

Minutes of the Meeting of the MICs Board of Directors
Wednesday, September 20th, 2017 – 1730 Hours
Face-to-Face @ United Church Hall, Matheson (BMH Lead Site)

ANSON GENERAL HOSPITAL	
x	Johanne Edwards – Chair
x	Patrick Britton – Vice-Chair
x	Lee-Ann Boucher – Treasurer
x	Stéphanie Giguère – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Bob Dennis – Chair
x	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
x	Renelle Bélisle – Municipal Representative
MICs GROUP OF HEALTH SERVICES	
x	Paul Chatelain – MICs Chief Executive Officer
x	Helga Dragus – MICs Interim Chief Nursing Officer
x	Dr. Stephen Chiang – MICs Chief of Staff
regrets	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	Isabelle Boucher – MICs Director of Quality, Risk & Patient Safety
x	Sylvie Lavoie-Girard – MICs Director of Human Resources / Executive Leader of Employment Services

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

1.1 B. Dennis opened the meeting with a welcome. Attendees were asked to introduce themselves. Chair then asked Board Members if there were any declarations of conflict. None were declared.

2.0 Approval of Agenda (B. Dennis)

The agenda was reviewed.

Motion:

Moved by: J. Edwards

Seconded by: R. Belisle

Be it resolved,

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

Carried.

3.0 Trustee Education/Presentations

3.1 H.R. Statistics Report – S. Lavoie-Girard

- The Director of H.R. provided stats on:
- Labour Relations:
 - There are 3 Bargaining Units within MICs (1 Collective Agreement per Bargaining Unit)
 - ONA (Ontario Hospitals' Association – RNs only): we typically see the highest number of grievances from this union and the most number of arbitrations.
 - SEIU (Service Employees International Union – Support Services, RPNs, PSWs, Building Services, Health Records, Mat Man, Pharmacy): there has been a significant decrease in grievances as the employer/union relationship has steadily improved.
 - OPSEU (Ontario Public Service Employees Union – Lab and Diagnostic Imaging): this union had not submitted a grievance since 2006 until 2016.
- Employment Separation
- Worklife Pulse Survey:
 - Worklife is an important factor in the overall performance of health care organizations, as the quality of worklife impacts patient outcomes, productivity and safety.
 - The **Worklife Pulse Survey** provides a quick snapshot of key work environment factors, individual outcomes and organizational outcomes.
 - It identifies strengths and gaps in our work environment.

4.0 Approval of Minutes (B. Dennis)

4.1 Minutes of the MICs Board of Directors meeting held June 21st, 2017 were provided for information.

Motion:

Moved by: G. Chartrand

Seconded by: J. Edwards

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held June 21st, 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 and revised for the month of September.
- This changes from time to time as needed.

6.0 MICs Finance

6.1 July 2017 Financial Statements – G. Waghorn

- Chief Financial Officer gave a brief overview of the financial statements for all sites:
- **BMH:** operating at a surplus of \$154,018; total revenue of \$2,570,231; total operating expenses \$2,416,213

- **AGH:** deficit of \$152,568; revenue \$2,943,668; expenses \$3,096,236; implemented ONE initiative; will discuss changes needed to balance budget for Q2; seeing some savings due to point of care testing which reduced number of lab call backs; operations running higher than revenue coming in for the past five years
- **LMH:** operating surplus of \$140,588; revenue \$4,586,535; expenses \$4,445,947

Motion:

Moved by: J. Papineau

Seconded by: P. Britton

Be it resolved,

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

Carried.

6.2 2018-2021 Capital Budgets – G. Waghorn

- **BMH:** projection of \$1,452,000, \$569,000; \$891,480
- **AGH:** projection of \$1,560,700; \$1,193,000; \$963,000
- **LMH:** projection of \$2,972,500; \$2,635,000; \$2,017,000; numerous infrastructure expenses are coming up
- These expenses were already approved in June so no motion required

6.3 2017-2018 Long-Term Care Operating Budgets – G. Waghorn

- **SCM:** we don't have to submit a budget for LTC to the ministry; budget has been in place for a while; operating surplus/deficit line of \$21,833 (breakeven)
- **VM:** still waiting to see if beds in abeyance will impact the budget; operating budget deficit of \$41,520 and an operating deficit of \$24,020; LMH will cover the deficit

Motion:

Moved by: G. Chartrand

Seconded by: I. Clarke

Be it resolved,

THAT the MICs Board of Directors approve the 2017-2018 Operating Budgets for South Centennial Manor and Villa Minto as presented.

Carried.

6.4 Capital Budget Addition – G. Waghorn

- There are issues with two high priority in capital budgets.
- The CSR Washer Disinfector for AGH is in budget for 2017/2018 at \$8,000 and it is actually \$60,000. The CSR Washer Disinfector for LMH is missing from the budget in the amount of \$60,000.
- Infection Prevention and Control Program Leader stated that both washer disinfectors are experiencing problems and need to be replaced. She also stated that LMH needs a new pasteurizer in the amount of \$55,000.

Motion:

Moved by: J. Edwards

Seconded by: L. Boucher

Be it resolved,

THAT, the MICs Board of Directors approve an extra \$52,000 in order to purchase the CSR Washer Disinfectant for AGH before the end of the year 2017.

Carried.

Motion:

Moved by: R. Belisle

Seconded by: G. Chartrand

Be it resolved,

THAT, the MICs Board of Directors approve the purchase of a CSR Washer Disinfectant for LMH in the amount of \$60,000 and a pasteurizer in the amount of \$55,000 before the end of the year 2017.

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:
- SCM golf tournament fundraiser is taking place this weekend
- Preliminary drawings of the new manor will be available for preview
- New manor should be completed within 2 years
- Strategic planning is well underway; Paul met with various focus groups; we will be working on the strategic plan during second day of the board retreat
- Accreditation survey date is Feb. 5-8, 2018
- HIRF funding and Exceptional circumstances announcements were made over the summer for 2017-2018
- Base funding announcement of 2% for all three sites
- CDSSAB eliminating non-urgent transfers as of Sept. 30th; MICs is working on other transportation options; the hospital will have to pay for transportation such as Platinum which will be centrally booked through MICs
- Executive compensation framework is near completion and will be submitted for Sept. 29th deadline
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (H. Dragus)

- N/A

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 Long-term Care Negotiation Update: both sides approved the binding arbitration framework agreement; working on a new physician

services agreement

- Medical Staff Update: Dr. Bruno is now qualified to practise in Ontario; does not have her CCFP so her license is restricted until she writes & passes the CCFP exam
- NOSM Medical Learners: expecting 6 medical learners from Oct. 30 to Nov. 26 under the preceptorship of Dr. Chiang (2); Dr. Boettcher (1); Dr. Bruno (1); Dr. Tremblay (1); Dr. Small (1)
- Timiskaming-Cochrane Local Educational Group: next educational conference is scheduled for Nov. 17th; topics are: how to improve communications skills; motivational interview; new opioid guidelines; practical approach to MAID; non-pharmacological treatment of low back pain

8.2 MAC Meeting Minutes:

- The minutes of the MAC meeting held May 17th, 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 March 8th, 2017 were provided for information
- Acronyms “PHIPA” and “FIPPA” are to be spelled out in the minutes

10.2 Critical Incidents and Harmful Events Report

- Overall incidents reported through database: falls remain #1 incident; three types of events: falls, employee and safety/security; rate is consistent to previous quarter.
- Near Misses: staff are encouraged to report near misses; no benchmark for this indicator
- Critical Incidents: falls under Public Hospitals Act; no critical incidents for this reporting period; most common incidents are fractures; OHA will provide assistance with developing an algorithm in the near future
- LTC incidents: falls under the Long-Term Care Act; there are 20 types of critical incidents during Q4 and Q1: 41% of injuries for which the resident is taken to hospital; 29% outbreak; 18% other; 12% abuse/neglect; injuries can result from broken equipment; more training is required on broken ceiling lift so that staff follow the proper process
- Critical incidents graph is depicted in categories

10.3 Review of QIP and Key Indicators

- Shows our indicators and progress made
- Q1 results: green status for all five indicators in acute care
- Q4 results: three green and one yellow for LTC; LTC is one quarter behind in reporting; there have been some improvements in the area of the yellow indicator (inappropriate use of anti-psychotics)

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

10.4 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 June 2017 Board Effectiveness Survey Results

- 13 out of 13 surveys were submitted.

12.2 September Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Analysis & Action Plan re Board Evaluation Results – J. Edwards

- Was provided for information
- Neutral responses don't tell us anything
- #15 contradicts some of the comments made; board members need more education on strategic planning

12.4 Develop Committee Work Plans

- A draft committee work plan was provided for information
- Committees will review and revise their lists

13.0 Board Committee Minutes

- N/A

14.0 In Camera

14.1 Motion to go “in camera”

Moved by: J. Edwards

Seconded by: P. Britton

Be it resolved,

THAT the MICs Board of Directors approve to go in camera.

Carried.

14.2 Physician Privileges discussed

14.3 Motion to go out of “in camera”

Moved by: L. Boucher

Seconded by: S. Giguere

Be it resolved,

THAT the MICs Board of Directors approve to go out of in camera.

Carried.

14.4 Approval of physicians' hospital privileges

- Motion to approve hospital privileges for Dr. Auri Bruno-Petrina in the Active Staff category, Dr. Michèle Tremblay as a consulting geriatric psychiatrist, Dr. Andrew Wiens as a consulting psychiatrist and Dr. Samantha Richards as a consulting dentist

as per the recommendation of the MICs Medical Advisory Committee.

Moved by: P. Dorff

Seconded by: R. Belisle

Be it resolved,

THAT the MICs Board of Directors approve the hospital privileges for Dr. Auri Bruno-Petrina in the Active Staff category, Dr. Michèle Tremblay as a consulting geriatric psychiatrist, Dr. Andrew Wiens as a consulting psychiatrist and Dr. Samantha Richards as a consulting dentist as per the recommendation of the MICs Medical Advisory Committee.

Carried.

15.0 MICs News (B. Dennis)

- July, August and September 2017 MICs News were provided for information.

16.0 Next Meeting Date (B. Dennis)

- Wednesday, October 25th, 2017 at 6:00 p.m. (AGH Lead Site)

17.0 Generative Thinking (B. Dennis)

- N/A

18.0 Upcoming Meeting Dates

- As per agenda.

19.0 Adjournment (B. Dennis)

- There being no further business, the meeting adjourned at 8:20 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs C.E.O.