

Minutes of the Meeting of the MICs Board of Directors
Wednesday, March 28th, 2018 – 18h00
Via videoconference @ MICs Boardrooms (LMH Lead Site)

ANSON GENERAL HOSPITAL	
x	Patrick Britton - Chair
x	Danielle Delaurier – Vice-Chair
x	Stan Denault - Treasurer
x	Stéphanie Giguère – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Bob Dennis – Chair
x	Irma Clarke – Vice-Chair
x	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>)
regrets	Gail Waghorn – MICs Chief Financial Officer / Executive Leader of Corporate Services
x	Rebecca Swartz – MICs Transitions Care Coordinator

1.0 Call to Order & Chairs Remarks (P. Dorff)

1.1 P. Dorff opened the meeting and welcomed everyone. Pat inquired if there were any declarations of conflict of interest.

2.0 Approval of Agenda (P. Dorff)

The agenda was reviewed. The following items were added:

9.1 LHIN Funding Announcement 2018-2019

11.3 Cochrane High School Bursary

18.3 Non-Union Increases

19.2 Approval of Non-Union Increases

Motion:

Moved by: G. Chartrand

Seconded by: P. Britton

Be it resolved,

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

Carried.

3.0 Trustee Education / Presentations

3.1 Hospice / MAID – R. Swartz

- The MICs Transitions Care Coordinator presented a PowerPoint presentation on hospice services since its inception; pictures of each suite were provided for information
- NELHIN provided funding to support a hospice suite at each hospital
- The grand opening was held one year ago on March 29th, 2017
- Hospice palliative care aims to improve the quality of life for those living with a life-limiting illness; each location has one patient suite which includes a private washroom, kitchenette, natural light and a sitting area; patients, family and friends are able to enjoy conversation, music, TV, free wireless internet and access to outdoor space
- Patients in the hospice suites are cared for by a hospice care team consisting of physicians, nurses, personal support workers, dietary aides, social workers and a care transitions coordinator
- The Care Transitions Team provide care, compassion and support and can help guide the patient and their family through all the challenges, changes and difficult decision they are facing; our care is defined by the patient's hopes, priorities, comfort and quality of life
- Criteria: 18 yrs or older; life threatening progressive illness with a predetermined prognosis and life expectancy; no longer receiving curative treatment; assessed as having a palliative performance score (PPS) score of 30% or less; person understands that resuscitation and other life sustaining treatments will not be offered as they are deemed to be of no benefit to the person in the end of life phase; patient will have signed a Do Not Resuscitate at time of referral
- Completed referrals can be sent at any time but are only reviewed during regular business hours; they are processed by the CTC within two business days
- Each suite has a plaque outside of the suite where donations of \$100 or more are recognized; once the plaques are full, donations will be recognized on the MICs website
- Referrals are now accepted from long-term care facilities; collaborated with community organizations for early identification of hospice patients; this allows for early introduction, care planning and relationship building; policies and procedures for MICs wide volunteer program have been standardized which will include hospice care volunteers; nursing policies and procedures pertaining to Medical Assistance in Dying have been developed
- There were 64 referrals and 53 admissions from March 30, 2017 to March 21, 2018
- Patients can choose the hospice suite in the community they prefer
- Four individuals inquired about MAiD but there were no actual cases
- Currently working with Ethics Team to host informational and discussion forums regarding MAiD
- The presentation ended with patient/family feedback; all comments were very positive

4.0 Approval of Minutes (P. Dorff)

- #### **4.1 Minutes of the MICs Board of Directors meeting held February 28th, 2018 were provided**

for information.

Motion:

Moved by: I. Clarke

Seconded by: J. Papineau

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held February 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 March.
- LSAA and HSAA were approved last month
- Will be approving the QIP today

5.2 Strategic and Operational Plan 2018-2022 – P. Chatelain

- Strategic plan was approved at the last board meeting
- Paul presented the goals and objectives of the Strategic and Operational Plan
- These do not need to be approved but were presented for information
- We will be hiring a Nurse Practitioner for Rosedale and VM to enhance resident care; this was budgeted for last year
- Updates will be presented to the board on a regular basis
- Board members were invited to ask questions

6.0 MICs Finance

6.1 January 2018 Financial Statements – P. Chatelain

- Paul provided a brief overview of the statements on behalf of the CFO.
- Bingham Memorial Hospital: reporting a surplus of \$70,000; ELCAP copayment revenue is lower than budgeted and lower than same period last year; salaries continue to be under budget with major areas being nursing and physiotherapy; active RN and RPN hours are under budget; drugs and medical surgical supplies are under budget due to low census
- Anson General Hospital: deficit increased slightly to \$160,000; patient revenue is under budget in complex continuing care and OHIP revenue; we are under budget in investment and other income; salaries and benefits are under budget but being offset by an overage in other supplies and expenses mainly related to lab supplies and maintenance
- South Centennial Manor: operating deficit of \$210,861; drop in revenue due to CMI change; increased nursing costs
- Lady Minto Hospital: operating surplus of \$196,521 which includes a deferral of \$200,000 in global funding; Cancer Care Ontario drug funding is under budget but offset by cost of drugs being under budget; preferred accommodation revenue on acute wing is over budget but being offset by lower than budgeted revenue in CCC and ALC; salaries are well under budget due to not having to use the nursing flex in the budget and the unfilled Nurse Practitioner position; supplies and other are under

budget by \$80,000

- Villa Minto: still operating at a deficit; being a transition year with 4 additional beds, we will have a better idea of what the home is anticipated to run at budget time

Motion:

Moved by: R. Onlock

Seconded by: J. Papineau

Be it resolved,

THAT the MICs Board of Directors approve the January 2018 financial statements for Bingham Memorial Hospital, Anson General Hospital, South Centennial Manor, Lady Minto Hospital and Villa Minto as presented.

Carried.

6.2 Capital Projects Update – P. Chatelain

- The document was provided for information
- AGH: oil tank replacement has been awarded; HIRF funding must be spent by March 31st; equipment is on site and being stored; some work has been done; we have applied for an exceptional circumstances funding extension
- Replacement of Emergency generator; project has been awarded; construction to begin in the spring; no money can be accrued which means some of the money will have to be returned to the ministry
- BMH: roof is almost complete; Rosedale renovations have started; oil tank feed to generator tank has been awarded and will be completed by March 31, 2018
- LMH: roof needs to be replaced; will start the RFP now; will apply for HIRF funding when the time comes
- Board members were invited to ask questions.

7.0 **Presentations/Reports** (P. Dorff)

7.1 Chief Executive Officer Report: (P. Chatelain)

- The report was provided for information.
- The CEO provided the following overview:
- Ministry still reviewing financial statements for the new SCM; will be sending a revised construction schedule this week
- Received final Accreditation Canada report; received “Accredited” status rating
- Executive Compensation Framework was removed from website after 30 days; now being reviewed by Ministry for final approval
- Community Engagement meeting in Matheson on March 7th was well received; next meeting is being held at the Cochrane Public Library at 6:30 on April 9th
- Rosedale renovations begin this month; shower room is a priority but dependant on material delivery; roof is near completion; AGH oil tanks and generator project will start soon
- We have extended our contract with Platinum who provides non-urgent patient transfers; feedback has been very positive
- Paul has been invited to speak at the Northeast James Bay Frontier Auxiliary Conference on April 7th
- Board members are invited to attend the TDH Spring Gala on May 5th in Timmins
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (I. Boucher)

- The Accreditation Report will be forwarded to the board members
- Recruiting efforts are ongoing; advertising for more nurses; will be attending two career fairs (Sudbury and Toronto) and will be conducting interviews on site
- Pharmacy area: doing inventory at end of fiscal year; LHIN have approved one ADU for each site; will work with the pharmacy team to determine how we are going to use these units and where they will go
- College of pharmacy is very rigid; everyone must be in compliance with sterile compounding; MICs is 53% in compliance at this time
- The report provided consisted of the following items:
 - Falls: MICs continues to meet its benchmark to remain under the average of 8.2%
 - Falls causing harm: a falls trend report has been developed and shared among the managers
 - Medication incidents: rate of medication incidents remains stable; slight increase of incidents at AGH, BMH and LMH in last two quarters; reports are shared with managers, pharmacy and therapeutics committee for review to develop prevention strategies; LTC incidents are reviewed with consultant pharmacies; LTC facilities have less incidents because they have automated dispensing units
 - Medication incidents causing harm: majority of incidents reported are a “1” (no harm) meaning it did not reach the patient; level 2-6 incidents means they have reached the patient and harm may have occurred; MICs has very few harmful medication events; managers continue to review real-time incidents and establish strategies to reduce severity of incidents based on trends revealed
- 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 and LTC Negotiation Update: still waiting for binding arbitration
 - Local Education Group: theme for next educational session taking place on May 25th, 2018 is “Care for the Elderly”; board members are encouraged to attend
 - Physician Assistant Student: has started rotation in Iroquois Falls under the preceptorship of Dr. Chiang; program is sponsored by NOSM and the University of Toronto; graduates are licensed to practice medicine under the supervision of physicians
 - Medical Staff: Dr. Klassen is finishing his two-year contract at the end of May; MICs is actively recruiting for a general surgeon to replace him

8.2 Minutes of the MAC meeting held January 17th, 2018 were provided for information

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

9.1 LHIN Funding Announcement 2018-2019

- Hospice funding is being recognized
- Received notification that we will be reimbursed approximately 50% of our non-urgent transportation costs for all three sites
- The ministry has announced a 2% increase in base funding for small hospitals

10.0 MICs Quality Committee (I. Boucher)

10.1 Quality Committee Minutes

- Minutes of the meeting held February 14th, 2018 were provided for information

10.2 Sentinel Events/Near Misses & Adverse Events Report Summary

- Top three events reported for Q3 were: 131 falls, 66 employee issues and 53 safety security issues
- Rate of event has decreased since last reporting period
- Rate of near misses/good catches has increased since last reporting period

10.3 Approval of Quality Improvement Plans – I. Boucher

- The hospital and LTC narratives as well as the hospital and LTC work plans were distributed for information.
- I. Boucher reviewed the QIP with board members; these are due April 1st, 2018
- The QIPS were reviewed by nursing, patient care, Patient & Family Advisory Council, Chief of Staff
- Some errors were noted: removed DOC because this position was not part of the executive compensation framework
- Hospital work plan includes Access to right level of care, person experience, workplace violence (mandatory indicator); medication safety and timely access to care/services (additional indicator)
- LTC work plan includes 4 indicators, three of which are priority indicators: effective transitions, person experience and medication safety

Motion:

Moved by: D. Bender

Seconded by: G. Chartrand

Be it resolved,

THAT the MICs Board of Directors approve the 2018-2019 hospital and Long-Term Care Quality Improvement Plans for each site as well as the acute and Long-Term Care work plans as presented

Carried.

11.0 Site Business (P. Dorff)11.1 Anson General Hospital:

- Motion to approve two high school bursaries

Moved by: S. Giguère

Seconded by: P. Britton

Be it resolved,

THAT the AGH Board of Directors approve one \$500.00 bursary for an English speaking graduate and a \$500.00 bursary for a French speaking graduate from Iroquois Falls and surrounding area going into the health sciences as presented.

Carried.

11.2 Bingham Memorial Hospital:

- Motion to approve two high school bursaries

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

Be it resolved,

THAT the BMH Board of Directors approve one \$500.00 bursary for an English speaking graduate and a \$500.00 bursary for a French speaking graduate from Black-River Matheson going into the health sciences as presented.

Carried.

11.3 Lady Minto Hospital:

- Motion to approve two high school bursaries

Moved by: R. Bélisle
Seconded by: J. Papineau

Be it resolved,

THAT the LMH Board of Directors approve one \$500.00 bursary for an English speaking graduate and a \$500.00 bursary for a French speaking graduate from Cochrane going into the health sciences as presented.

Carried.

12.0 Partnership Business (Bob Dennis)

12.1 February 2018 Board Effectiveness Survey Results

- 10 out of 11 surveys were submitted.

12.2 March Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 GCE Board Self-Assessment Tool

- Reminder to complete the tool and advise the Executive Assistant upon completion

12.4 Approval of Revised Policy GOV-001.Board and Committee Meetings

- The document was revised and recommended for approval by the MICs Board Ad Hoc Committee

Motion:

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

Be it resolved,

THAT the MICs Board of Directors approve the revised GOV-001 policy as presented.

Carried.

12.5 Approval of Revised Policy GOV-015.Communication and Public Relations

- The document was revised and recommended for approval by the MICs Board Ad Hoc Committee

Motion:

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

Be it resolved,

THAT the MICs Board of Directors approve the revised GOV-015 policy as presented.

Carried.

12.6 Approval of Policy GOV-022.Security Screening Check for Board Members

- The document was recommended for approval by the MICs Board Ad Hoc Committee

Motion:

Moved by: R. Onlock

Seconded by: D. Bender

Be it resolved,

THAT the MICs Board of Directors approve the GOV-022 policy as presented.

Carried.

12.7 Approval of Policy GOV-023.Board Recruitment Process

- The document was recommended for approval by the MICs Board Ad Hoc Committee

Motion:

Moved by: J. Papineau

Seconded by: S. Giguère

Be it resolved,

THAT the MICs Board of Directors approve the GOV-023 policy as presented.

Carried.

13.0 Board Committee Minutes

- 13.1 Minutes of the MICs Strategic Planning Committee meeting held January 17th, 2018 and MICs Board Ad Hoc Committee meeting held January 31st, 2018 were provided for information

14.0 MICs News (P. Dorff)

- March 2018 MICs News was provided for information.

15.0 Next Meeting Date (P. Dorff)

- Wednesday, April 25th, 2018 at 6:00 p.m. (BMH Lead Site)

16.0 Generative Thinking (P. Dorff)

- N/A

17.0 Upcoming Meeting Dates

- As per agenda.

18.0 In Camera

- 18.1 Motion to go in camera

Moved by: R. Bélisle

Seconded by: D. Delaurier

- 18.2 Discussion of physician privileges
- 18.3 Discussion of increase for non-union group
- 18.4 Motion to go out of camera

Moved by: D. Bender

Seconded by: R. Onlock

19.0 Motion

- 19.1 Approval of physicians' hospital privileges

- Motion to approve hospital privileges for Dr. Willem Verbeek as a consultant for allergy and pediatrics, Dr. Sonia DiTullio as a consultant in care of the elderly and Dr. Matthew Timmons and Dr. Eric Bilodeau as locum tenens as recommended by the MICs Medical Advisory Committee.

Moved by: G. Chartrand

Seconded by: P. Britton

Be it resolved,

THAT the MICs Board of Directors approve hospital privileges for Dr. Verbeek, Dr. DiTullio, Dr. Timmons and Dr. Bilodeau in the categories recommended by the MICs Medical Advisory Committee as amended.

Approval of Dr. Bilodeau's privileges will be deferred until next board meeting.

Carried.

- 19.2 Approval of Increase for the Non-Union Group

- The CEO asked the board to award the increase to the non-union group to be in line with the percentage ONA has awarded

Motion:

Moved by: J. Papineau

Seconded by: I. Clarke

Be it resolved,

THAT, the MICs Board of Directors approve a 1.75% salary increase for the non-union group beginning April 1st, 2018 at an annualized cost of \$59,046 as presented

Carried.

20.0 Adjournment (P. Dorff)

- There being no further business, the meeting adjourned at 8:00 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs C.E.O.

