

**Minutes of the Meeting of the MICs Board of Directors**  
**Wednesday, February 19<sup>th</sup>, 2020 – 18h00**  
**Via videoconference @ MICs Boardrooms (AGH Lead Site)**

<b>ANSON GENERAL HOSPITAL</b>	
regrets	Danielle Delaurier – Chair
x	Ann Zsigmond
x	Stan Denault – Treasurer
regrets	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	Pat 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
regrets	Dr. Joey Tremblay – MICs Chief of Staff
x	Dr. Auri Bruno-Petrina – 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
x	Chad Lauzon – MICs Auditor

**1.0 Call to Order & Chairs Remarks (A. Zsigmond)**

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 (A. Zsigmond)**

The agenda was reviewed.

Add: 13.21 – special MAC meeting

Motion:

Moved by: I. Clarke

Seconded by: P. Dorff

Be it resolved,

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

Carried.

**3.0 Trustee Education / Presentations**

- 3.1 ONE Governance – P. Chatelain
- Paul presented a few slides from the ONE Governance presentation prepared by Healthtech Consultants DDO Health Law: Shared Services Model, Governance, Operating Model, Cost Sharing and Next Steps as part of the ongoing education on the ONE Governance system
  - Board members asked many questions and required clarification on many issues
  - A separate education will be scheduled later on to allow further discussion

#### 4.0 Approval of Minutes (A. Zsigmond)

- 4.1 Minutes of the MICs Board of Directors meeting held January 22<sup>nd</sup>, 2020 were provided for information.

Motion:

Moved by: B. Dennis

Seconded by: P. Dorff

Be it resolved,

**THAT** the MICs Board of Directors approve the minutes of the meeting held January 22<sup>nd</sup>, 2020 as presented.

Carried.

#### 5.0 Follow-Up Items

- 5.1 Review of the 2020-2021 Board Work Plan
- The Board Work Plan was reviewed for the month of February.
  - Nominating committee met this month; interviewed one candidate for the LMH board
  - The Board Ad Hoc Committee met on Feb. 4<sup>th</sup> to review by-laws and board policies; no amendments or revisions were required

#### 6.0 MICs Finance

- 6.1 Approval of the 2019 Audited Financial Statements – C. Lauzon
- The draft Audited Financial Statements were provided for information; they consist of the Statement of financial position as at March 31<sup>st</sup>, 2019, the statements of operations, changes in net assets and cash flows for the year then ended and notes to the financial statements including a summary of significant accounting policies.
  - Board members were invited to ask questions.

Motion:

Moved by: P. Dorff

Seconded by: R. Onlock

Be it resolved,

**THAT** the MICs Board of Directors approve the 2019 Audited Financial Statements for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital as presented.

Carried.

- 6.2 December 2019 Operating Statements – G. Waghorn

- Chief Financial Officer gave a detailed update of the financial statements for all sites
- All three hospitals reported a surplus this reporting period; there have not been any big new trends

**BMH:**

- Q3 is a reporting period with the ministry of health
- Hospital operating at a surplus of \$205,025 at the end of December; total margin was 3.45%; hospital yearend surplus forecast of \$385,000 was submitted to the ministry of health; received increase of \$63,200 in base funding (1%) for this fiscal year; \$63,000 in one-time funding and \$41,000 of transformation funding was recognized into income; OHIP and other patient revenue were over budget by \$21,560; differential and co-payment revenue over budget by \$39,126; operating expenses were \$233,799 under budget; budgeted expenditures were \$6 million; salaries were \$56,922 under budget; overtime costs were \$226,443; total sick time costs were \$70,561; orientation costs were \$24,654; benefit costs were running at 27.7% of salaries; other supplies and expenses were \$47,654 under budget in aggregate; medical supplies were under budget by \$19,000; drugs were under budget by \$33,000 relating to activity and acuity; strong balance sheet; current ratio is 3.85
- Capital Budget: capital requested for 2019-2020 \$1,183,466 with an actual cost of \$305,181; big ticket items are in maintenance

**AGH:**

- Focus is on where were going moving forward
- Hospital operating at a surplus of \$64,722 at the end of December; total margin was (-3.25%); hospital yearend surplus forecast of \$36,000 was submitted to the ministry of health; over budget in revenue by \$295,000; received increase of \$83,800 in base funding (1%) for this fiscal year; \$84,000 in one-time funding and \$85,861 of transformational funding into operating revenue to offset non urgent patient transportation costs; shared lab service model between BMH and AGH netted a revenue recovery of \$56,523; OHIP and other patient revenue were under budget by \$25,000; differential and co-payment revenue over budget by \$34,986; operating expenses were \$29,834 under budget; budgeted expenditures were \$7.303 million; salaries were \$102,367 under budget; overtime costs were \$242,601; total sick time costs were \$94,298; orientation costs were \$33,764; benefit costs were running at 29% of salaries; other supplies and expenses were \$41,838 over budget; current ratio is (1.56); small amount of debt (1.46%)
- Capital Budget: capital requested for 2019-2020 \$1,493,976 with an actual cost of \$572,389; most of major spending is in maintenance and infrastructure

**SCM:**

- Long-term-care home operating at a deficit of (\$549,553) at the end of December
- Total operating revenue: \$3,866,354
- Total operating expenses: \$2,743,446

**LMH:**

- Hospital operating at a surplus of \$207,756 at the end of December; total margin was 1.89.%; hospital yearend surplus forecast of \$508,625 was submitted to the ministry of health; over budget in revenue by \$166,444; received increase of \$108,300 in base funding (1%) for this fiscal year; \$108,000 in one-time funding and \$93,444 of transformational funding into operating revenue to offset non urgent patient transportation costs; OHIP and other patient revenue were over budget by \$27,000; operating expenses were \$112,180 under budget; budgeted expenditures were \$10.8 million; salaries were \$289,955 under budget; overtime costs were \$426,384; total sick time costs were \$121,222; benefit costs were

running at 29% of salaries; other supplies and expenses were \$79,881 under budget; current ratio is 3.90; received an estate donation which increased revenue; incurred overtime and sick time; still in strong financial position

- Capital Budget: capital requested for 2019-2020 \$3,704,906 with an actual cost of \$1,480,879; some of the larger projects will be carried over to the 2020-2021 fiscal year

**VM:**

- Long-term-care home operating at a deficit of (\$109,932) at the end of December
- Total revenues: \$2,035,838
- Total operating expenses: \$1,433,104

Motion to approve December 2019 Operating Statements

Moved by: I. Clarke

Seconded by: D. O'Connor

Be it resolved,

**THAT**, the MICs Board of Directors approve the December 2019 Financial Statements for Bingham Memorial Hospital, Anson General Hospital, South Centennial Manor, Lady Minto Hospital and Villa Minto as presented.

Carried.

6.3 Investments – G. Waghorn

- The current statement was provided for information
- 18Asset Management will be doing a presentation on investments at the May board meeting

**7.0 Presentations/Reports** (A. Zsigmond)

7.1 Chief Executive Officer Report: (P. Chatelain)

- The report was provided for information.
- The CEO provided the following overview:
  - We have preliminary operating statements for a 96-bed home. Due to the wage parity, the operations still remain in a deficit. The application deadline to apply for beds has been extended to March 31, 2020. If we are to apply for more beds, we need to complete another application with letters of support.
  - The OHA has been meeting with the Ministry advocating for a 4% increase to all hospitals. This is primarily due to wage increases, inflation, growth, etc. The Ontario Budget will be tabled sometime in March 2020.
  - Our Infection Control Officer has been working diligently with the Ministry of Health, Public Health and other agencies on the COVID-19 (corona virus). While we are at very low risk, she has been providing education, ordering supplies, etc. in preparation.
  - Phase II of the LMH Lab renovations will begin in February. AGH Lab renovations have now begun.
  - The SCM Curling Bonspiel raised over \$10K. The Musical Showcase is the next fundraiser on March 28, 2020.
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (I. Boucher)

- CNO is working at completing quality improvement plan; draft narrative has been drafted; meeting with LTC DOC to review LTC QIP
- New pharmacy is being supported by Northwest team in orientation

- Successfully recruited a patient care manager for AGH/BMH; might not be arriving before late summer; have an interim plan in place
- The CNO reported on the following items:

#### **Emergency Department**

- Reporting period is Q2 (June to Sept 2019)
- Total emergency visits have decreased

#### **CTAS levels 4 & 5 (non-urgent/less urgent)**

- CTAS level 4 are the most we are seeing in our emergency rooms

#### **ED Wait Times Q2**

- Provincial target is 4 hours; we are well below this target except for one instance at AGH

#### **Length of stay in emergency for high urgency patients not admitted to hospital**

- Provincial target is 8 hours; our numbers are a little bit higher; there are multiple factors to account for this; many larger hospitals' wait times are much higher

#### **Length of stay in emergency for all patients admitted to hospital**

- Provincial target is 8 hours; we exceed this target; sometimes it's waiting for a bed; delay due to a higher emergency; overall, we do a good job.

#### **Emergency department survey**

- Spike for AGH in response rates: implemented a different method of administering the survey by handing them out to certain individuals instead of everyone

#### **Client experience survey**

- Changed from iPad to hard copy; this was embedded in the patient's chart at discharge

#### **Client experience inpatient scorecard**

- Response rates of discharges were provided for each site.
  - Board members were invited to ask questions.

### **8.0 Medical Staff (Dr. S. Tremblay)**

#### **8.1 Chief of Staff Report:**

- Dr. Tremblay was not present and could not provide an update
  - deferred

#### **8.2 Medical Advisory Committee Minutes**

- The minutes of the MAC meetings held October 16<sup>th</sup> and November 20<sup>th</sup>, 2019 were provided for information.

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

#### **9.1 Letter to K. Fyfe re ONE Funding**

- CEOs from some of the Network 13 hospitals wrote to the LHIN to go on record that the hospitals can't afford the ONE/Expanse and to ask for help with funding

#### **9.2 Hospital Service Accountability Agreement**

- The OHA sent a notice to all hospitals advising that there have been minor amendments made to the HSAAs
- Hospitals will be receiving communications soon advising of the HSAA extensions

### **10.0 MICs Quality Committee (I. Boucher)**

#### **10.1 Quality Committee Minutes**

- The minutes of the Quality meeting held September 12<sup>th</sup>, 2019 were provided for information.

### 11.0 Site Business (A. Zsigmond)

#### 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 January 2020 Board Effectiveness Survey Results

- 11 out of 11 surveys were submitted.

#### 12.2 February Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

#### 12.3 Rural and Northern Healthcare Conference – P. Chatelain

- Annual conference with two parts: conference and workshop
- Board members were asked to contact the E.A. if interested in attending

#### 12.4 Orientation Manual Table of Contents – P. Chatelain

- The document was provided for information
- The Ad Hoc Committee asked to have the rest of the board members review the list and provide feedback

### 13.0 In Camera

#### 13.1 Motion to go in camera

Moved by: I. Clarke

Seconded by: R. Onlock

#### 13.2 Discussion regarding catchments areas for all three communities

#### 13.21 Special Meeting of the Medical Advisory Committee

#### 13.3 Motion to go out of camera

Moved by: R. Onlock

Seconded by: J. Gibson

### 14.0 MICs News (A. Zsigmond)

- February 2020 MICs Newsletter was provided for information.

### 15.0 Next Meeting Date (A. Zsigmond)

- Wednesday, March 25<sup>th</sup>, 2020 at 6:00 p.m. (LMH Lead Site)

### 16.0 Upcoming Meeting Dates

- As per agenda.

### 17.0 Adjournment (A. Zsigmond)

- There being no further business, the meeting adjourned at 8:33 p.m.

---

CHAIR, Bingham Memorial Hospital

---

CHAIR, Anson General Hospital

---

CHAIR, Lady Minto Hospital

---

SECRETARY, MICs CEO