

Date: Monday, March 30, 2015  
Time: 16:00 – 17:30 hours  
Location: Fenwick Conference Room, Watkins 2  
Dial-In: 1-866-440-8937, Conf ID 5388961#

Start	Time	Item	Topic	Lead	Purpose	Attachment
1.	CALL TO ORDER & CONFIRMATION OF QUORUM					
1600	5 min	1.1	Approval of Agenda & Chair's Remarks	Carson	Decision	Draft agenda
		1.2	Approval of Previous Minutes: March 11, 2014	Carson	Decision	Draft minutes
2.	CEO UPDATE					
1605	5 min	2.1	CEO Report Highlights & External Environment Update	Thompson	Discuss	Verbal @ mtg KGH This Week
3.	INTEGRATED BUSINESS					
1610	15 min	3.1	Integrated Annual Corporate Plan 2015-16 <ul style="list-style-type: none"> <li>Strategy Performance Index 2015-16</li> <li>Quality Improvement Plan 2015-16</li> <li>Fiscal 2016 Operating/Capital Budget</li> </ul>	Thompson & Committee Chairs	Decision	Briefing Note
4.	PATIENT CARE & PEOPLE COMMITTEE					
1625	10 min	4.1	Wound Surveillance – Hospital Acquired Pressure Ulcers/Skin Integrity	Hytonen	Discuss	Briefing Note
5.	MEDICAL ADVISORY COMMITTEE					
1635	5 min	5.1	COS Report – March MAC Meeting	Zelt	Discuss	Briefing Note
6.	FINANCE & AUDIT COMMITTEE					
1640	10 min	6.1	Revisions to the Business Conduct, Reporting of Inappropriate Business Conduct and Whistleblower Protection & Workplace Harassment & Discrimination Policies	Janiec	Decision	Briefing Note & Policies
7.	GOVERNANCE COMMITTEE					
1650	10 min	7.1	SE LHIN Sustainability Update – HealthCare Tomorrow	Thomson	Discuss	Briefing Note
8.	IN-CAMERA SEGMENT					
1700	5 min	8.1	Motion to Move In-Camera (agenda items #9-11)	Carson	Decision	Verbal
12.	REPORT ON IN-CAMERA DECISIONS & TERMINATION					
1730	5 min	12.1	Motion to Report the Decisions Approved In-camera	Carson	Inform	Verbal
		12.2	Date of Next Meeting & Termination	Carson	Inform	Verbal
13.	IN-CAMERA ELECTED MEMBERS SESSION & CEO ONLY					
14.	IN-CAMERA ELECTED MEMBERS SESSION WITHOUT MANAGEMENT PRESENT					

## BOARD OF DIRECTORS: OPEN MEETING OF MARCH 30, 2015

A regular meeting of the Board of Directors of Kingston General Hospital was held on Monday, March 30, 2015 in the Fenwick Conference Room, Watkins 2, of Kingston General Hospital from 16:00 to 18:05 hours. The following are the open minutes.

Elected Members Present (voting): Annette Bergeron, Lynn Bowering, Scott Carson (Chair), Peng-Sang Cau, Wendy Forsythe (by phone), Timo Hytonen, Donna Janiec, Diane Kelly, Susan Lounsbury, Al Orth, Geoff Quirt, Bill Robertson (by phone), and George Thomson.

Ex-officio Members Present (voting): nil.

Ex-officio Members Present (non-voting): Kishore Thain, Leslee Thompson (by phone), Leanne Wakelin, and David Zelt.

Regrets: Richard Reznick.

Administrative Staff: Rhonda Abson (Recording Secretary), Jim Flett, Chris Gillies, Shannon Graham, Troy Jones, and John Lott.

### 1.0 CALL TO ORDER & CONFIRMATION OF QUORUM

The Chair called the meeting to order and confirmed quorum. As outlined in the Notice of meeting, the remaining board meeting dates for the current board calendar year were provided. The Chair drew particular attention to the May conflict with the Board's planning session being held on the same day as the KGH Auxiliary golf tournament; Board members can release the May 20<sup>th</sup> date from their schedules but were asked to continue to hold the May 19<sup>th</sup> date. The date of the next KGH Board meeting is Wednesday, April 29, 2015.

### 1.1 Approval of Agenda & Chair's Remarks

Moved by Diane Kelly, seconded by Peng-Sang Cau:

THAT the agenda be approved as circulated.

CARRIED

### 1.2 Approval of Previous Minutes

The March 11, 2015 draft open meeting minutes were pre-circulated with the agenda. Several amendments were identified under agenda items #1.0, #5.1 and #7.1. Discussion focused on agenda item #7.1 and the composition of the Governors working group; George Thomson confirmed that each of the SE LHIN hospitals and CCAC have confirmed a member to participate.

Moved by Annette Bergeron, seconded by Geoff Quirt:

THAT the open minutes of the KGH Board of Directors meeting held on March 11, 2015 be approved as amended.

CARRIED

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### 2.0 CEO UPDATE

#### 2.1 CEO Report Highlights and External Environment Update

Appreciating that the last update from the CEO as provided at the March 11 meeting, a written report was not prepared and the CEO offered to respond to questions from the Board with respect to current issues in the external environment. No further discussion/items identified.

### 3.0 INTEGRATED BUSINESS

#### 3.1 Integrated Annual Corporate Plan 2015-16

At the March 11 Board meeting, the approach to the development of the Integrated Annual Corporate Plan was endorsed by the Board as well as approving the 2015/16 Hospital Service Accountability Agreement. In approving the approach at the last meeting, management was asked to prepare the Strategy Performance Index (SPI) which provides a detailed listing of all targets, indicators, and performance corridors. As previously reported to the Board, there are no new milestones for Fiscal 2016. Patient flow challenges, Healthcare Tomorrow outcomes, and support for a regional Hospital Information System remain key commitments that will inform priorities in the year ahead.

The other integral component of the IACP is the Quality Improvement Plan and a draft copy of the Plan, as recommended by the Patient Care and People Committee, was pre-circulated to Board members in advance of the meeting. Geoff Quirt confirmed that the Governance Committee has reviewed and endorsed the executive compensation/pay for performance plan which is a requirement of the Quality Improvement Plan. Minor amendments were noted on pages 2 and 4.

Jim Flett confirmed that all Board Committees have reviewed and discussed the Strategy Performance Index at meetings held earlier this month. Work will continue on engaging KGH's leadership group to identify the tactics required to achieve the 2016 outcomes.

Moved by Annette Bergeron, seconded by Susan Lounsbury

WHEREAS the KGH Board of Directors endorsed the approach to the KGH Integrated Annual Corporate Plan for Fiscal 2016 and approved Fiscal 2016 internal operating budget/balanced financial position and the proposed Fiscal 2016 capital budget at their March 11, 2015 meeting;

AND WHEREAS the KGH Board Committees have now reviewed and discussed the Integrated Annual Corporate Plan targets, indicators and performance corridors, and the related board committee assignment for review of the performance against these targets and approves the Strategy Performance Index for Fiscal 2016;

AND WHEREAS the Board approves the Quality Improvement Plan for Fiscal 2016 for submission on April 1<sup>st</sup>;

BE IT THEREFORE RESOLVED that the KGH Board of Directors approves the 2015-16 Integrated Annual Corporate Plan as presented at the March 31, 2015 meeting so that management can continue with more detailed tactic planning to guide the focus of our work to achieve the 2015-16 targets.

CARRIED

#### 4.0 PATIENT CARE & PEOPLE COMMITTEE

##### 4.1 Wound Surveillance – Hospital Acquired Pressure Ulcers/Skin Integrity

Timo Hytonen, Chair of the Patient Care and People Committee, drew attention to the detailed briefing prepared and presented by Leanne Wakelin at their March committee meeting. A number of strategies have been identified by the steering committee as outlined in the report as follows: 1) three inpatient units have been identified to test the development of the pressure ulcer prevention and skin care program; 2) development and educational support of pressure ulcer champions on each of the three units; 3) continual education of champions and frontline staff; 4) development and utilization of a dedicated nurse within professional practice nursing to manage the initiative, complete audits, and perform monthly pressure prevalence studies on each of the units; 5) KGH to participate in the Hill-Rom International Pressure Ulcer Prevalence study on a yearly basis starting in February 2016. The overall goal in Year 1 is a 25% reduction in pressure ulcers in the three targeted areas noted above.

Immediate recommendations for implementation is the development of an individual to perform chart audits and prevalence studies as well as develop and deliver the education needs and to secure educational funds to develop champions at the unit level. KGH's capital budget is also investing in this project with the arrival of 150 new beds with mattresses that are designed to reduce pressure ulcers.

#### 5. MEDICAL ADVISORY COMMITTEE

##### 5.1 Chief of Staff Report – March MAC Meeting

The written report of the Chief of Staff was pre-circulated in the agenda package. Key highlights from the March MAC meeting included endorsement of the Quality Improvement Plan; reports on Healthcare Tomorrow initiatives; new medical directive in the Cardiac Program; approval of policies allowing registered dietitians to implement nutrition related orders; a briefing was provided on the recently released OHA document on privacy breaches; and the annual report of the Ambulatory Clinics Committee were discussed at the last meeting.

#### 6.0 FINANCE & AUDIT COMMITTEE

##### 6.1 Revisions to the Business Conduct, Reporting of Inappropriate Business Conduct and Whistleblower Protection & Workplace Harassment & Discrimination Policies

In advance of the meeting, the proposed amendments to administrative policies relating to the reporting of inappropriate business conduct and whistleblower protection; an updated business conduct policy and the workplace anti-harassment and discrimination policy were circulated to the Board.

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Discussion focused on the need for additional education tools to accompany the policies, such as an executive summary, to assist staff in understanding the key elements of the documents. The current format is may require further updating to make it easier for the reader to follow. The CEO explained that the policies will be translated into learning modules for staff and, once the learning management system updates have been completed, management will come back to the Board and demonstrate how the module works. The number of incidents handled should become part of the annual reporting cycle to the Board.

Donna Janiec, Chair of the Finance and Audit Committee, provided a brief overview of the Committee's work in bringing forward the policies; it was noted that the Board had already approved the policies and the proposed changes reflect current practices and approaches, title changes from workplace to business conduct, and separating the workplace harassment and discrimination policy. Shannon Graham, Vice President and CHRO, confirmed that clinical activities are covered by a separate policy.

Moved by Donna Janiec, seconded by Peng-Sang Cau

THAT the Board of Directors approves the changes to these policies as highlighted; and

THAT the Board of Directors assume ownership and approves the Workplace Harassment and Discrimination Policy as presented.

CARRIED

## 7.0 GOVERNANCE COMMITTEE

### 7.1 SE LHIN Sustainability Update – Healthcare Tomorrow

Appended to the updated Briefing Note was a copy of the key messages from the March South East CCAC/Hospital Executive Forum; the updated governance dashboard; a copy of the draft decision-making and dispute resolution process; and draft 6 of the decision-making criteria. George Thomson, Chair of the Governance Committee, drew attention to the March 25, 2016 SECHEF Healthcare Tomorrow – Hospital Services Planning agenda. Discussion focused on the composition of the dispute mechanism committee and how the mediation process will work. In response to a question, the Chair confirmed that recommendations are expected in June and that a special Board meeting may be required.

Leslee Thompson signed off the line at 17:10 hours.

## 8.0 IN-CAMERA SEGMENT

### 8.1 Motion to Move In-Camera

Moved by Annette Bergeron, seconded by Geoff Quirt:

THAT the Board move into an in-camera session.

CARRIED

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### 12.0 MOTION TO REPORT ON IN-CAMERA DECISION/DISCUSSION ITEMS & TERMINATION

#### 12.1 Motion to Report the Decision Approved In-Camera

Moved by Annette Bergeron, seconded by Susan Lounsbury:

THAT the Board rise from committee of the whole and the Chair report.

CARRIED

The Chair reported on the following in-camera decision/discussion items: the Board approved the in-camera minutes of the March 11 Board meeting; the Board received the final January and March minutes from the Patient Care and People Committee as well as the final February minutes from the Finance and Audit and Governance Committees; the Board approved a number of medical staff appointments and reappointments and housestaff appointments; the Board was briefed on the public sector salary disclosure; the Board endorsed the recommendation of the Governance Committee to appoint an individual to the position of Interim CEO should there be a sudden vacancy in that position; and the Board approved a nominee for the June Board slate.

#### 12.2 Date of Next Meeting & Termination

The Chair confirmed that the date of the next meeting is: Wednesday, April 29, 2015 at 16:00 hours.

The meeting terminated at 18:05 hours on motion of Geoff Quirt.

### 13.0 IN-CAMERA ELECTED MEMBERS SESSION & CEO ONLY

No session held.

### 14.0 IN-CAMERA ELECTED MEMBERS SESSION WITHOUT MANAGEMENT PRESENT

A brief session was held post-meeting with elected members only.

Scott Carson  
Chair