

Minutes of the Meeting of the MICs Board of Directors
Wednesday, January 24th, 2018 – 18h00
Via videoconference @ MICs Boardrooms (BMH Lead Site)

ANSON GENERAL HOSPITAL	
x	Patrick Britton - Chair
x	Stan Denault
x	Danielle Delaurier
x	Stéphanie Giguère – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Bob Dennis – Chair
x	Irma Clarke – Vice-Chair
regrets	Roy Onlock – Treasurer
x	Doug Bender – Municipal Representative
LADY MINTO HOSPITAL	
x	Patricia Dorff – Chair
x	Gilles Chartrand – Vice-Chair
x	Julie Papineau – Treasurer
x	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

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

1.1 B. Dennis opened the meeting and welcomed everyone. Board members introduced themselves. Bob inquired if there were any declarations of conflict. None were declared.

2.0 Approval of Agenda (B. Dennis)

The agenda was reviewed.

Motion:

Moved by: I. Clarke

Seconded by: R. Bélisle

Be it resolved,

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

Carried.

3.0 Trustee Education/Presentations (I. Boucher)

3.1 Preparing for Accreditation

- Surveyors are arriving in Cochrane on Sunday, Feb. 4th
- Meeting schedule was provided for information

- Board chairs asked to travel to LMH to attend the introductory meeting
- Governance discussion is scheduled for 9:45
- General debrief will be held Thursday; board members are invited to attend
- Written report will arrive a couple of weeks later

3.2 Action Plan Update

- Surveyors don't see the action plan; this is an internal document
- Reviewed and completed action items in the Governance Functioning Tool
- Evaluate all physicians before applications are reviewed by credentialing committee
- Looking at including a patient representative on the board of directors; either have 1 or 1 per community

4.0 Approval of Minutes (B. Dennis)

4.1 Minutes of the MICs Board of Directors meeting held November 22nd, 2017 were provided for information.

Motion:

Moved by: D. Bender

Seconded by: G. Chartrand

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held November 22nd, 2017 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 January.
- Approving operational budgets tonight
- Education was presented
- Board chair and board peers assessments will be emailed to the board members
- Chief of Staff performance review is deferred to next month

6.0 MICs Finance

6.1 November 2017 Financial Statements – G. Waghorn

- Chief Financial Officer gave a brief overview of the financial statements for all sites
- **BMH:** running surplus of \$163,230; under budget in salaries – nursing and physio; recruitment costs to renovate locum and physician's houses; there will be additional costs such as clerical salary relating to new physician in Q4; physician's house will be a capital cost; currently getting quotes
- **AGH:** running a deficit of \$142,070 all year; investment income in budget; can recognize unrealized gains if needed; recoveries are down; co-payment ALC is under budget; \$173,553 under budget in salaries; additional salaries built in for PSWs to help with POCT; clinic salaries are under budget; call backs down due to POCT
- **SCM:** running a deficit of \$158,772; continuing to monitor; aim is to have operations balanced for next fiscal year
- **LMH:** operating surplus of \$143,698; will be looking at the staffing patterns during the operating budgets
- **VM:** operating at a deficit of \$48,306; hospital subsidizes the operation; number of beds doesn't allow operating at break-even; no new trends

Motion:

Moved by: P. Dorff

Seconded by: P. Britton

Be it resolved,

THAT the MICs Board of Directors approve the November 2017 financial statements for Bingham Memorial Hospital, Anson General Hospital, South Centennial Manor, Lady Minto Hospital and Villa Minto as presented.

Carried.

6.2 2018-2019 Operating Budget Approval – G. Waghorn

- The document was provided for information
- Budget assumptions were approved; HAPS were submitted in November 2017; have not received any information from the ministry
- No directive on percentage increase in base funding; waiting to hear from the LHIN before budgeting increase
- **BMH:** surplus of \$17,844; no reductions in staffing; allowed for full-time physiotherapist; shared NP position; no major changes in FTE allotment
- **AGH:** \$105,000 for hospice funding; staffing pattern left as is; physio remaining at FTE; \$199,920 deficit will need to be balanced; deficit budget was submitted; will wait for LHIN's feedback;
- **LMH:** submitted breakeven budget; increased physio to full-time; increase in lab staffing to accommodate MLA time; took out some flex in nursing budget because it wasn't being used
- Board members were invited to ask questions.

Motion:

Moved by: J. Papineau

Seconded by: G. Chartrand

Be it resolved,

THAT the MICs Board of Directors approve the 2018-2019 Operating Budgets for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital 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:
- Pro Forma financial statements have been submitted to the ministry for approval
- Fundraising committee raised over \$75,000 in 2017
- Draft 2022 Strategic Plan will be presented to the Strategic Planning Committee on Jan. 25th for approval
- Presented to Town Hall Council asking for \$50,000 annual commitment toward the new manor; it will be added to the budget deliberations
- Waiting for Ministry approval for the MICs Executive Compensation Framework; it will be posted on the MICs website once approved; must be finalized by Feb. 28th
- Dr. Boettcher has taken over Dr. Razack's medical practice at BMH

- Electrical upgrade was completed at LMH in December; Rosedale renovations begin soon; AGH oil tank tender is about to be awarded; must be completed by March 31st
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (P. Chatelain)

- The report provided consisted of statistical data for Q2
 - Number of total emergency department visits
 - CTAS levels 4 &5 (non-urgent & less urgent)
 - In-patient occupancy and overall Alternate Level of Care (ALC) rates
 - Total beds used for all sites
 - Number of visits for oncology services and OTN
 - Total usage of patient order sets
 - Number of consults and follow-ups for Virtual Critical Care
 - Highlights were provided by the Patient Care Manager, Care Transitions Coordinator, Infection Prevention & Control Program Lead and pharmacist
 - Currently experiencing a nursing crisis; looking at hiring agency nurses to help out in the meantime
 - Oncology program is a one nurse department; it will be closed a few days in February to allow nurse some vacation time
 - Northwest has provided a gap analysis to help with identified issues
 - Platinum gave notice that they are done at the end of February; we have asked them to extend their contract until the end of March
 - Working on QIPs; need to identify which indicators we will be working on for next year
- Board members were invited to ask questions.

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

8.1 Chief of Staff Report:

- The report was provided for information.
- Topics covered were:
 - OMA/Ministry of Health & LTC Negotiations: have not reached an agreement; this has been referred to Binding Arbitration
 - Education Group: next educational conference is scheduled for Feb. 23, 2018; NOSM Assistant Dean will be giving a presentation; board members are invited to attend
 - NOSM Medical Students: seven second-year medical students will be doing placements at the hospitals from Feb. 5th to March 2nd, 2018
 - Medical Staff: brief update given on physicians

8.2 MICs MAC Minutes:

- The minutes of the MAC meetings held September 20th, 2017 and October 25th, 2017 were provided for information.

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

9.1 N/A

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

10.1 Quality Committee Minutes

- Minutes of the meeting held November 8th, 2017 were provided for information

11.0 **Site Business (B. Dennis)**

11.1 Anson General Hospital:

- Motion to replace the water softener in the kitchen not to exceed \$10,000

Moved by: S. Giguère

Seconded by: P. Britton

Be it resolved,

THAT the AGH Board of Directors approve the purchase of a new water softener as recommended by the BMH Building Services Program Leader not to exceed \$10,000 as presented.

Carried

11.2 Bingham Memorial Hospital:

- N/A

11.3 Lady Minto Hospital:

- MOHLTC compliance report for Villa Minto – this generated a lot of stir in terms of physician involvement and in the community; received 10 written orders; this is a public document; resident neglect by a physician; met with physician and medical director; resident care will be transferred to Dr. McPherrin effective Feb. 1st, 2018; CEO must respond to family or resident complaints; this was cited; action plan was submitted; the Ministry of Health was satisfied with the Action Plan; document is posted on the ministry website; report and action plan will be sent to the board members tomorrow

12.0 Partnership Business (Bob Dennis)12.1 November 2017 Board Effectiveness Survey Results

- 10 out of 14 surveys were submitted.

12.2 January Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Approval of Two New Directors

Motion to approve Stan Denault and Danielle Delaurier as AGH board members

Moved by: S. Giguère

Seconded by: P. Britton

Be it resolved,

THAT the AGH Board of Directors approve the appointment of Stan Denault and Danielle Delaurier as directors of the Anson General Hospital Board of Directors for a three-year term as presented

Carried

12.4 Election of New Directors

Motion: Election of Danielle Delaurier as Board Vice-Chair

Moved by: P. Britton

Seconded by: S. Giguère

Be it resolved,

THAT the MICs Board of Directors approve the appointment of Danielle Delaurier as

Vice-Chair of the Anson General Hospital Board of Directors

Carried

Motion: Election of Stan Denault as Board Treasurer

Moved by: S. Giguère

Seconded by: P. Britton

Be it resolved,

THAT the MICs Board of Directors approve the appointment of Stan Denault as Treasurer of the Anson General Hospital Board of Directors

Carried

12.5 Proposed By-law Amendment to Article 10 – Community Engagement

Motion:

Moved by: P. Dorff

Seconded by: G. Chartrand

Be it resolved,

THAT the MICs Board of Directors approve the amendment to Article 10 – Community Engagement as presented.

Carried.

12.6 Look Good, Feel Better Project – J. Papineau

- Julie presented the project; workshops given at College Boreal by volunteer aestheticians who provide services to women who are undergoing cancer treatments free of charge
- Julie will provide dates of next workshops; this will be sent to oncology department for distribution; Paul will check with Laurie to see if this is already being done

12.7 Ratification of SEIU Local Agreement – P. Chatelain

- Negotiations took place December 12 and 13, 2017 and the agreed to terms consisted mostly of housekeeping items, committee composition, some scheduling language. The only financial impact was a slight increase to the uniform allowance which impacts all of MICs by ~\$2,200.
- There are three items which will be going to arbitration. The one with a potential financial impact is the RPN wage adjustment and OHA is looking at a potential centralized approach given that all hospitals are dealing with the same issue.
- Board members request a copy of the collective agreement highlighting the changes before approving it.

13.0 **Board Committee Minutes**

13.1 N/A

14.0 **MICs News (B. Dennis)**

- December 2017 and January 2018 MICs News were provided for information.

15.0 **Next Meeting Date (B. Dennis)**

- Wednesday, February 28th, 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: D. Bender
Seconded by: I. Clarke

18.2 Discussion of physician hospital privileges

18.3 Motion to go out of camera

Moved by: G. Chartrand
Seconded by: P. Britton

18.4 Approval of physician's hospital privileges

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

Moved by: D. Bender
Seconded by: I. Clarke

Be it resolved,

THAT the MICs Board of Directors approve hospital privileges for Dr. Leslie Needham as locum tenens as recommended by the MICs Medical Advisory Committee.

Carried.

19.0 Paul presented a few mock accreditation questions to prepare the board.

20.0 Adjournment (B. Dennis)

- There being no further business, the meeting adjourned at 8:40 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs C.E.O.