

# Minutes of the Meeting of the MICs Board of Directors

Wednesday, May 27<sup>th</sup>, 2020 – 18h00

Via Zoom (AGH 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
regrets	Roy Onlock – Treasurer
x	Jenny Gibson – Municipal Representative
<b>LADY MINTO HOSPITAL</b>	
x	Pat Dorff – Chair
regrets	Ken Graham – 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. 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
	Oswald Silverson – BMH Board Candidate
x	Jeff Brown – 18 Asset Management

## 1.0 Call to Order & Chairs Remarks (D. Delaurier)

- 1.1 The chair welcomed everyone to the meeting and reviewed some housekeeping items regarding Zoom. She then inquired if there were any declarations of conflict of interest. There were none.

## 2.0 Approval of Agenda (D. Delaurier)

The agenda was reviewed.

Motion:

Moved by: I. Clarke

Seconded by: J. Gibson

Be it resolved,

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

Carried.

### 3.0 Trustee Education / Presentations

#### 3.1 Investment Review – J. Brown

- J. Brown of 18 Asset Management presented the following:
- MICs Q1 Portfolio Update which included the portfolio highlights, performance and MICs Risk Tolerance
- 18 Asset Management Intro/Recap: who they are, what they do and what they've done for MICs
- Current Situation: market realities, 18 AM pandemic business response, 18 AM pandemic portfolio response; despite the pandemic, they remain fully functional and have increased client contact to keep them informed
- Board members were asked if the asset mix needs to be reviewed due to the downturn in the current economic situation
- It was decided that investments will remain status quo for now
- Board members were invited to ask questions.

### 4.0 Approval of Minutes (D. Delaurier)

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

Motion:

Moved by: D. O'Connor

Seconded by: P. Dorff

Be it resolved,

**THAT** the MICs Board of Directors approve the minutes of the meeting held April 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 May.
- The CEO performance appraisal has been postponed to June 9<sup>th</sup>.
- Three potential board candidates were interviewed this month.

### 6.0 MICs Finance

#### 6.1 Preliminary March 2020 Financial Statements – G. Waghorn

- Chief Financial Officer gave a verbal report on the preliminary numbers
- The audit is behind schedule this year to the COVID pandemic; auditors are working from home which makes it challenging; audit files are in and they are actively working on the books; audited statements will be ready in time for the June AGM
- Received over \$800,000 in Transformational Funding across MICs; a large part was put towards information technology services in anticipation for the ONE Network; it has to be audited
- March numbers are consistent with what has been reported all year
- Sick time costs for 2020 were \$530,000 across MICs compared to \$450,000 for 2019
- Overtime costs for 2020 were \$1.73M compared to 1.53M in 2019
- We have incurred \$327,017 in COVID costs for March and April which are putting

financial pressure on MICs as these costs are not budgeted; we are currently paying this out of our budget and waiting to see if and when it will be reimbursed; loss of revenue has not been factored in; any salary costs incurred due to COVID is being captured and reported to the LHIN

- Increased staff as a direct result of COVID; screeners were hired and nurse practitioners were hired for the two assessment centers

**BMH** is showing an operating surplus of just over \$500,000

**AGH** is showing an operating surplus of just over \$600,000 due to \$490,000 in one-time funding in March

**SCM** has an operating loss of \$345,000 excluding building amortization

**LMH** is showing an operating surplus of just over \$200,000

**VM** has an operating loss of \$225,000

## 7.0 Presentations/Reports (D. Delaurier)

### 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-19 planning on a daily basis. Some of the highlights are:
- As of today, the Porcupine Health Unit has not reported any cases in 16 days; there are 65 cases to date, two of which remain active. This information is available on the PHU website. Twenty-two cases have been reported for the MICs Group including Smooth Rock Falls which amounts to 30%
  - Limiting outpatient services including OR, restricting visitors and protecting our patients, residents and staff as per the provincial directives; new directive 2 has been released; looking at resuming OR activity and reintroducing outpatient services; the minister has extended emergency order to June 9<sup>th</sup>; outpatient services gradually moving forward as early as next week
  - We are on day 13 of declaration of an COVID outbreak at SCM; waiting for one resident's results tomorrow
  - Working with regional and community partners on surge planning including opening twelve new beds among the three sites
  - Opened and staffed two Assessment Centres; testing will continue for some time; numbers are low however Doug Ford has announced that everyone should be tested
  - Hired over 20 new team members for COVID including retired nursing staff
  - Constant education and communication to our physicians, team members and community members
  - Daily searching and procuring of Personal Protective Equipment; currently experiencing shortage of gowns
  - We will be presenting the SCM 96-bed draft application to the board members for review before the June 24, 2020 meeting; construction costs have been populated.
  - We submitted over \$2.2 million in ECP grant funding proposals for all three sites. Phase II of the LMH Lab renovations is on hold until we hear back from the mechanical engineer. AGH Lab renovations are 98% complete. The chillers and freight elevator upgrade at BMH have resumed as of May 4<sup>th</sup>, 2020. The Honeywell energy project will also resume next week.

- Received grants from the Royal Canadian Legion for \$3,299 (LMH), \$7,865 (VM), \$7,000 (AGH), \$6,711 (SCM) and \$7,354 (Rosedale Centre).
- We are extending our contract with Medical Pharmacies until November 2020
- Board Members were invited to ask questions.

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

- The report was provided for information
  - Directive #2 to ramp down surgical services to a minimum; received directive to start gradual reintroduction of surgical services within MICs; a readiness checklist is being completed and will be submitted to the ministry; we will have to maintain capacity in our acute care sites in preparation for a surge of COVID patients; we have to ensure we have adequate PPE and swabs and will not be adding risk; will be having discussions around this in the next few weeks
  - Occupancy has increased in our sites; seeing many patients being repatriated to our sites which has an impact on our capacity; successfully recruited 20 team members; we are having our first Patient Care Committee meeting tomorrow via Zoom since the start of the pandemic
  - Hand hygiene audits are being done year round; 50 observations are required for an audit
  - As part of our surge plan, each site has opened new patient beds and increased the number of negative pressure rooms.
  - COVID-19 zones (cold, warm, hot) signage has been created and is implemented at every admission.
  - Implemented an Activities Program to assist patients with some of the negative impacts of socialization as well as scheduling FaceTime with family and friends.
  - Recruited several new nurses including retirees to assist during pandemic.
  - Nursing staff huddles continue daily to include education/reviews of protected code blues, demonstrations of proper PPE and regular participation in mock protected code blues.
  - Three Part-Time RNs were hired for LMH but have not started working yet.
  - Two additional beds were purchased for possible use in COVID surge.
  - We continue to provide regular pharmacy services in spite of the COVID-19 pandemic without any delays or interruptions in dispensing medications to all sites; we continue to serve oncology patients and provide COVID-19 kits to physicians as per their request.
  - Active and passive screening continues on all patients, residents and staff
  - Environmental audits will be commencing at all LTC home for the next month and will reevaluate
  - PPE education is done throughout all sites in person and surge learning
  - Meet weekly with communities, managers and executive council
  - PPE supply is being monitored closely.
  - New policies for COVID-19 management in both acute and LTC have been developed.
  - 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
  - The Physician Recruitment Committee last met on January 20<sup>th</sup>; they have not met since then

- Dr. Smith has signed an agreement for Iroquois Falls and will be starting in September
- We are not accepting any medical learners at this time due to the pandemic; we might have some in the fall
- We continue to meet every second day for COVID meetings
- Anticipating more cases after a slight break
- All non-essential services have been on hold; reviewing different protocols and checklists for reintroducing these services such as elective surgeries
- First OR dates since March for semi-emergent cases; next ones are planned for June 2<sup>nd</sup>
- Have not yet discussed visiting specialist clinics but will be soon

8.2 Minutes of the MAC Meeting:

- The minutes of the Medical Advisory Committee meeting held April 15<sup>th</sup>, 2020 were provided for information
- Board members were invited to ask questions.

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

9.1 N/A

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

10.1 Minutes of the meeting held January 22<sup>nd</sup>, 2020 were provided for information

10.2 Risk Management Report

- The Aggregate Insurance Claims Report for 2019-2020 was provided for information
- There were seven claims in total for this reporting period, four of which remain open at this time. The 2019/20 property number should state 3 instead of 4.
- Claims are usually closed after two years of inactivity or sooner. Some claims can remain open for many years depending on whether legal action is pursued.

**11.0 Site Business (D. Delaurier)**

11.1 Anson General Hospital:

N/A

11.2 Bingham Memorial Hospital:

N/A

11.3 Lady Minto Hospital:

Approval of warehouse extension at LMH.

The warehouse requires an extension to accommodate the oxygen generator, the CBRN supplies and other maintenance equipment at a cost of approximately \$100,000 that is not funded by HIRF. This will have to come from reserves.

Motion:

Moved by: D. O'Connor

Seconded by: P. Dorff

Be it resolved,

**THAT** the MICs Board of Directors approve up to \$100,000 for the construction of an extension to the LMH warehouse as presented.

Carried.

**12.0 Partnership Business (Bob Dennis)**12.1 April 2020 Board Effectiveness Survey Results

- 13 out of 13 surveys were submitted.
- SCM Director of Care will be invited to the next board meeting

12.2 May Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

**13.0 In Camera**

## 13.1 Motion to go in-camera

Moved by: A. Zsigmond

Seconded by: D. Cybolsky

## 13.2 Discussion regarding physician privileges

## 13.3 Motion to go out of in-camera

Moved by: J. Gibson

Seconded by: I. Clarke

## 13.4 Approval of physicians' privileges

Motion to approve hospital privileges for Dr. Sukhjiv Bajwa in the locum tenens category as recommended by the MICs Medical Advisory Committee.

Moved by: A. Zsigmond

Seconded by: D. Cybolsky

**THAT** the MICs Board of Directors approve Locum Tenens privileges for Dr. Sukhjiv Bajwa as recommended by the MICs Medical Advisory Committee as presented.

Carried.

**14.0 MICs News (D. Delaurier)**

- May 2020 MICs Newsletter was provided for information.

**15.0 Next Meeting Date (D. Delaurier)**

- Wednesday, June 24<sup>th</sup>, 2020 at 7:00 p.m. (AGH Lead Site)

**16.0 Upcoming Meeting Dates**

- As per agenda.

**17.0 Adjournment (D. Delaurier)**

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