are not waiting in their cars. Once the canopy is no longer needed, it can be stored away for future use and/or events.

Along with the canopy, a sign will need to be installed, so that people know it is the emergency entrance. The concern of triaged patients waiting in their car was mentioned.

The Board was agreeable and noted that the community will need to be educated about the change.

**Motion #12**

*Rationale: Normal Practice*

***Motion: That the Board of Directors hereby approve erecting a temporary canopy in front of the ER entrance over the sidewalk.***

Moved by: Deb Lowry

Seconded by: Robert Paul

**The motion was carried.**

**8.4 Board Development Retreat**

Allan reminded the Board that the Board Development Retreat was long ago planned for September 17-18, 2020. As part of the booking, there is a cancellation clause which stipulates we would lose our deposit without 90-days' notice of cancellation.

It was doubtful that we would be able to assemble in a group this size in the early fall.

The group discussed that, with the Pandemic, at this time it is not known if a gathering of that size will be allowed. It was suggested that Sheila Mabee connect with the Donald Gordon Centre and ask if we cancel the booking if we might be provided the "right of first refusal" to rebook.



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### **Motion #13**

*Rationale: Normal Practice*

***Motion: That the Board of Directors hereby approves the cancellation of the September Board Development Retreat venue with the request we be provided the “right of first refusal” to rebook if social gatherings opens up in Ontario by the September date.***

Moved by: Norm Clark

Seconded by: Deb Lowry

**The motion was carried.**

### **9. Next Meeting**

The next regular meeting of the Board is scheduled for October 6, 2020.

Allan expressed his thanks and appreciation, on behalf of the Board, to both Mary Mayo and Robert Hough for their contributions and participation at the Board meetings over the last 2 years.

As noted on the Board meeting Agenda, the Annual General Meeting is being planned for July 28, 2020. It was proposed that the Zoom format be used as restrictions are still being placed on social gatherings due to the COVID-19 pandemic and it was uncertain when those limitations would be lifted. It was felt prudent that, for planning purposes, the Zoom Webinar feature be utilized. This will allow us to begin to plan the meeting and post details in the newspaper within the required notice timeline.

### **10. Adjournment**

The meeting was adjourned at 7:36 p.m.

### **Motion #14**

*Rationale: Normal Practice*

***Motion: That the Board of Directors hereby adjourns their meeting at 7:36 p.m. on June 16, 2020.***

Moved by: Lori Francis

Seconded by: Robert Paul

**The motion was carried.**