

Minutes of the Meeting of the MICs Board of Directors
Wednesday, January 23rd, 2019 – 18h00
Via videoconference @ MICs Boardrooms (BMH Lead Site)

ANSON GENERAL HOSPITAL	
x	Danielle Delaurier – Chair
	Vacant – Vice-Chair
x	Stan Denault – Treasurer
regrets	Darcy Cybolsky – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Bob Dennis – Chair
x	Irma Clarke – Vice-Chair
x	Roy Onlock – Treasurer
x	Jenny Gibson – Municipal Representative
LADY MINTO HOSPITAL	
x	Patricia Dorff – Chair
x	Gilles Chartrand – Vice-Chair
x	Julie Papineau – Treasurer
x	Desmond O’Connor – 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 The chair opened the meeting and welcomed everyone. He then inquired if there were any declarations of conflict of interest. There were none.

2.0 Approval of Agenda (B. Dennis)

The agenda was reviewed.

Motion:

Moved by: G. Chartrand

Seconded by: R. Onlock

Be it resolved,

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

Carried.

3.0 Trustee Education / Presentations

3.1 Board Educational Plan – P. Chatelain

- N/A

4.0 Approval of Minutes (B. Dennis)

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

Motion:

Moved by: I. Clarke

Seconded by: P. Dorff

Be it resolved,

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

Carried.

5.0 Follow-Up Items

- 5.1 Review of the 2018-2019 Board Work Plan

- The Board Work Plan was reviewed for the month of January.
- Deferring the following items one time only: board educational plan (February), board peers assessment (May); Chief of Staff performance review (February)

6.0 MICs Finance

- 6.2 November 2018 Financial Statements – G. Waghorn

- Chief Financial Officer gave a quick update of the financial statements for all sites

BMH:

- Hospital operating at a surplus of \$292,694 at the end of November
- Low activity in hospital; well under budget; expenses are down
- Just finished Q3; will be deferring recognition of income in Q4

AGH:

- Hospital operating at a surplus of \$165,614 at the end of November
- Recognized investment income of \$380,00; otherwise, AGH would have been in deficit

LMH:

- Hospital operating at a surplus of \$226,335 at the end of November
- This is partly due to the surgical program not running at full capacity and the NP position that was not filled; we could not recruit a FT physiotherapist; we will have to defer some income to Q4; must be recognized by the end of the fiscal year

Motion to approve November 2018 Financial Statements

Moved by: R. Onlock

Seconded by: J. Papineau

Be it resolved,

THAT, the MICs Board of Directors approve the November 2018 Financial Statements for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital as presented.

Carried.

- 6.2 Approval of HAP Submission – G. Waghorn

- The document was provided for information

- Submitted preliminary budget to NELHIN in November; had to plan for a 0% increase
- **BMH:** with a zero percent increase, will be balanced at the end of the fiscal year; the largest component is salaries
- **AGH:** zero percent increase; no income investment income; will be difficult to balance; submitted a deficit budget to the LHIN; working on a financial improvement plan; a few minor staffing changes were made to reflect the current situation
- **LMH:** submitted a deficit budget to the LHIN; includes regular staffing components for OR; significant flex in nursing budget; using half the budget for the surgical program
- Hoping to receive some increase in base funding next year; will be discussing budget challenges during the board retreat; there have been some challenges such as: overtime; Non-Urgent Patient Transportation/nursing escorts; nursing shortages; building repairs; physician recruitment
- Board members were invited to ask questions.

Motion:

Moved by: S. Denault

Seconded by: P. Dorff

Be it resolved,

THAT the MICs Board of Directors approve the 2019-2020 HAP submission for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital as presented and will submit a Hospital Improvement Plan at a later date when required.

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:
 - Still waiting for results of soil testing done on land behind AGH
 - Curling bonspiel being held Jan 25-27
 - Vacation draw raised over \$12,000
 - New Director of Care begins work on February 4th
 - LMH roof is near completion; AGH generators being replaced in February; received HIRF and ECP funding for these projects; Honeywell beginning energy retrofit project in March; will be inviting media and town councils for kick-off
 - Radio-thon with Moose FM on Dec. 7th was a huge success raising over \$32,000 towards portable x-ray machines; anonymous donor donated \$68,000 to reach our goal of \$100,000; the Radio-thon will become an annual event
 - Currently recruiting for five physicians and one general surgeon
 - Met with Cochrane and BR-M mayors to discuss physician recruitment money to offset some of the costs paid by the hospital
 - Board retreat is scheduled for Feb. 9th at the Abitibi Golf Club; agenda is being finalized at the end of the week
 - MICs commitment should be around \$75,000 for the Non-Urgent Transportation; financial relief from the LHIN should arrive in the fall of 2019
 - Meditech virus at HSN last week affected all patient systems of the NE hospitals; all information had to be inputted into the system; an internal debrief was held
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (I. Boucher)

- The CNO provided the following overview:
 - **Nursing:** patient experience surveys have been revised and implemented in near future
 - **AGH:** Christmas party held for CCC patients on Dec. 7th; new strategies for client identifiers working well; scopes have resumed; still in staffing crisis but hired 3 PT nurses and one category B RN; two FT positions are available and 1 extended sick leave; incurred much overtime due to illness, maternity leaves, etc.
 - **BMH:** decrease in patient census; repairs completed in patient rooms; staffing shortage of RNs continues; RNs are being actively recruited; nursing station is being renovated
 - **LMH:** staffing levels are stable; zero tolerance posters have been posted in the inpatient and outpatient areas; patient transfers going well with Platinum; operating room was closed over Christmas holidays
 - **Pharmacy Services:** facing shortages; utilizing Tele-pharmacy Technician to fill in gaps; reviewing policies; working with regional partners to meet NAPRA standards for sterile compounding; pharmacist completing Antimicrobial Stewardship Certificate program
 - **Hospice Services:** supported 18 team members to receive MoCA training; seeing increase in volunteer applications; hosted a block volunteer orientation session on Jan. 4 due to large number of new volunteers; increase in community based hospice referrals and early identification referrals; hospice stats from October 2018 to December 2018 were presented
 - **Infection Prevention and Control:** flu shot clinics were held; 158 flu shots were administered to team members; immunization rates were provided for information; there were four cases of respiratory outbreak at SCM on Dec. 17 and at VM on Dec. 18; outbreaks were resolved within eight days
- 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/MOHLTC Negotiation Update: at the last stage of arbitration; should have final results soon
 - Local Education Group: next education session will be held on Feb. 22nd and will cover cannabis and gastrointestinal disorders; board members are invited to attend
 - NOSM Medical Learners: from Feb. 4th to March 1st, there will be one in Cochrane, two in Iroquois Falls and one in Matheson
 - Medical Staff Update: despite best efforts, we have been unable to recruit any physicians so far; will continue to recruit to fill vacant positions

8.2 Medical Advisory Committee Minutes

- Minutes of the meeting held November 21st, 2018 were provided for information.
- Board member asked that a board member be present at MAC meetings. This will be discussed at the next MAC meeting

9.0 LHIN / MOHLTC Business (P. Chatelain)

9.1 deferred to February meeting

10.0 MICs Quality Committee (I. Boucher)

10.1 Quality Committee Minutes

- N/A

10.2 Integrated Risk Management Plan

- The document was provided for information
- The executive team developed the plan to mitigate strategies and controls for the following categories based on our Strategic Plan: Workplace violence, Client ID/Documentation, Patient experience, Maintaining competency for staff, Financial Sustainability, Recruitment & Retention, Building Infrastructure, Information Technology Infrastructure; this will be submitted to Accreditation Canada
- Identifying issues with misidentification with patients because proper client identifiers were not being used
- Continue to work with quality
- Key to have highly skilled and trained staff; this helps with staff satisfaction
- Financial sustainability
- Building Infrastructure
- Technology is constantly changing and we need to keep up with it
- Updates will be provided from time to time
- In early stages of developing the new QIP; narrative has been shortened; there are less indicators; all three surveys have been reviewed; LTC review is now being utilized as of Jan. 1st; inpatient and outpatient surveys will be utilised by early February; doing real time surveys
- Finalizing evidence for Accreditation Canada which is due Jan. 30th
 - The matrix for the 2019-2020 Quality Improvements Plans was provided for information; there are five indicators within three themes: Timely and Efficient Transitions, Service Excellence, Safe and Effective Care

11.0 Site Business (B. Dennis)

11.1 Anson General Hospital:

- N/A

11.2 Bingham Memorial Hospital:

- Approval of the Sale of the Ginn House which was donated by the Ginn family
- This house requires a lot of work and repairs would be very costly
- The Ginn family has approved the sale of the house

Motion:

Moved by: R. Onlock

Seconded by: J. Gibson

Be it resolved,

THAT the BMH Board of Directors approve the sale of the Ginn House as presented.

Carried.

11.3 Lady Minto Hospital:

- Approval of leasing a portion of hospital land to the Cochrane Daycare Center. They would like to expand the Daycare Center and require some of our land for a nominal

amount. The town will be responsible for the work, legal fees, surveys and road maintenance. This will make it safer for everyone and have better curb appeal.

Motion:

Moved by: G. Chartrand

Seconded by: J. Papineau

Be it resolved,

THAT the LMH Board of Directors approve the lease of land next to the hospital to the Cochrane Daycare Center as presented.

Carried.

12.0 Partnership Business (Bob Dennis)

12.1 November 2018 Board Effectiveness Survey Results

- 7 out of 12 surveys were submitted.

12.2 January 2019 Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Board Orientation Needs Assessment

- Results were provided for information.
- Orientation session will be scheduled for new board members before the retreat.

13.0 Board Committee Minutes

13.1 N/A

14.0 In Camera

14.1 N/A

15.0 MICs News (B. Dennis)

- December 2018 and January 2019 MICs Newsletters were provided for information.

16.0 Next Meeting Date (B. Dennis)

- Wednesday, February 27th, 2019 at 6:00 p.m. (AGH Lead Site)

17.0 Upcoming Meeting Dates

- As per agenda.

18.0 Adjournment (B. Dennis)

- There being no further business, the meeting adjourned at 7:37 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs CEO