Listowel Wingham Hospitals Alliance
Board of Directors Meeting
Wednesday, September 30th, 2020

Wingham and District Hospital, Listowel Memorial Hospital,
WebEx

PRESENT:	Hugh Clugston, Chair	Lee Anderson	**STAFF PRESENT:**	Cherie Dolmage
	Bert Johnson	Dr. G. Antoniadis		Barb Major-McEwan
	Jessica Weber	Doug Miller		Sandra Albrecht
	Debbie Miller	Penny Mulvey		Laura Matheson
	Rick Boisvert	Conor O'Keefe		Meghan Martin
	Kelly Finlayson	Karl Ellis		
	Dale Gilchrist	Sharon Skinn		
			PATIENT REP	Rosemary Rognvaldson
ABSENT:	Dr. D. Gateman	Dr. S. Vander Klippe	**GUESTS:**	
	Krishna Beharry			
REGRETS:	Dr. T. Suggitt		**REGRETS:**	

1. CALL TO ORDER and WELCOME

Chair H. Clugston called the meeting to order at 1854 hours.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

Moved by: Dale Gilchrist **Seconded by: Conor O'Keefe**

THAT the LWHA Board of Directors approves the Agenda for Wednesday, September 30th, 2020 and the following Consent Agenda reports be received as circulated

- Board of Directors Meeting Minutes of June 24th, 2020
- WDH Foundation
- In Camera Discussions at the Board Policy
- CEO Position Description

MOTION: CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interested declared.

4. BOARD EDUCATION – B. Major-McEwan, K. Ellis

Board Roles, Responsibilities, Conflict of Interest Policy

- K. Ellis outlined the roles of the Board members, noting that members are to act in the best interest of the hospital, apply a level of skill in similar comparable circumstances, ask questions, approve strategic goals and directions, ensure the Mission, Vision and Values are appropriate, among others listed in the attached policy.
- The Board plays a role in the oversight of management, patient care services, finances, stakeholder relations, expectations with funder oversite entities, as well. Additionally, the Board has an overview of the Excellent Care for All Act, including quality committees and the Quality Improvement Plan.

- The Board will work with the Chiefs of Staff to monitor medical quality of care in hospitals.
- The Board will have financial oversight, including approval of operating and capital budgets and annual audited financial statements.
- The Board will hire the CEO and the Chiefs of Staff, and will ensure a succession plan is in place.
- The Board approves Professional Staff credentialing and appointment.
- The Board will be knowledgeable about risks and ensure they're identified, outlining a framework to address emergencies.
- The Board will ensure that appropriate communications take place among stakeholders and will advocate on hospitals' behalf.
- K. Ellis explained that the Conflict of Interest and Confidentiality policies have been combined into this document; this will be circulated at the October meeting.
- H. Clugston inquired about the Organ Donation Centre designation. K. Ellis explained that LWHA was not a designated Organ Donation Centre, but that there is an obligation to identify situations where organs could be donated and subsequently call the Trillium Gift of Life.
- The Conflict of Interest policy outlines the opportunities to raise concerns with the Board Chair. B. Major-McEwan encouraged members to ask for clarification when in doubt. C. O'Keefe noted that if one has a duty of confidentiality, they do not necessarily need to disclose the details of the conflict of interest.
- The Confidentiality policy notes that while meetings are public, In Camera discussions are not. Redacted minutes are posted to the website. B. Major-McEwan encouraged members to consider shredding Board documents that they no longer need. Parking Lot meetings are discouraged, but the Board does have an opportunity after each meeting to meet without management present.
- K. Ellis encouraged questions, offering appreciation for the collective wisdom.
- R. Boisvert asked for clarity around the discrepancies on p. 21 and 23 regarding confidentiality. B, Major-McEwan agreed and will update the language.

5. NEW BUSINESS / DECISIONS AND REPORTS

5.1 Patient Engagement Strategy – R. Rognvaldson, K. Finlayson

- R. Rognvaldson provided an overview of the report to identify future goals and current tasks.
- The goal involves reviewing personal care for patients within the hospitals.
- The committee is being established and is looking to recruit those interested and able to provide feedback. Meetings will occur monthly beginning in October.
- There is a need to engage patient and family partners.
- K. Finlayson identified the gap from an accreditation perspective, noting the benefit of having Rosemary present at the Board level. An additional former patient has been recruited. K. Finlayson and A. Morrison will seek opportunities to connect with local service organizations.

5.2 Chief Nursing Executive Report – K. Finlayson

- K. Finlayson outlined the Conservable Bed Day project data, noting an improvement. Conservable Days are the number of days the patient exceeds the expected length of stay based on the diagnosis. K. Finlayson credited Dr. Annis and his physician peers, along with Health Records for the successful collaboration.
- K. Finlayson commented on the Corporate Metrics that were implemented in September. Currently, the aim for one on one performance reviews is 100%; mandatory training is targeted at 95%.
- The RL6 Incident Management system expects leaders to acknowledge an incident within 72 hours, and then close it out within 30 days. While this was scheduled to begin in September,

leaders implemented this ahead of schedule.

- The Oncology program has seen an increase in numbers of visits per week. K. Finlayson acknowledged S. DiGiovanni for her leadership, and is hopeful that this program can expand to 5 days per week. This will be brought forward to the Board when reviewed by the Senior Leadership Team. The target number of patients that could receive treatment in this area is 90%; those receiving treatment currently is 82%. Dr. Antoniadis noted that these numbers could be greater, as there is no affiliation with Grand River, and therefore the patients being referred there are not counted in this data.
- The North Huron Neighbourhood of Care committee reconvened on Sept. 15th.

5.3 Chief Executive Officer Report – K. Ellis

- K. Ellis outlined the current status of the COVID Testing and Assessment plan. There has been a Testing Centre in Listowel since May. Volumes were low until students returned to school. LWHA responded quickly and doubled capacity to 60 tests per day. Currently testing symptomatic patients only. Listowel's allocation is 129 tests per day. Plans underway to ramp up, hire staff, and find space.
- [redacted]
- Dr. Antoniadis noted that there is a Point of Care testing (rapid technology) on its way, but unsure when it will arrive.
- D. Miller stated that inability to access testing has raised issues for parents that are paying for child care and are unable to send their children.
- K. Ellis highlighted the finalization of redevelopment at WDH.
- K. Ellis appreciated the Auxiliaries for outfitting the houses used for residents.

5.4 Organization Chart – K. Ellis

- Attached for information.

5.5 Briefing Note: Accreditation Survey – K. Ellis

- H. Clugston and K. Ellis have reviewed standards and will bring specific tasks to the Board over time.

5.6 Committee Assignments – K. Ellis

- Attached for information.

5.7 Hospital and Long Term Care Development – Timing and Approach – K. Ellis

- K. Ellis provided an overview of the state of Long Term Care homes within the region, noting the classification of A,B,C,D level homes. There are a significant number of C level homes in this area, meaning that current standards aren't being met and redevelopment may be necessary. Few local residences have these plans underway.
- K. Ellis has initiated the conversation between the MPP and Mayor.
- Not having access to this resource will create challenges. K. Ellis posed the question of the role of LWHA in this regard.

6. CLOSED IN CAMERA SESSION

The in-camera minutes are under separate cover.

Moved by: Doug Miller **Seconded by: Bert Johnson**

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

MOTION: CARRIED

7.	BOARD RECOGNITION OF QUALITY IMPROVEMENT

- H. Clugston appreciated the report from B. Major-McEwan.
- H. Clugston congratulated the LWHA staff for their enthusiasm and hard work.
- C. O'Keefe acknowledged that finances were well-managed under the circumstances.

8.	CORRESPONDENCE

- H. Clugston has distributed the letter to Doug Ford from Anthony Dale.

9.	COMMUNICATION REQUIRED FOLLOWING BOARD MEETING

- A summary of this meeting will be distributed.

10.	DATE OF NEXT MEETING

- Wednesday, October 28th, 2020
- Wingham and District Hospital Boardroom, Listowel Memorial Hospital, WebEx
- 1700 Hours

11.	MEETING EFFECTIVENESS EVALUATION

- Dr. Antoniadis prefers hybrid model; D. Gilchrist agreed.

12.	ADJOURNMENT

Moved by: Sharon Skinn

THAT there being no further business the LWHA Board of Directors meeting be adjourned at 2026 hours.

H. Clugston, Chair

Karl Ellis, Secretary