

**Minutes of the Meeting of the MICs Board of Directors**  
**Wednesday, January 25<sup>th</sup>, 2017 – 1800 Hours**  
**Via videoconference @ MICs Boardrooms (BMH Lead Site)**

<b>ANSON GENERAL HOSPITAL</b>	
x	Johanne Edwards – Chair
x	Patrick Britton – Vice-Chair
x	Lee-Ann Boucher – Treasurer
x	Stéphanie Giguère – Municipal Representative
<b>BINGHAM MEMORIAL HOSPITAL</b>	
x	Bob Dennis – Chair
x	Paul Michaud – Vice-Chair
x	Irma Clarke – Treasurer
x	Doug Bender – Municipal Representative
<b>LADY MINTO HOSPITAL</b>	
x	Patricia Dorff – Chair
x	Gilles Chartrand – Vice-Chair
x	Jack Solomon – Treasurer
regrets	Renelle Belisle – Municipal Representative
<b>MICs GROUP OF HEALTH SERVICES</b>	
x	Paul Chatelain – MICs Chief Executive Officer
x	Karen Hill – MICs Chief Nursing Officer / Executive Leader of Clinical Services
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
x	Gilles Trottier – I.T. Analyst, Bercell Integrated Technologies

**1.0 Call to Order & Chairs Remarks (B. Dennis)**

1.1 B. Dennis opened the meeting with a welcome and asked Board Members if there were any declarations of conflict. No conflicts were declared.

**2.0 Consent Agenda (B. Dennis)**

2.1 Approval of the Consent Agenda (items 3 to 5)

Motion:

Moved by: G. Chartrand

Seconded by: P. Britton

Be it resolved,

**THAT** the Consent Agenda be approved as presented.

Carried.

**3.0 MICs News (B. Dennis)**

- December 2016 and January 2017 MICs News were provided for information.

**4.0 MICs Medical Staff (B. Dennis)**

- Minutes of the MICs MAC meeting held September 21<sup>st</sup>, 2016 were provided for information.

**5.0 Next Meeting Dates**

- As per agenda.

**6.0 Approval of the Regular Board Meeting Agenda (B. Dennis)**

The agenda was reviewed.

Motion:

Moved by: J. Edwards

Seconded by: P. Dorff

Be it resolved,

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

Carried.

**7.0 Approval of Minutes (B. Dennis)**

- 7.1 Minutes of the MICs Board of Directors meeting held November 23<sup>rd</sup>, 2016 were provided for information. Some minor type-os were corrected. Minutes will be revised.

Motion:

Moved by: I. Clarke

Seconded by: G. Chartrand

Be it resolved,

**THAT** the MICs Board of Directors approve the minutes of the meeting held November 23<sup>rd</sup>, 2016 as amended.

Carried.

**8.0 Follow-Up Items****8.1 Review of 2016-2017 Board Work Plan**

- The Board Work Plan was reviewed.
- Sentinel events/near misses will be moved to March for reporting

**9.0 MICs Finance****9.1 November 2016 Financial Statements – G. Waghorn**

- Chief Financial Officer gave a detailed overview of the financial statements for the three hospitals
- This is an interim update; a more detailed report including variances will be provided at a later date; currently reporting on third quarter numbers

- BMH: operating at a surplus of \$232,262; there is some deferred operation revenue which will not be recognized until later on this year; hospital is in good financial shape; nothing unique has happened since the last report
- AGH: deficit dropped from last year; operating at a deficit of \$92,915; could possibly balance budget by year end; deficit is not growing
- LMH: surplus of \$300,238; under budget in nursing costs due to the vacancy in surgical services; benefit costs are decreasing in third quarter

Motion:

Moved by: P. Dorff

Seconded by: J. Solomon

Be it resolved,

**THAT** the MICs Board of Directors approve the November 2016 financial statements for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital as presented.

Carried.

## 10.0 Trustee Education/Presentations

### 10.1 Cyber Risks – G. Trotter

- I.T. Analyst for Bercell Integrated Technologies presented Cyber Security
- No one is immune from an attack; they can affect personal PCs and corporate systems
- Brute force attack: application that tries 1,000 times per second to attack and is eventually successful
- Cyber fraud:
- Distributed denial of service attack: overload server until the website is no longer available
- Phishing attacks: email from seemingly legit site; information sent goes to hackers
- Malware, spyware, ransomware: pop-ups that are installed on computer without your permission; can steal your data
- Drive-by downloads; your PC can become infected while surfing a website that is already infected by malware
- Bercell limits the risk of cyberattacks by monitoring all devices within MICs 365 days a year, internet logging and reporting; reports can be provided; they filter emails, provide Windows updates, firewalls, software updates and ensure privacy via the VPN tunnels between sites through encryption; wireless infrastructure – access points have been restructured; group policies: control individual workstations, password control, account lockout, software restrictions implemented; end user permissions: users have limited access to critical operating system features; generic passwords on devices have been removed; daily backups to offsite storage unit; locked server rooms and network cabinets making them tamper proof
- MICs Spam Filter: received 1 million and a half emails; 780,000 of them were spam
- 42,000 viruses have been blocked
- Improving security in 2017: email archiving (all emails sent and received); this device is tamper proof; this would be in compliance with FIPPA; hard drive encryption will prevent someone else from accessing a stolen notebook; improved mobile device management - cellphone with MICs email must have a password; can be wiped or

locked remotely; network access solutions – card swipe, proximity login, fingerprint scanners – logout takes 15 minutes which gives others time to steal information; removal of generic logon accounts – every employee must sign in with their own account; password reset policy – IT receives requests from Team Members to reset their passwords. They may not know who the person is; there has to be a system in place to verify identity of Team Member; updated website – move website from BMH to a cloud based system; ongoing upgrades and improvements to existing services

- Board members were invited to ask questions
- Certain areas are more at risk; this can be micromanaged in nursing and other multi-members departments where the logout time would be decreased
- Berzell is obligated to advise the privacy officer when a breach occurs
- Physicians need to have all of their programs available on every computer they use; this is something that can be done

10.2 “The Who’s Who of the MICs Board of Directors” Activity – S. Gadoury

- This leadership exercise was done at the board retreat in December and was not complete without the input from the board members who were absent
- The board members provided their shape and colour which were added to the board
- Once the board was completed, the board members could see how their strengths and weaknesses work within the board of directors’ structure
- This is also to be used for future board recruitment

## 11.0 Presentations/Reports (B. Dennis)

### 11.1 Chief Executive Officer Report: (P. Chatelain)

- The report was provided for information. CEO provided the following overview:
- Still working on the RFP for SCM; land survey was completed last month
- Discussions with ministry are ongoing
- Curling bonspiel is being held this weekend in I.F.; it is one of many fundraising events planned for SCM Re-development
- HIRF projects: received exceptional circumstance grant for the AGH roof; roof work is almost completed; the three tenders for the oil tanks came in early January 2017. All three bids were way over budget. The \$150,000 HIRF Exceptional Circumstances Grant (ECP) will be applied to the roof project as it is expected to be over budget upon completion. We will apply for another ECP in the spring of 2017 and possibly re-tender the oil tank project over the summer; hospice beds will be fully functional by February and March; there will be a grand opening for all hospice beds at all sites with ministry representatives; date to be determined; open forum was not well attended in Nov. but was well prepared; next forum is in Matheson on March 1<sup>st</sup>; some lab tests that are no longer being paid by OHIP are being billed to patients since Jan. 1<sup>st</sup>, 2017; billable amounts vary and are less common tests; patients need to be advised when they will be undergoing billable tests beforehand
- Board Members were invited to ask questions.

### 11.2 Chief Nursing Officer Report: (K. Hill)

- The CNO provided a report and overview of the information submitted
- ER department is seeing an overall decrease in non-urgent visits at all sites; bed utilisation graphs of overall occupancy were provided; hired a Hospice/Palliative Care Coordinator based out of AGH but will be responsible for all sites

- Behaviour Mental Health Response Specialist has been hired and will be based out of SCM; will provide in house behaviour support and geriatric mental health services: both positions were funded by the NELHIN.
- Board Members were invited to ask questions.

#### 11.3 Chief of Staff Report: (Dr. Chiang)

- The Chief of Staff provided a report on the following items:
- Five second-year medical students doing placements at AGH and LMH
- LMH and BMH have a full complement of physicians; one opening at AGH will be filled by Dr. Bruno in July 2017
- Physicians will be attending an educational conference on Feb. 3<sup>rd</sup>, 2017
- MICs physicians will be developing their own MAID process; the AGH physicians are committed to providing the service. The law requires the physician to take responsibility for the care of the patient by providing MAID or referring the patient.
- Bill 41 has been passed and is now law. This will give the Ministry of Health and Long-Term Care and the LHIN much more authority.
- The ministry presented the same financial agreement to OMA again which was rejected by the physicians again.

#### 12.0 **LHIN / MOHLTC Business**

- N/A

#### 13.0 **MICs Quality Committee**

- N/A

#### 14.0 **Site Business** (B. Dennis)

##### 14.1 Anson General Hospital:

- N/A

##### 14.2 Bingham Memorial Hospital:

- N/A

##### 14.3 Lady Minto Hospital:

- N/A

#### 15.0 **Partnership Business** (B. Dennis)

##### 15.1 November 2016 Board Effectiveness Survey Results

- 10 out of 15 surveys were submitted.

##### 15.2 January Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

##### 15.3 Board Retreat Survey Results

- 6 out of 9 surveys were submitted
- The SWOT was not completed due to low turnout

##### 15.4 GOV-017.Travel Expense Policy

- All the per diems can be combined with other meals now totalling \$55.00 per day. Receipts must still be submitted. These amounts will be for all regions. Dollar amounts were compared with other hospitals as well as the treasury. The MICs policy

is in line with other not-for-profit agencies. Remove “Outside OHA Region 1”

- Voting deferred until next board meeting

15.5 Revised GOV-018.Medical Assistance in Dying Policy

- The policy was reviewed and revised by the MICs Board Governance Committee
- This policy is an overarching board policy and will be followed by a medical policy and process to be developed by the Medical Advisory Committee
- Changed “fifteen day reflection period” to “ten-day reflection period” as per the law
- Third paragraph in the policy statement was revised to comply with the law
- Motion to approve the policy as presented.

Moved by: I. Clarke

Seconded by: L. Boucher

Be it resolved,

**THAT** the MICs Board of Directors approve the revised MAID policy as presented.

Carried.

15.6 Approval of GOV-019.Board Chair’s Role and Responsibilities policy

- Deferred

15.7 Approval of GOV-020.Board Director’s Role and Responsibilities

- Deferred

15.8 Approval of Dr. George Freundlich as Medical Director for Bingham Memorial Hospital

Moved by: D. Bender

Seconded by: P. Michaud

Be it resolved,

**THAT** the MICs Board of Directors approve the appointment of Dr. George Freundlich as Medical Director for BMH as presented.

Carried.

15.9 Discussion regarding the size of the board

- This was raised at the board retreat
- Board discussed whether there is a need to increase the board and decided that it is not necessary

**16.0 General Information / Questions** (B. Dennis)

- N/A

**17.0 Next Meeting Date** (B. Dennis)

- Wednesday, February 22<sup>nd</sup>, 2017 at 6:00 p.m. (AGH Lead Site)

**18.0 Generative Thinking** (B. Dennis)

- N/A

**19.0 In Camera**

19.1 Motion to go in camera

Moved by: G. Chartrand

Seconded by: D. Bender

19.2 2017-2018 Budget Summaries

19.3 Discussion on physicians' hospital privileges

19.4 Discussion of Chief of Staff Performance Appraisal

19.5 RFP for oil tanks at AGH

19.6 Review of CEO's goals

19.7 Motion to go out of in camera

Moved by: I. Clarke

Seconded by: P. Michaud

## 20.0 Approval of 2017-2018 Budget Summaries

**THAT** the MICs Board of Directors approve the 2017-2018 Budget Summaries for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital as presented.

Moved by: P. Dorff

Seconded by: D. Bender

**THAT** the MICs Board of Directors approve that the \$205,000 in unspent funds from the former Senior Mental Health Program-psychogeriatric fund be redirected to Anson General Hospital to balance the 2016/2017 operating statement (\$100,000) and the 2017/2018 (\$105,000) operating budget.

Moved by: D. Bender

Seconded by: G. Chartrand

## 21.0 Approval of Physician Hospital Privileges

The directors held an *in camera* session. Following the session, the chair advised that the MICs Board of Directors reviewed three applications for hospital privileges and **UPON MOTION** duly proposed, seconded and carried unanimously, it was **RESOLVED** that:

Dr. Edward Jordan's hospital privileges as a locum tenens for Lady Minto Hospital only as long as there is sufficient back-up by another physician.

Moved by: J. Solomon

Seconded by: G. Chartrand

Dr. Joanne Reid's hospital privileges as a locum tenens be approved based on the recommendation of the MICs Medical Advisory Committee.

Moved by: P. Michaud

Seconded by: J. Edwards

Dr. Ahmed Farrag's hospital privileges in the locum tenens category be approved based on the recommendation of the MICs Medical Advisory Committee.

Moved by: I. Clarke

Seconded by: D. Bender

Analie Lagacé’s change in status from courtesy to active hospital privileges under the scope of a nurse practitioner at LMH as recommended by the MICs Medical Advisory Committee.

Moved by: L. Boucher

Seconded by: J. Edwards

Carried.

**22.0 Adjournment (B. Dennis)**

- There being no further business, the meeting adjourned at 9:35 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 C.E.O.