

**Minutes of the Meeting of the MICs Board of Directors**  
**Wednesday, November 22<sup>nd</sup>, 2017 – 18h00**  
**Via videoconference @ MICs Boardrooms (LMH Lead Site)**

<b>ANSON GENERAL HOSPITAL</b>	
x	Patrick Britton – Chair
x	Lee-Ann Boucher – Vice-Chair
	vacant – Treasurer
x	Stéphanie Giguère – Municipal Representative
<b>BINGHAM MEMORIAL HOSPITAL</b>	
x	Bob Dennis – Chair
x	Irma Clarke – Vice-Chair
x	Roy Onlock – Treasurer
x	Doug Bender – Municipal Representative
<b>LADY MINTO HOSPITAL</b>	
x	Patricia Dorff – Chair
regrets	Gilles Chartrand – Vice-Chair
x	Julie Papineau – Treasurer
regrets	Renelle Bélisle – Municipal Representative
<b>MICs GROUP OF HEALTH SERVICES</b>	
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
<b>GUESTS</b>	
x	Suzanne Gadoury – MICs Executive Assistant ( <i>Recording Secretary</i> )
x	Gail Waghorn – MICs Chief Financial Officer / Executive Leader of Corporate Services
x	Kelly Baxter – MICs Director of Care

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

1.1 P. Dorff opened the meeting and introduced the Board Chair of Smooth Rock Falls. Board Members introduced themselves. Pat inquired if there were any declarations of conflict. None were declared.

**2.0 Approval of Agenda (P. Dorff)**

The agenda was reviewed.

Add “in camera” session to discuss physician privileges

Motion:

Moved by: B. Dennis

Seconded by: S. Giguère

Be it resolved,

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

Carried.

**3.0 Trustee Education/Presentations**

3.1 N/A

#### 4.0 Approval of Minutes (P. Dorff)

4.1 Minutes of the MICs Board of Directors meeting held October 25<sup>th</sup>, 2017 were provided for information. There is an error in the AGH operating expenses which will be corrected.

Motion:

Moved by: L. Boucher

Seconded by: I. Clarke

Be it resolved,

**THAT** the MICs Board of Directors approve the minutes of the meeting held October 25<sup>th</sup>, 2017 as corrected.

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 November.
- No meeting in December

#### 6.0 MICs Finance

6.1 September 2017 Financial Statements – G. Waghorn

- Chief Financial Officer gave a brief overview of the financial statements for all sites
- **BMH:** Operating surplus of \$62,276; total margin of was 1.85%; yearend forecast of \$300,966; operating revenue of \$203,676; base funding increase of \$121,400; operating expenses were \$277,916 were under budget; budgeted expenditures were \$3.84 million; salaries were \$141,832 under budget at end of second quarter; nursing was \$36,771 under budget and physiotherapy was \$42,938 under budget; working on increasing physiotherapy services; overtime costs were \$53,739; sick time costs were \$51,990; benefit costs were at 29.5% of salaries; other supplies and expenses were breakeven with budget; current ratio is 10.34 on balance sheet; will not be moving cash until the investment broker is selected following the RFP
- **AGH:** Operating deficit of \$130,421; year to date was breakeven; yearend forecast of hospital operating deficit of \$216,709; total margin was -2.93%; revenues were \$229,181 under budget; base increase of \$160,000; hospice funding of \$105,000 annually has been confirmed; operating expenses were \$79,374; budgeted expenditures were \$4.66 million; salaries were \$129,057 under budget; lab staffing is \$32,815 under budget; maintenance is over budget \$22,176; overtime costs were \$98,380; sick time costs were \$27,519; benefit costs running at 29% of salaries; other supplies and expenses were over budget by \$110,850; locum physicians travel unbudgeted \$13,987; plant maintenance over budget by \$89,000 caused by ongoing plant and building maintenance issues; current ratio of 2.03 on balance sheet; will be reviewing the AGH liability to the MICs partnership; RBC investment statement was provided for information; capital building is ongoing
- **SCM:** operating at \$96,987 deficit; drop in nursing due to CMI; less funding in that area; increase in overtime and sick time in nursing; have spent over \$200,000 in architect fees for SCM redevelopment
- **LMH:** Operating surplus of \$53,975; total margin was .65%; operating revenue under budget by \$269,722; 2% base increase totaling \$208,300; operating expenses were

\$331,513 under budget; budgeted expenditures were \$6.9 million; salaries under budget by \$239,466 on \$3.25 million of budgeted expenditures; nursing salaries under budget by \$204,092; overtime costs were \$165,600; total sick time costs were \$55,397; benefit costs were running at 31% of salaries; other supplies and expenses were \$73,935 under budget; lab was \$38,985 under budget; drugs under budget by \$84,000; medical surgical supplies under budget by \$15,000 and running \$20,000 lower than same period last year; current ratio is 2.56 on balance sheet; investments have been pushed into long-term; strong balance sheet; investment portfolio was provided for information; capital budget update was provided; capital equipment not ordered yet due to change in administration; building costs are ongoing

- VM: running at deficit of \$53,681

- Motion:

Moved by: D. Bender

Seconded by: P. Britton

Be it resolved,

**THAT** the MICs Board of Directors approve the September 2017 financial statements for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital as presented.

Carried.

#### 6.2 Capital Project Status Report – G. Waghorn

- The document was provided for information

### 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:
- Submitted Pro Forma financial statement to the ministry; waiting for their feedback
- Architect reviewing 3 quotes for soil testing
- Strategic Plan is being finalized by Sharon vanValkenburg
- Governance accreditation mock interview on Jan. 16<sup>th</sup>, 2018 at the AGH boardroom
- Executive team has been restructured; org chart has been revised
- Executive compensation framework is waiting for Ministry approval before it gets posted to the website; if approved, it will be retroactive to Sept. 1<sup>st</sup>, 2017
- Dr. Boettcher is taking over Dr. Razack's practice at BMH effective Dec. 15<sup>th</sup>
- Long-Term Service Awards are taking place the next three Thursdays
- An Iroquois Falls resident is filing a FIPPA report regarding the incident that occurred at South Centennial Manor
- The Ministry of Health and Long-Term Care has appointed someone to review the incident and respond to his inquiry
- He is also inquiring about the RFP for foot care services for Long-Term Care facilities and will be submitting a FIPPA request
- Rainville Health was the only tender to submit a proposal
- The goal is to standardize the service and provide safe, quality foot care to all our residents
- Board Members were invited to ask questions.

#### 7.2 Chief Nursing Officer Report: (P. Chatelain)

- The report submitted was divided into two sections:
- Acute Care: patient order sets are doing better; AGH patient care manager is working on implementing POCTs at BMH; R. Swartz is planning an education session on hospice program in February 2018; Club Richelieu is donating snacks to hospice family members; ministry is pushing for us to provide a full-time BSO program
- Long-Term Care: one environmental hazard that was reported to the ministry; on November 2, 2017, there was an incident of resident to resident abuse. One resident sustained minor wounds that were treated within the home. The incident was reported to the MOH&LTC through the critical incident process. Referrals were made to the appropriate specialties. We have put multiple processes in place to prevent a recurrence.
- There will be an educational session in January for staff on how to handle such situations.
- Non-urgent transfer system is working well since its start in October; it is costing MICs \$11,000 a month
- Board members were invited to ask questions.

7.3 AGH Board Chair Report: (L. Boucher)

- The AGH Board Chair provided a report on the 2017 OHA Health Achieve Conference that was held in Toronto Nov. 6-8, 2017.

7.4 LMH Board Chair Report: (P. Dorff)

- The LMH Board Chair provided a report on the 2017 OHA Health Achieve Conference that was held in Toronto Nov. 6-8, 2017.
- The BMH Vice-Chair also submitted a report on her experience at the Health Achieve conference.

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

8.1 Chief of Staff Report:

- The report was provided for information.
- Topics covered were:
- OMA/MOHLTC – negotiations are ongoing; no agreement yet
- Education Group –
- Dr. Burton Visit – Dr. Burton met with various physicians, executives and medical students to gather information and provide feedback to NOSM
- Medical Staff – Dr. Razack has resigned from his BMH practice; Dr. Boettcher will be taking over his practice as of Dec. 15<sup>th</sup>

**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 September 13<sup>th</sup>, 2017 were provided for information

**11.0 Site Business** (P. Dorff)

11.1 Anson General Hospital:

- N/A

11.2 Bingham Memorial Hospital:

N/A

11.3 Lady Minto Hospital:

N/A

**12.0 Partnership Business (Bob Dennis)**

12.1 October 2017 Board Effectiveness Survey Results

- 11 out of 14 surveys were submitted.

12.2 November Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Review of QIP and Key Indicators – I. Boucher

- Quality Improvement Plans: 2018 materials have not been released yet
- No big changes in LTC indicators; focus on workplace violence this year; this will require one mandatory indicator
- QIP for Long-Term Care and acute care will be split between the Director of Care and the Chief Nursing Officer
- Long-Term Care is always a quarter behind as numbers are late coming
- Wait times are a bit long in acute care
- We are doing very well in long-term care
- Need to review the signage at each site that might not be pertinent

12.4 Review of Board Educational Plan – P. Chatelain

- The plan has been revised
- Came up with good topics and accreditation mock survey
- This is a placeholder on what education should be offered
- Board needs assessment was provided for those who wish to complete them
- This will help with planning education/orientation

12.5 Community Engagement Forum – P. Chatelain

- Is being held at the Marie and Dr. Boyle Community Auditorium starting at 6:30
- Board members and executive team are invited to attend

12.6 Accreditation – I. Boucher

- Isabelle suggested that we have a patient surveyor
- Governance functioning tool and self-assessment were completed at the May board meeting

12.7 Develop Action Items for Accreditation Red Flags– I. Boucher

- Red flags that were identified were reviewed
- High priority items require an action plan
- Board members worked together to complete the template

**13.0 Board Committee Minutes**

13.1 N/A

**14.0 MICs News (P. Dorff)**

- November 2017 MICs News was provided for information.

**15.0 Next Meeting Date (P. Dorff)**

- Wednesday, January 24<sup>th</sup>, 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: J. Papineau

Seconded by: L. Boucher

## 18.2 Discussion of physician hospital privileges

## 18.3 Motion to go out of camera

Moved by: P. Britton

Seconded by: D. Bender

## 18.4 Approval of physician's hospital privileges

- Motion to approve hospital privileges for Dr. Mary Lee Boissoneau in the courtesy category for Lady Minto Hospital only as per the recommendation of the MICs Chief of Staff.

Moved by: J. Papineau

Seconded by: P. Dorff

Be it resolved,

**THAT** the MICs Board of Directors approve hospital privileges for Dr. Mary Lee Boissoneau as a courtesy physician for Lady Minto Hospital only as per the recommendation of the MICs Chief of Staff

3 opposed, 9 for. Carried.

**19.0 Adjournment** (P. Dorff)

- There being no further business, the meeting adjourned at 9: p.m.

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CHAIR, Bingham Memorial Hospital

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CHAIR, Anson General Hospital

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CHAIR, Lady Minto Hospital

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SECRETARY, MICs C.E.O.