

**Minutes of the Meeting of the MICs Board of Directors**  
**Wednesday, June 26<sup>th</sup>, 2019 – 19h00**  
**Via face-to-face @ The Royal Canadian Legion Hall (LMH Lead Site)**

<b>ANSON GENERAL HOSPITAL</b>	
x	Danielle Delaurier – Chair
x	Ann Zsigmond
x	Stan Denault – Treasurer
x	Darcy Cybolsky – Municipal Representative
<b>BINGHAM MEMORIAL HOSPITAL</b>	
x	Bob Dennis – Chair
x	Irma Clarke – Vice-Chair
x	Roy Onlock – Treasurer
x	Jenny Gibson – Municipal Representative
<b>LADY MINTO HOSPITAL</b>	
x	Patricia Dorff – Chair
	Vacant – Vice-Chair
	Vacant – Treasurer
x	Desmond O’Connor – 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

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

1.1 The Chair opened the meeting and welcomed everyone. She then inquired if there were any declarations of conflict of interest. There were none.

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

The agenda was reviewed. Item 14.9 was added.

Motion:

Moved by: D. Delaurier

Seconded by: J. Gibson

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 May 22<sup>nd</sup>, 2019 were provided for

information.

Motion:

Moved by: D. O'Connor

Seconded by: R. Onlock

Be it resolved,

**THAT** the MICs Board of Directors approve the minutes of the meeting held May 22<sup>nd</sup>, 2019 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 June.
- The 2018-2019 Annual General Report was printed and distributed.
- Physicians and other allied health professionals were advised of the status of their application for hospital privileges.
- The list of committees as well as the Terms of Reference for each committee were sent to the board members for their review and input
- The scorecard and draft capital budgets are being presented today.

## 6.0 MICs Finance

### 6.1 Draft 2019-2020 Capital Budgets – G. Waghorn

- G. Waghorn provided a brief overview of the capital budgets for each site.
- Budgets include equipment and building renovations that meet capital criteria
- Information comes from the program team leaders and executive team
  - BMH: total capital equipment requested \$298,466 less amortization in budget and grants/donations of \$122,600 leaving \$175,866 left to finance from reserves/cash flow; plant maintenance/building equipment requested \$885,000 less possible ECP of \$800,000 leaving \$85,000 left to finance
  - AGH: total capital equipment requested \$369,792 less amortization in budget and grants/donations of \$191,553 leaving \$178,239 left to fund; plant maintenance/building capital requested \$1,219,000; possible ECP of \$700,000 leaving \$519,000 left over to finance; HIRF applied to oil tank and generator projects
  - SCM: total capital equipment requested \$10,184 for Legion Grant submission
  - LMH: total capital requested \$234,779 less amortization in budget and grants/donations of \$265,000 leaving \$30,221 unspent from available funds; plant maintenance/building equipment requested \$3,190,136.90 less ECP/HIRF of \$897,340 leaving \$2,292,796.90 left to finance
  - VM: total capital equipment requested \$174,990 less amortization in budget and grants/donations of \$33,000 leaving \$141,990 left to finance
  - IT: total technology capital budget requested \$236,500

Motion: Approval of the 2019-2020 Capital Budgets

Moved by: A. Zsigmond

Seconded: J. Gibson

Be it resolved,

**THAT** the MICs Board of Directors approve the Capital and IT Budgets for the fiscal year 2019-2020 as recommended by the MICs Audit and Finance Committee in the amounts as presented.

Carried.

## **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:
  - The SCM redevelopment open forum was held June 25, 2019 at 6:00 p.m.; there was a good turnout; many questions were asked; community members were appreciative of the opportunity to attend the forum
  - The SCM Fundraising Committee raised over \$8,000 at the annual lobster dinner on May 25, 2019.
  - We received over \$25K in grants from the Legion and \$10K from the Knights of Columbus for patient care equipment.
  - The provincial budget was announced on April 11, 2019. Small hospitals will be receiving a 1% increase and the one-time small hospital transformation funding has been rolled into base funding. These funds have paid for our non-urgent transportation, unit dose project and Meditech upgrades.
  - We have applied for over \$2 million in HIRF ECP grants for this year.
  - We are aggressively recruiting for 6 physicians and 1 general surgeon. We will be forming a Physician Recruitment and Retention Committee, including members of each town council.
  - The SCM Fundraising Committee is hosting its third annual golf tournament on August 10<sup>th</sup>.
- Board Members were invited to ask questions.

### **7.2 Chief Nursing Officer Report: (I. Boucher)**

- The CNO provided the following overview:
- Biggest challenge is nursing shortage; new grads hired are writing their exams; we will know soon if they have passed; RNs are getting their vacation

#### **Nursing**

- Continuing to meet one-to-one with nursing staff which is being well received.
- Recruitment is ongoing.

#### **Occupancy Rates**

- **Q3:** AGH – 60.7% / BMH - 24.8% / LMH – 55.5%
- **Q4:** AGH – 86.6% / BMH – 44.8% / LMH – 62.9%
- Total ALC Occupancy rates and clinic stats were provided for information.

#### **Infection Prevention and Control**

- No outbreaks at the time of this report
- Two respiratory outbreaks in May, one at AGH and one at SCM. Go forward plan is to isolate patients with cold-like symptoms as soon as possible.
- Program Leader has completed and passed her Infection Control course.

#### **Pharmacy Services**

- Continuing to recruit for a MICs Pharmacist and utilizing North-West Tele-pharmacy in the interim.

- o Automated dispensing unit project is underway. Training for Super Users (nursing staff and pharmacy staff) will occur over the summer.
- o OCP (Ontario College of Pharmacists) were on site at LMH today. They found a few issues and will be issuing orders.
- 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.
  - o **MICs Chief of Staff** - Due to personal reasons, Dr. Joey Tremblay will not take on the role of MICs Chief of Staff until September 1<sup>st</sup>, 2019. Dr. Chiang will continue as MICs Chief of Staff until then.
  - o **Urology Clinic** - Dr. Solomon Sogbein, a urologist in North Bay, will be starting a Urology Clinic at MICs pending the approval of his hospital privileges by the MICs Board of Directors. The starting date will be determined by Dr. Sogbein and MICs.
  - o **Locum Surgeon** - Dr. Dimitry Terterov, a general surgeon with a fellowship training in Bariatric Surgery, has applied for locum surgical privileges at MICs. Pending the approval of his privileges by the MICs Board of Directors, he will provide some locum services for LMH. We hope his locum experience will help us to recruit him to be our permanent surgeon at LMH.
  - o **Medical Teaching** - Dr. Tyler Tabobondung, a final year Family Medicine Resident from McMaster University, will have completed his two-month rotation next week at AGH under the preceptorship of Dr. Chiang. He thoroughly enjoyed his learning experience at AGH.
  - o Dr. Chiang advised the board that the CPSO has suspended Dr. Thomas' license between July 3 and August 3, 2019. He will be unable to provide locum services for MICs during this time.

### 8.2 MAC Minutes:

- o Minutes of the MAC that took place April 17<sup>th</sup>, 2019 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 6<sup>th</sup>, 2019 were provided for information.

### 10.2 Corporate Scorecard

- Legend - blue is optimal; green is good; yellow is caution; red is critical; purple is in development and black indicates not reported at this time
- Total Margin:
- Medication Reconciliation at Discharge (QIP): all blue for all three sites for Q1, Q2, Q3 and Q4 except for Q2 and Q4 for LMH/VM which was red at 80%
- Readmission of Mental Health Patients (QIP): not reported at this time
- Acknowledgement of Complaints (QIP): not reported at this time
- LTC Acknowledgement of Complaints (QIP): not reported at this time
- Workplace Violence Incidents Reported (QIP): is in development
- Discharged Patient Summaries (QIP): not reported at this time

**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 May 2019 Board Effectiveness Survey Results

- 12 out of 13 surveys were submitted.

12.2 June 2019 Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Ratification of Union Agreement

- OPSEU Local Negotiations took place May 27<sup>th</sup>. Parties agreed to three non-monetary items (banked time; vacation administration; job descriptions) and two monetary items (increase of uniform allowance to match current SEIU rates and 0.25¢ increase in travel).

Moved by: D. O'Connor

Seconded by: R. Onlock

Be it resolved,

**THAT** the MICs Board of Directors approve the ratification of the OPSEU agreement as presented.

Carried.

## 12.4 Election of Officers of the Board of Directors

- P. Dorff called on the CEO to begin the nomination process

**ELECTION OF BINGHAM MEMORIAL HOSPITAL CHAIR**

- Nomination of B. Dennis was moved by Irma, seconded by Roy.
- No further nominations were presented.
- B. Dennis agreed to let his name stand.
- B. Dennis was then declared Chair for the 2019/2020 fiscal year.
- The meeting was turned over to the Chair to conduct the remainder of elections.

**ELECTION OF BINGHAM MEMORIAL HOSPITAL VICE-CHAIR**

- Nomination of I. Clarke was moved by Roy, seconded by Jenny.
- No further nominations were presented.
- I. Clarke agreed to let her name stand.
- I. Clarke was then declared Vice-Chair for the 2019/2020 fiscal year.

**ELECTION OF BINGHAM MEMORIAL HOSPITAL TREASURER**

- Nomination of R. Onlock was moved by Irma, seconded by Jenny.
- No further nominations were presented.
- R. Onlock agreed to let his name stand.

- R. Onlock was then declared Treasurer for the 2019/2020 fiscal year.

#### **ELECTION OF ANSON GENERAL HOSPITAL CHAIR**

- Nomination of D. Delaurier was moved by Ann, seconded by Darcy.
- No further nominations were presented.
- D. Delaurier agreed to let her name stand.
- D. Delaurier was then declared Chair for the 2019/2020 fiscal year.
- The meeting was turned over to the Chair to conduct the remainder of elections.

#### **ELECTION OF ANSON GENERAL HOSPITAL VICE-CHAIR**

- Nomination of A. Zsigmond was moved by Stan, seconded by Darcy.
- No further nominations were presented.
- A. Zsigmond agreed to let her name stand.
- A. Zsigmond was then declared Vice-Chair for the 2019/2020 fiscal year.

#### **ELECTION OF ANSON GENERAL HOSPITAL TREASURER**

- Nomination of S. Denault was moved by Darcy, seconded by Danielle.
- No further nominations were presented.
- S. Denault agreed to let his name stand.
- S. Denault was then declared Treasurer for the 2019/2020 fiscal year.

#### **ELECTION OF LADY MINTO HOSPITAL CHAIR**

- Nomination of P. Dorff was moved by Desmond, seconded by Paul.
- No further nominations were presented.
- P. Dorff agreed to let her name stand.
- P. Dorff was then declared Chair for the 2019/2020 fiscal year.
- The remainder of elections will be held once the two vacant positions are filled.

#### 12.5 Signing of the Directors' Declaration

- Each board member was asked to sign the declaration and return it to the EA

### **13.0 Board Committee Minutes**

13.1 N/A

### **14.0 In Camera**

14.1 Motion to go in-camera

Moved by: R. Onlock

Seconded by: D. Delaurier

14.2 Board Attendance

14.3 Discussion of Physician Hospital Privileges

14.4 Discussion of Chief of Staff's Performance Summary

14.5 Non-Union Salary Increase for 2019-2020

14.6 Motion to go out of in-camera

Moved by: B. Dennis

Seconded by: I. Clarke

## 14.7 Motion:

Motion to approve Dr. Dimitry Terterov's Hospital Privileges

Moved by: D. O'Connor

Seconded by: I. Clarke

Be it resolved,

**THAT** the MICs Board of Directors approve hospital privileges for Dr. Dimitry Terterov, General Surgeon, in the Locum Tenens category as presented.

Carried.

## 14.7 Motion to approve Dr. Solomon Sogbein's Hospital Privileges

Moved by: I. Clarke

Seconded by: J. Gibson

Be it resolved,

**THAT** the MICs Board of Directors approve hospital privileges for Dr. Solomon Sogbein in the Consulting category as presented.

Carried.

## 14.8 Motion to approve Chief of Staff's Performance Appraisal Summary

Moved by: I. Clarke

Seconded by: D. O'Connor

Be it resolved,

**THAT** the MICs Board of Directors approve the Chief of Staff's Performance Summary as presented.

Carried.

## 14.9 Motion to approve salary increase for non-union and management

Moved by: D. O'Connor

Seconded by: R. Onlock

Be it resolved,

**THAT** the MICs Board of Directors approve the salary increase for non-union and management excluding the Executive Team for 2019-2020 effective April 1<sup>st</sup>, 2019 at an annualized cost of \$14,517.

Carried.

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

- June 2019 MICs Newsletter was provided for information.

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

- Wednesday, September 25<sup>th</sup>, 2019 at 6:00 p.m. (BMH Lead Site)

**17.0 Upcoming Meeting Dates**

- TBD

**18.0 Adjournment (P. Dorff)**

- There being no further business, the meeting adjourned at 8:31 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 CEO