

Minutes of the Meeting of the MICs Board of Directors
Wednesday, April 22nd, 2020 – 18h00
Via Zoom (BMH Lead Site)

ANSON GENERAL HOSPITAL	
x	Danielle Delaurier – Chair
x	Ann Zsigmond
x	Stan Denault – Treasurer
x	Darcy Cybolsky – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Bob Dennis – Chair
x	Irma Clarke – Vice-Chair
regrets	Roy Onlock – Treasurer
x	Jenny Gibson – Municipal Representative
LADY MINTO HOSPITAL	
x	Pat Dorff – Chair
regrets	Ken Graham – Vice-Chair
	Vacant – 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. Joey Tremblay – MICs Chief of Staff
x	Dr. Auri Bruno-Petrina – MICs President of Medical Staff
GUESTS	
x	Suzanne Gadoury – MICs Executive Assistant (<i>Recording Secretary</i>)
x	Gail Waghorn – MICs Chief Financial Officer
x	Oswald Silverson – BMH Board Candidate

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. Bob provided the guidelines on how we are going to proceed with the meeting using Zoom.

2.0 Approval of Agenda (B. Dennis)

The agenda was reviewed.

Motion:

Moved by: P. Dorff

Seconded by: D. O’Connor

Be it resolved,

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

Carried.

3.0 Trustee Education / Presentations

3.1 N/A

4.0 Approval of Minutes (B. Dennis)

4.1 Minutes of the MICs Board of Directors meeting held March 25th, 2020 were provided for information.

Motion:

Moved by: D. Cybolsky

Seconded by: A. Zsigmond

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held March 25th, 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 April.
- Preparation for the CEO's performance appraisal will be deferred.
- Insurance renewal was completed in late March and implemented April 1st with Marsh Insurance
- Motion to approve insurance company is being requested today
- The AGH Hospital Improvement Plan is on hold for now

6.0 MICs Finance

6.1 February 2020 Operating Statements – G. Waghorn

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

BMH:

- Hospital operating at a surplus of \$350,174; total operating revenue was \$7,299,145; total operating expenses came up to \$6,948,971; will be ending the year in a good surplus position

AGH:

- Hospital operating at a surplus of \$94,609; total operating revenue was \$8,888,900; total operating expenses came up to \$8,794,291; will end the year in a large surplus position

SCM:

- ended third quarter with a total non-operational deficit of \$206,933 less amortization expense; total revenue was \$4,816,951; operational deficit was \$566,955; will be difficult to balance; struggling with overtime; COVID costs are not reflected in the February statement; board chair is requesting that we review the LTC deficit once the COVID pandemic is over

LMH:

- Hospital operating at a surplus of \$216,576; total operating revenue was \$13,425,062; total operating expenses were \$ 13,208,487

VM:

- ended the third quarter with a deficit of \$155,248; total revenue was \$2,484,758

Motion to approve February 2020 Financial Statements

Moved by: J. Gibson

Seconded by: I. Clarke

Be it resolved,

THAT, the MICs Board of Directors approve the February 2020 Financial Statements for Bingham Memorial Hospital, Anson General Hospital, South Centennial Manor, Lady Minto Hospital and Villa Minto as presented.

Carried.

6.2 Capital Budgets 2020-2021 – G. Waghorn

- G. Waghorn provided a brief overview of the capital budgets for each site.
- Each site will end the year in surplus position; received \$800,000 in transformational funding; this might pay for ADUs for the ER departments at each site; use some NUPT nursing hours; will be receiving some dollars for COVID costs
 - BMH: \$308,635 total capital equipment requested; \$120,000 amortization in budget; \$11,950 in grants/donations; \$176,685 left to finance from reserves; Plant/Maintenance: \$1,265,000 in total building capital requested; \$483,000 identified as possible exceptional circumstance (ECP); \$782,000 left over to finance
 - AGH/SCM: AGH received \$300,000 in one-time funding but the LHIN expects a HIP; \$432,829 total capital equipment requested; \$180,000 amortization in budget; \$13,000 in grants/donations; \$239,829 left to finance from reserves; Plant/Maintenance: \$2,007,000 in total building capital requested; \$425,000 identified as possible exceptional circumstance (ECP); \$1,582,000 left over to finance; Stan suggested that we change to a natural gas generator instead of replacing the oil tanks; Paul will get an analysis done on that
 - LMH/VM: \$582,800 total capital equipment requested; \$120,000 amortization in budget leaving \$462,000 left to finance; Plant/Maintenance: \$1,490,000 in total building capital requested; \$75,000 identified as possible exceptional circumstance (ECP); \$1,415,000 left over to finance; we might have to tap into our reserves but would rather not have to

Motion:

Moved by: D. Delaurier

Seconded by: A. Zsigmond

Be it resolved,

THAT the MICs Board of Directors approve the Capital Budgets for the fiscal year 2020-2021 as presented.

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:
 - We have been working on COVID planning on a daily basis since the last Board meeting. Some of the highlights are:

- limiting our outpatient services including OR, restricting visitors and protecting our patients, residents and staff
 - managing the respiratory outbreak at South Centennial Manor
 - discharged as many patients as possible to have beds available including opening 9 new beds among the 3 sites
 - working daily with our regional and community partners on surge planning
 - opened and staffed two Assessment Centers, one in I.F. and one in Cochrane; will open one in Matheson if necessary
 - hired over 14 new Team Members for COVID including retired nursing staff
 - constant education and communication to our physicians, Team Members and community members
 - currently have 50 COVID cases in the Porcupine Health Unit region
 - daily searching and procuring of Personal Protective Equipment
 - Paul expressed his appreciation to the leadership team for all the wonderful work they've been doing during the pandemic; everyone has stepped up to meet the extra demands
- The HIRF and ECP grant funding has been extended beyond March 31, 2020. Phase II of the LMH Lab renovations is on hold until we hear back from the mechanical engineer. AGH Lab renovations is almost complete, but on hold. As of March 20, 2020, all construction projects have been put on hold. The chillers at BMH will resume installation on May 4th so BMH can have air conditioning.
 - The NEON steering committee has made a recommendation to defer the Wave 2 ONE Initiative planning phase from October 2020 to March 2021.
 - Board Members were invited to ask questions.
 - Dr. Tremblay requested that Darcy participate in the regional COVID meetings held via teleconference every Friday
 - Paul was asked if we have implemented our Pandemic Plan; we haven't implemented it completely but have been following certain components of it; we will need to document why we haven't implemented the plan and any changes made to it; this will be reviewed by the COVID Committee
 - A question was asked if we have ventilation capability; every hospital is prepared with vents in preparation for a surge in COVID patients; we would contact HSN for direction on where to send vented patients as we don't have ICUs
 - There are two patients left with a respiratory illness at SCM; physician will be assessing residents through virtual care starting next week
 - Turnaround time for COVID test results is now 48 hours in our region.

7.2 Chief Nursing Officer Report: (I. Boucher)

- The Q3 Client Experience Quarterly Inpatient Scorecard was provided for information
 - Total discharges
 - AGH: 83 – Q2 = 1% - Q3 = 10%
 - BMH: 34 – Q2 = 3% - Q3 = 24%
 - LMH: 95 – Q2 = 4% - Q3 = 9%
- The Q3 Client Experience Quarterly Emergency Department was provided for information
 - Total ER Visits
 - AGH: 1,733 (143 surveys were handed out); response rate for Q2 = 41.4%; Q3 = 39.9%

- BMH: 461 (29 surveys handed out in December); response rate for Q2 = 0.5%; Q3 = 5.0%
- LMH: 2,278 (10 surveys handed out in December); response rate for Q2 = 0.5%; Q3 = 2.7%
- Staff acknowledgements were numerous in both surveys
- Response rates are up due to the changes we made in the way we administer the surveys
- Submitted the QIP for April 1st; will be monitoring
- Recruited multiple nursing staff many retired coming back and new grads coming to work as PSWs; recruitment firm has an RN who is interested in working at AGH on May 4th; there is also a potential prospect for LMH
- Fully immersed in COVID on a daily basis
- Decline in acuity as our hospital beds are mostly empty in preparation for the surge of COVID patients; we increased the number of negative pressure rooms to accommodate confirmed COVID patients to five
- Identified zones in the nursing units: Cold (patient has no symptoms and has been in hospital more than 14 days – very low risk, e.g. ALC patient) – Warm (patient has no symptoms of COVID; admitted less than 14 days) and Hot (presumed or positive COVID-19); list of cleaning instructions and wearing of PPE posted for each of the zones
- Decrease in ER; people are staying home
- Received multiple donations of PPE from community members
- Isabelle acknowledged Team Members who are working hard during the pandemic especially Laurie Bouvier who has shown true leadership
- All LTC staff must wear a mask to protect the residents and full PPE when entering a COVID patient's room
- The ministry has provided guidelines regarding PPE
- Board members were invited to ask questions.

8.0 Medical Staff (Dr. S. Tremblay)

8.1 Chief of Staff Report:

- Dr. Tremblay provided the following update
 - Medical Recruitment Committee met Jan. 30th; still waiting to hear from town; no update received yet
 - Dr. Matt Smith has signed his recruitment agreement with the town; slated to start in October 2020
 - Sent a letter to the CPSO asking to have him start earlier in August
 - Looking for 1 family physician in Matheson, two in Cochrane and two in I.F.
 - Recruited three locums; one for ER and two general surgeons
 - No medical learners during the pandemic
 - COVID 19 has touched a lot of us; meeting on a daily basis; we are prepared for it
 - Distribution of various emails to develop protocols to keep the communities safe
 - Curtailed many of the hospital services to decrease patient traffic
 - Surgeons across province are being pressured to restart urgent surgeries; provincial guidance will be provided soon
 - Physicians are still busy with their patients as well as dealing with COVID even though we don't have a lot of COVID patients in our hospitals
 - Medical directors are now taking part in the COVID meetings to keep apprised of daily updates
 - We have been working with Minto Counselling Centre to deal with mental health

patients; OHA has been providing all kinds of mental health resources for our team members

- We have been looking at hiring a respiratory therapist for a while; will be actively working on this after the pandemic; VCC (Virtual Critical Care) is also providing support

8.2 MAC Minutes:

- The minutes of the MAC meeting held March 11th, 2020 were provided for information

9.0 LHIN / MOHLTC Business (P. Chatelain)

9.1 N/A

10.0 MICs Quality Committee (I. Boucher)

10.1 N/A

11.0 Site Business (B. Dennis)

11.1 Anson General Hospital:

11.11 Motion to approve two high school bursaries

Moved by: D. Cybolsky

Seconded by: A. Zsigmond

Be it resolved,

THAT the AGH Board of Directors approve one \$500.00 bursary for an English speaking graduate and a \$500.00 bursary for a French speaking graduate from Iroquois Falls and surrounding area going into the health sciences as presented.

Carried.

11.2 Bingham Memorial Hospital:

11.21 Motion to approve two high school bursaries

Moved by: I. Clarke

Seconded by: J. Gibson

Be it resolved,

THAT the BMH Board of Directors approve one \$500.00 bursary for an English speaking graduate and a \$500.00 bursary for a French speaking graduate from Black-River Matheson going into the health sciences as presented.

Carried.

11.3 Lady Minto Hospital:

11.31 Motion to approve two high school bursaries

Moved by: D. O'Connor

Seconded by: P. Dorff

Be it resolved,

THAT the LMH Board of Directors approve one \$500.00 bursary for an English speaking graduate and a \$500.00 bursary for a French speaking graduate from Cochrane going into the health sciences as presented.

Carried.

12.0 Partnership Business (Bob Dennis)

12.1 March 2020 Board Effectiveness Survey Results

- 11 out of 13 surveys were submitted.

12.2 April Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Approval of Insurance Renewal

- The Marsh 2020 proposal was provided for information.
- There is a 20% increase in the premium as a result of the property being undervalued in past years; liability premium is included this year; it used to be covered by HIROC
- Claims report will be presented next month
- Motion to recommend the insurance renewal to the Board of Directors for the period of April 1st, 2020 to March 31st, 2021

Motion:

Moved by: P. Dorff

Seconded by: I. Clarke

Be it resolved,

THAT the MICs Board of Directors approve Marsh Canada Ltd. as the insurance broker for the MICs Group of Health Services as presented.

Carried.

13.0 In Camera

13.1 Motion to go in-camera

Moved by: A. Zsigmond

Seconded by: D. Delaurier

13.2 Discussion regarding physician privileges

13.3 Motion to go out of in-camera

Moved by: I. Clarke

Seconded by: J. Gibson

13.4 Approval of physicians' privileges

Motion to approve hospital privileges for Dr. James Villamere, Dr. Susan Parsons and Dr. Wasseem Moussa in the locum tenens category as recommended by the MICs Medical Advisory Committee.

Moved by: P. Dorff

Seconded by: A. Zsigmond

THAT the MICs Board of Directors approve Locum Tenens privileges for Dr. James Villamere, Dr. Susan Parsons and Dr. Wasseem Moussa as recommended by the MICs Medical Advisory Committee as presented.

Carried.

14.0 MICs News (B. Dennis)

- April 2020 MICs Newsletter was provided for information.

15.0 Next Meeting Date (B. Dennis)

- Wednesday, May 27th, 2020 at 6:00 p.m. (AGH Lead Site)

16.0 Upcoming Meeting Dates

- As per agenda.

17.0 Adjournment (B. Dennis)

- There being no further business, the meeting adjourned at 8:10 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs CEO