

Minutes of the Meeting of the MICs Board of Directors
Wednesday, April 25th, 2018 – 18h00
Via videoconference @ MICs Boardrooms (BMH Lead Site)

ANSON GENERAL HOSPITAL	
x	Patrick Britton - Chair
regrets	Danielle Delaurier – Vice-Chair
x	Stan Denault - Treasurer
x	Stéphanie Giguère – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Bob Dennis – Chair
regrets	Irma Clarke – Vice-Chair
x	Roy Onlock – Treasurer
regrets	Doug Bender – Municipal Representative
LADY MINTO HOSPITAL	
x	Patricia Dorff – Chair
x	Gilles Chartrand – Vice-Chair
x	Julie Papineau – Treasurer
regrets	Renelle Bélisle – Municipal Representative
MICs GROUP OF HEALTH SERVICES	
x	Paul Chatelain – MICs Chief Executive Officer
x	Isabelle Boucher - MICs Chief Nursing Officer
x	Dr. Stephen Chiang – MICs Chief of Staff
x	Dr. Joey Tremblay – MICs President of Medical Staff
GUESTS	
x	Suzanne Gadoury – MICs Executive Assistant (<i>Recording Secretary</i>)
x	Gail Waghorn – MICs Chief Financial Officer / Executive Leader of Corporate Services
x	Micheline Gagnon – Minto Counselling Centre

1.0 Call to Order & Chairs Remarks (B. Dennis)

1.1 B. Dennis opened the meeting and welcomed everyone. Bob inquired if there were any declarations of conflict of interest.

2.0 Approval of Agenda (B. Dennis)

The agenda was reviewed. The following items were added:

- 9.1 BSO Funding
- 9.2 ONE Initiative
- 11.1 AGH Bequest from Estate
- 11.2 BMH Physician Recruitment

Motion:

Moved by: R. Onlock
 Seconded by: G. Chartrand

Be it resolved,

THAT the MICs Board of Directors approve the board agenda as amended.

Carried.

3.0 Trustee Education / Presentations

3.1 Minto Counselling – M. Gagnon

- The director of the Minto Counselling Centre presented “Mental Health Services”
- Minto Counselling Centre provides bilingual mental health services for persons 16 years and older and their families to help them cope effectively with their mental illness or mental health issues.
- The centre provides a variety of services to clients from Cochrane and Iroquois Falls
- There were 690 referrals with 639 different clients in 2017-2018
- There is an increasing trend in the use of health services for mental illness among young Canadian adolescents and a very high use among the elderly.
- Mental illnesses often develop during adolescence and young adulthood. Over one-third (38%) of Canadians with a mental illness or substance use disorder reported that their symptoms started before the age of 15.
- One of the challenges is that operational funding would need to be increased by 3.75% for the next four years and then be indexed to the CPI in the following years in order to ensure the long-term sustainability of community programs while better serving clients who are accessing services across the sector.
- Board members were invited to ask questions.
- MICs will be partnering with Minto Counselling Centre to provide better services to mental health patients

4.0 Approval of Minutes (B. Dennis)

4.1 Minutes of the MICs Board of Directors meeting held March 28th, 2018 were provided for information.

Motion:

Moved by: P. Dorff

Seconded by: P. Britton

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held March 28th, 2018 as presented.

Carried.

5.0 Follow-Up Items

5.1 Review of the 2017-2018 Board Work Plan

- The Board Work Plan was reviewed for the month of April.
- Board members’ re-election will be taking place at today’s meeting

6.0 MICs Finance

6.1 February 2018 Financial Statements – G. Waghorn

- Gail provided a brief overview of the statements. Quarterly review was presented at the finance committee in February; going into year-end

- Bingham Memorial Hospital: reporting a large surplus of \$190,000; deferred revenue will be recognized at year-end
- Anson General Hospital: deficit dropped significantly to \$119,597; it will be a challenge to balance this budget which will be ongoing in the next fiscal year but it is still manageable
- Lady Minto Hospital: running a large operating surplus of \$458,791 of which \$160,000 of deferred operational revenue will be recognized at the end of Q4

Motion:

Moved by: R. Onlock

Seconded by: G. Chartrand

Be it resolved,

THAT the MICs Board of Directors approve the February 2018 financial statements for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital as presented.

Carried.

6.2 Insurance Proposal – G. Waghorn

- The document was provided for information and was presented at the finance committee
- MICs is renewing its insurance coverage with Frank Cowan; there are no changes; premiums increased by 4% for a cost of \$170,341 compared to last year's premium of \$163,394
- The board members are also insured when they attend board meetings or participate in board business
- The insurance renewal review took place April 23rd
- S. Giguère declares a conflict of interest and to recuse herself from voting
- Unmanned vehicle is an option that is offered by Cowan but is not applicable to MICs; therefore it is not included in the premium
- Board members were invited to ask questions
- Stéphanie will get clarification for the items under "Equipment Breakdown" that are unclear at this time
- Motion to recommend the insurance renewal to the Board of Directors for the period of April 1st, 2018 to March 31st, 2019

Moved by: G. Chartrand

Seconded by: S. Denault

Be it resolved,

THAT the MICs Board of Directors approve the insurance premiums for the period of April 1st, 2018 to March 31st, 2019 as presented.

Carried.

7.0 **Presentations/Reports** (B. Dennis)

7.1 Chief Executive Officer Report: (P. Chatelain)

- The report was provided for information.
- The CEO provided the following overview:
- Paul met with the Ministry of Health during the LTC conference in Toronto last

week; they are still reviewing the financial statements for the new manor; community members are getting anxious to hear some news; we were assured that the approval will not be revoked

- South Centennial Manor will be celebrating its 50th anniversary on June 3rd, 2018; there will be a BBQ; AGH board members are invited to attend
- Ministry approved the Executive Compensation Framework on April 4, 2018
- The Cochrane open forum held April 9th, 2018 was informative but poorly attended
- Rosedale renovations have begun; shower room is a priority; roof is near completion; AGH oil tanks and generator project will start soon
- RFPs for investment tender and energy service project have closed; we received 15 submissions for investment; will bring it down to 5 before getting board members involved in the review; received 3 proposals for the energy contract
- We have submitted Exceptional Circumstance Project applications as part of the HIRF process for 2018-2019 which were due April 30th: grant for roof, oil tanks, BMH emergency generator; grant application exceeds over \$3 million
- Compliance inspection for all three homes were done at the same time; expecting a report within the next few weeks; 3 written orders, nutrition hours for SCM; no orders for Rosedale, they're all voluntary; submitted an application for the shower room; need ministry's permission to do the work; issued another order for medical director for VM; will be meeting with Dr. McPherrin to discuss this; looking at an NP to take on the care of the Rosedale and Villa Minto residents
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (I. Boucher)

- The following graphs were provided:

Emergency Department Utilization

- Total ER visits have decreased in Q3 2017/18 (4762) compared to Q3 2016/17 (4889)
- ER Utilization – CTAS levels 4&5: CTAS Levels 4 & 5 increased in Q3 2017/18 (69%) compared to the same quarter last year (65%)

Inpatient Care

- Occupancy Rates: Occupancy rates have increased at AGH and LMH while BMH had a slight decrease compared to Q3 2016/17; Alternate Level of Care (ALC) saw a decrease in the last year.

Ambulatory Services

- Quarterly Telehealth visits per site: BMH and LMH saw a decrease in use of the Ontario Telehealth (OTN) services in Q3 2017/18, however AGH saw a significant increase in use; Oncology services saw a decrease in use in Q3 2017/18 (46 visits) compared to Q3 2016/17 (58)
 - Data was provided on physician and nurse usage of patient order sets for Q3
 - There were 6 virtual critical care consults and 1 follow-up for Q3
 - Hand hygiene rates for Q4 were provided for information
 - Electronic flags on Meditech charts were reviewed; some were resolved, others were amended
 - Patient Care Highlights: hospice suites are being well received by patients and family; patient census/acuity has increased at all three sites and remain high; currently undergoing nursing staff shortages at all three sites; actively recruiting for nurses; clinical utilization meetings are being held on monthly basis; pharmacy department has completed inventory for 2017-2018; one pharmacy technician attended a conference focussing on chemo drugs and preparation

- New patient care team to review goals and objective to be in line with new strategic plan
- Non-urgent transportation – current provide has not been able to fulfill contract with MICs; in contact with another provider who is willing to provide services
- Nursing recruitment efforts are ongoing; attended Northern College recruitment fair today; will be attending another recruitment in Toronto where we hope to make some offers of employment
- Pharmacy department was selected to receive an ADU; each hospital is getting one unit; arriving April 30th; full implementation should be around October 2018
- Board members were invited to ask questions.

7.3 Accreditation: (I. Boucher)

- Decision Letter: evidence of meeting requirements must be submitted by July 30th, 2018; we will be working on these with our teams; there should be no problems in meeting those requirements; CSR standards are getting increasingly rigid; we will have to review that service
- Accreditation Report: 77 page document was provided under separate cover; this was posted on the MICs website

8.0 **Medical Staff** (Dr. S. Chiang)

8.1 Chief of Staff Report:

- The report was provided for information.
- Topics covered were:
 - OMA/MOHLTC Negotiation Update: still waiting for binding arbitration
 - NOSM Faculty Development Conference: 300 people attended the conference which was held in Thunder Bay on April 20-21; AGH physicians also attended
 - Physician Recruitment: actively recruiting for a general surgeon for LMH and a third physician for BMH
 - Medical Staff: Dr. Thomas has been ordered by the CPSO to appear before the college for a hearing. Details can be found on the CPSO website; Dr. Wu was not in compliance with his CMPA and his privileges were temporarily suspended until he could provide proof of coverage two days later; a letter will be sent to the college to advise them of this

9.0 **LHIN / MOHLTC Business** (P. Chatelain)

9.1 BSO Funding

- New support for dementia patients is a new strategy for the whole region
- SCM received \$70,000 for a BSO therapist; this is very helpful for our residents who have dementia

9.2 ONE Initiative

- ONE medical record for all northeast hospitals spearheaded by HSN
- This will cost approximately \$97 million over the next five years; \$2.5 million for MICs

10.0 **MICs Quality Committee** (I. Boucher)

10.1 Hospital QIP

- The final progress report was provided for information
- Submitted QIPs on April 1st; this report is part of the AGM Annual Report

- It shows the end results from the QIP submitted last year
- All red boxes are targets that were not met

11.0 Site Business (B. Dennis)

11.1 Anson General Hospital:

- Bequest from Estate – received a bequest of \$221,000 for the hospital; this could possibly be used for the lab renovation

11.2 Bingham Memorial Hospital:

- Physician Recruitment – we are advertising for a third physician in the CMA journal; need to speak with the MOHLTC to discuss funding from the Underserved Physician Area; will be renovating the Ginn house with the family's approval

11.3 Lady Minto Hospital:

- N/A

12.0 Partnership Business (Bob Dennis)

12.1 March 2018 Board Effectiveness Survey Results

- 15 out of 16 surveys were submitted.

12.2 April Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Approval of Board Members' Nomination

- There were two board vacancies this year.
- AGH board chair and LMH vice-chair's first three-year terms are ending on June 30th, 2018; both members are seeking a second term

Moved by: P. Dorff

Seconded by: J. Papineau

Be it resolved,

THAT the MICs Board of Directors approve the re-election of the following board members for another three-year term as presented:

Patrick Britton – AGH Board of Directors

Gilles Chartrand – LMH Board of Directors

Carried.

12.4 CEO and Chief of Staff Performance Appraisals

- The documents were provided for information
- Paul is available to undergo his PA on May 14th, 15th and 17th
- Performance Appraisals will be done for CEO and CoS on the same day
- Executive Assistant will send a doodle poll and a meeting invitation to all concerned
- Board members were invited to provide feedback

13.0 Board Committee Minutes

13.1 N/A

14.0 MICs News (B. Dennis)

- April 2018 MICs News was provided for information.

15.0 Next Meeting Date (B. Dennis)

- Wednesday, May 23rd, 2018 at 6:00 p.m. (AGH Lead Site)

16.0 Generative Thinking (B. Dennis)

- N/A

17.0 Upcoming Meeting Dates

- As per agenda.

18.0 In Camera

18.1 Motion to go in camera

Moved by: G. Chartrand

Seconded by: S. Giguère

18.2 Discussion of physician privileges

18.3 Motion to go out of camera

Moved by: R. Onlock

Seconded by: P. Britton

19.0 Motion

19.1 Approval of physician' hospital privileges

- Motion to approve hospital privileges for Dr. Eric Bilodeau in the locum tenens category as recommended by the MICs Medical Advisory Committee.

Moved by: G. Chartrand

Seconded by: S. Denault

Be it resolved,

THAT the MICs Board of Directors approve hospital privileges for Dr. Bilodeau in the locum tenens category as recommended by the MICs Medical Advisory Committee as presented.

Carried.

20.0 Adjournment (B. Dennis)

- There being no further business, the meeting adjourned at 7:53 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs C.E.O.