

Minutes of the Meeting of the MICs Board of Directors
Wednesday, March 22nd, 2017 – 1800 Hours
Via videoconference @ MICs Boardrooms (LMH Lead Site)

| ANSON GENERAL HOSPITAL | |
|--------------------------------------|--------------------------------------------------------------------------------------|
| regrets | Johanne Edwards – Chair |
| x | Patrick Britton – Vice-Chair |
| x | Lee-Ann Boucher – Treasurer |
| regrets | Stéphanie Giguère – Municipal Representative |
| BINGHAM MEMORIAL HOSPITAL | |
| x | Bob Dennis – Chair |
| x | Paul Michaud – Vice-Chair |
| x | Irma Clarke – Treasurer |
| x | Doug Bender – Municipal Representative |
| LADY MINTO HOSPITAL | |
| x | Patricia Dorff – Chair |
| x | Gilles Chartrand – Vice-Chair |
| x | Jack Solomon – Treasurer |
| x | Renelle Belisle – Municipal Representative |
| MICs GROUP OF HEALTH SERVICES | |
| 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 |
| GUESTS | |
| x | Suzanne Gadoury – MICs Executive Assistant (<i>Recording Secretary</i>) |
| x | Gail Waghorn – MICs Chief Financial Officer / Executive Leader of Corporate Services |
| x | Isabelle Boucher – MICs Director of Quality, Risk & Patient Safety |

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

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

2.0 Approval of Agenda (P. Dorff)

The agenda was reviewed. The following item to be added:

11.2 Public Notice of Consultation for Rosedale

Motion:

Moved by: G. Chartrand

Seconded by: P. Britton

Be it resolved,

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

Carried.

3.0 Trustee Education/Presentations

3.1 Governance Functional Tool – I. Boucher

- Accreditation site survey is being held in February 2018
- There are two items on the work plan that the board is required to complete: the governance functional tool and the worklife pulse survey
- Governance functional tool will be completed as a group; an email containing a link, password and organizational code will be sent to each director
- It can be completed on an iPad but is easier to do on a PC
- The survey will then be uploaded to the Accreditation Portal
- Answers will show up as either a green, yellow or red flag
- Instructions with deadline will be forwarded to board members
- Both tools should be submitted by end of April

4.0 Approval of Minutes (P. Dorff)

- 4.1 Minutes of the MICs Board of Directors meeting held February 22nd, 2017 were provided for information. Irma asked for clarification on various items.

Motion:

Moved by: R. Belisle

Seconded by: L. Boucher

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held February 22nd, 2017 as presented.

Carried.

5.0 Follow-Up Items

8.1 Review of 2016-2017 Board Work Plan

- The Board Work Plan was reviewed for the month of March.

8.2 Revised GCE Individual Directors' Self-Assessment Results

- The results were provided for information.
- This document will be reviewed at the next board retreat.
- EA will resend the document for board members who have not yet completed it

8.3 Board Retreat Survey Results

- The results were provided for information.
- Asking board members who have not yet submitted their survey to send it in

6.0 MICs Finance

6.1 January 2017 Financial Statements – G. Waghorn

- Chief Financial Officer gave a brief overview of the financial statements for all sites
- **BMH:** slight surplus increase from end of January to \$181,761; year-end surplus will be larger at the end of the fiscal year; nothing has changed for BMH; have not utilized all budgeted dollars; no operational issues
- **AGH:** hospital still has a small deficit of \$64,904; there are other adjustments coming; deficit will not be too significant; recognized additional revenue from MICs

- taken from the geriatric nurse program
- **SCM:** booked a prior year adjustment to revenue; this has impacted the bottom line; puts manor in small operational deficit
- **LMH:** small surplus of \$82,916 at the end of January; dropped slightly this month; \$253,000 in deferred revenue
- **VM:** small deficit of \$83,898; LMH has absorbed this amount; close to breakeven if amortization is not included; there are some additional costs related to the expansion but this is balanced by the additional client revenue
- Board member asked the cost of electricity for each hospital; will try to get the 25% cut in electricity cost that other Hydro One customers are getting: BMH - \$126,000; AGH - \$201,000; SCM - \$111,000; LMH/VM - \$237,000 to the end of February 2017
- Total estimated cost is \$712,000 for the MICs partnership until the end of February 2017 (11 months)
- Total cost for water at LMH: \$111,000 last fiscal year (2015-2016); to date it is \$79,000 (11 months)

Motion:

Moved by: I. Clarke

Seconded by: J. Solomon

Be it resolved,

THAT the MICs Board of Directors approve the January 2017 financial statements for Bingham Memorial Hospital, Anson general Hospital, South Centennial Manor, Lady Minto Hospital and Villa Minto as presented.

Carried.

7.0 Presentations/Reports (P. Dorff)

7.1 Chief Executive Officer Report: (P. Chatelain)

- The report was provided for information. CEO provided the following overview:
- Still working on RFP for SCM
- Reviewed the schematic blocks; there are three phases
- There are a number of fundraising events coming up
- Roof repair is ongoing at AGH; nursing station and flooring are underway
- Nurses' station is being renovated at Rosedale
- Rosedale shower is next
- LMH transformer will be replaced this spring
- Hospice rooms are complete; ribbon cutting ceremonies will take place March 29th
- Working on the executive compensation framework; this will be presented at the Board Governance Committee meeting on April 11th
- Next open forum taking place at the Cochrane library on April 5th
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (K. Hill)

- The CNO provided a report and overview of the information submitted
- This month's report focussed on virtual critical care unit, quality based procedures, patient order sets/nursing order sets, quality improvement initiatives
- The graph shows opportunity for more utilization of the VCC

- MICs has been successful in going live with patient order sets
- 80% compliance with screening on admission throughout MICs
- 80% compliance with completion of Barthel screening tool on admission
- Changed focus from Med rec on discharge to admission for audit compliance
- Medication dispenser – huge success story for small hospitals; funding was provided by the LHIN to purchase this equipment and it will be delivered at LMH this month; working with pharmacy team to get machine up and running; this will make auditing medications easier; estimated an approximate \$125,000 in savings and efficiencies
- Board Members were invited to ask questions.

8.0 MICs Medical Staff (Dr. Chiang)

8.1 Chief of Staff Report

- The Chief of Staff provided a report on the following items:
- PraxBind protocol has been drafted: drug is useful when a patient has significant bleeding; process was discussed and approved by the MICs MAC today; each hospital will have 1 dose to be kept locked in the ER; when expired, the medication will be replaced free of charge
- TDH and KDH MAID protocols will be compared; MICs will develop its own MAID protocol based on these
- OMA executive committee members resigned
- Negotiations with OMA and ministry; both sides are ready to start negotiating a binding agreement; OMA is still planning for job action just in case the ministry does not follow through
- Dr. Boettcher has resigned his position as SCM physician but will remain at the Iroquois Falls Family Health Team & Anson General Hospital
- Once Dr. Bruno gets her license, she will take over the SCM physician position
- Credentialing Committee will be reviewing applications for hospital privileges; afterwards, they will be reviewed by the MAC then brought to the board for approval

8.2 Minutes of the MICs MAC meeting held January 19th, 2017 were provided for information.

- Dr. Chiang answered a few questions.

9.0 LHIN / MOHLTC Business

- N/A

10.0 MICs Quality Committee (I. Boucher)

10.1 Minutes of meetings held January 25th, 2017 and February 9th, 2017 were provided for information

10.2 Approval of Quality Improvement Plan

- The hospital and LTC narratives as well as the hospital and LTC work plans were distributed for information.
- I. Boucher reviewed the QIP with board members; she explained the significance of each colour in the work plan: green means everything is good; yellow signifies that it needs to be monitored; red signifies that the indicator will require an action plan
- LTC work plan: indicators are: Person Experience, Medication Safety, Potentially Avoidable Emergency Department Visits and Pressure Ulcers

- Reviewed all the indicators and explained why each was chosen; asked board members to approve the chosen indicators as presented.
- This year, the narratives have four extra paragraphs: Population Health – Equity - Integration and Continuity of Care - Staff Safety and Workplace Violence
- Change 2017 to 2016 in LTC narrative in “Q1 Achievements from the past year”

Motion:

Moved by: G. Chartrand

Seconded by: I. Clarke

Be it resolved,

THAT the MICs Board of Directors approve the Quality Improvement Plan as amended

Carried

10.3 Sentinel Events/Near Misses & Adverse Event Reports Summary

- Isabelle presented sentinel events on the monitor
- Near miss is the same as a good catch: it’s an event that did not harm the patient but could have; allows us to put measures in place to prevent risk before harm occurs; MICs has various policies to manage adverse events and critical incidents including disclosure
- Adverse event: any event that results in unintended harm to the patient and is related to the care and/or services provided to the patient
- MICs tracks events internally through RL6; reports are created by site and overall; this helps management to make improvements where needed
- A Sentinel event is an adverse event that leads to death or major and enduring loss of function for a recipient of healthcare services; definitions differ between acute care and Long-Term Care
- A lot of work has been done in the management of critical incidents (hospital)
- Quality of Care Information Protection Act – 2004 was reviewed in July 2014 and 12 recommendations were made; QCIPA 2016 will come into effect along with 2 new regulations in July 2017 which is directly related to the Critical Incident Report
- Isabelle will attend a QCIPA session in Ottawa and Karen will attend the Sudbury session

11.0 Site Business (P. Dorff)

11.1 Anson General Hospital:

- Invitation to the grand opening to the hospice suite was provided for information

11.2 Bingham Memorial Hospital:

- Invitation to the grand opening to the hospice suite was provided for information
- Rosedale Shower Room: The original design was estimated at \$75,000 to \$80,000 (already received board approval); upon final review of the project, it was realized that some of the issues with the tub room were not addressed. This specifically related to the ability to properly shower residents with the room that is available around the bathing area. It should be noted that the shower room was put on the table due to our requirement to meet standards for LTC.

- In order to accommodate the proper shower “equipment” and facilitate a properly designed room, we went back to the architects and asked them to come up with a revised plan.
- The new budget is estimated at \$115,000 plus additional consulting fees of \$2,600 to allow for some contingency.
- We are asking for a new board motion to support the latest and final construction plan

Moved by: I. Clarke

Seconded by: B. Dennis

Be it resolved,

THAT the BMH Board of Directors approve the additional \$35,000 to cover the cost of the Rosedale Centre shower room renovation.

Carried.

- Public Notice of Consultation for Rosedale: license is expiring in 2020; in order to extend the license, there must be a public consultation; this will be held in the BMH Boardroom on May 5th from 10:00 to 11:00 a.m.

11.3 Lady Minto Hospital:

- Invitation to the grand opening to the hospice suite was provided for information

12.0 In Camera

N/A

13.0 Partnership Business (P. Dorff)

13.1 February 2017 Board Effectiveness Survey Results

- 9 out of 11 surveys were submitted.

13.2 March Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

13.3 Insurance Review

- The Chief Financial Officer presented the Insurance Review that was done with our insurance carriers; insurance coverage has not changed from prior years
- The carrier has attached value to our property which is standard practice
- MICs has not changed its limits or deductibles on its insurance policies
- This year’s cost renewal came in at an increase of 2%; it was \$160,157 last year for all of MICs; each site pays its applicable portion
- This year, the cost of the premium is \$163,595 due April 1st, 2017.
- Looking at getting a quote on Cyber Risk which will change the premium

Motion:

Moved by: J. Solomon

Seconded by: G. Chartrand

Be it resolved,

THAT, the MICs Board of Directors approve the Insurance Review as presented.

Carried.

13.4 Motion to rescind motion to approve use of consent agenda

- Since the consent agenda is not working well for the board, we are recommending that we remove it from the board agenda moving forward.

Motion:

Moved by: L. Boucher

Seconded by: P. Britton

Be it resolved,

THAT the MICs Board of Directors rescind the motion to adopt a Consent agenda that was approved by the MICs Board of Directors at the January 26th, 2011 meeting as presented

Carried.

14.0 Board Committee Minutes

- N/A

15.0 MICs News (P. Dorff)

- March 2017 MICs News was provided for information.

16.0 Next Meeting Date (P. Dorff)

- Wednesday, April 26th, 2017 at 6:00 p.m. (BMH Lead Site)

17.0 Generative Thinking (P. Dorff)

- N/A

18.0 Upcoming Meeting Dates

- As per agenda.

19.0 Adjournment (P. Dorff)

- There being no further business, the meeting adjourned at 8:05 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs C.E.O.