

Minutes of the Meeting of the MICs Board of Directors
Wednesday, May 24, 2023 – 18h00
Via Zoom (AGH Lead Site)

ANSON GENERAL HOSPITAL	
x	Danielle Delaurier – Chair
R	Ann Zsigmond – Vice-Chair
x	Fern Morrisette – Treasurer
x	Ben Lefebvre – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Oswald Silverson – Chair
x	Melissa Laderoute – Vice-Chair
	Vacant – Treasurer
x	Dave Dymont – Municipal Representative
LADY MINTO HOSPITAL	
x	Pat Dorff – Chair
R	Susan Nelson – Vice-Chair
	Vacant – Treasurer
x	Sylvie Charron-Lemieux – Municipal Representative
MICs GROUP OF HEALTH SERVICES	
x	Paul Chatelain – MICs Chief Executive Officer
R	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	Tiffany Smith – MICs Executive Assistant (<i>Recording Secretary</i>)
x	Gail Waghorn – MICs Chief Financial Officer

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

- 1.1 Land Acknowledgement: We would like to acknowledge that we are hosting this meeting from the traditional territory of the Algonquin and Cree People of Apitipi Anicinapek Nation and Taykwa Tagamou First Nation, located in Treaty 9 Territory.
- 1.2 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 (D. Delaurier)

The agenda was reviewed.

Motion:

Moved by: O. Silverson

Seconded by: P. Dorff

Be it resolved,

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

Carried.

3.0 Trustee Education / Presentations

3.1 HR Update (S. Lavoie-Girard)

- The PowerPoint presentation on Labour Relations, Employment Separations and Exit Interviews was provided for information.
- EA will provide the Board with the Exit Interview policy and form for review.
- Board Members were invited to ask questions.
- CHRO will inquire about Retirees completing the Exit Interviews.

3.2 ONE Project Update (P. Chatelain)

- The PowerPoint presentation of the ONE Initiative as of April 2023 was provided for information.
- Project Schedule Adjustment – first NEON go-live to no earlier than February 2024.
- Data Centre Migration – April 26th/27th migration to the new data centre for the three founding sites has been deferred for approximately one month.
- Recruiting Update – director of IT has been hired and started on May 1st. Data centre operations staff recruiting continues. Working with two agencies on interim staff for service desk, server administrators and network operations. All Member sites with staff of assignment with ONE were sent communication from HR the week of April 10, 2023, regarding staff extension requests to accommodate year three of the Wave 2 Project.
- Human Resources Department Update – Anticipate proposals for the employee benefits plan in May. The payroll system build has started. HR consultant reaching out to WSIB regarding coverage and OHS/JHSC requirements for ONE. Working on salary administration, paid time off (PTO) policy, benefits and entitlements policy, employee guidelines responsible use/privacy and security, remote worker policy, right to disconnect, electronic monitoring etc. Investigating options for an equipment management plan for employees.
- 1st Annual Members Meeting – will take place June 23, 2023. Member representatives are to attend to vote on items specified in the by-laws. Other Members and Senior Executives are welcome to attend.
- Northwest Communications Package – ONE Communications Lead, ONE CEO, ONE PMO Director, and NorthWest Regional CIO met to identify key messaging related to NorthWest interest in joining ONE HITS. A communications package specifying key messaging that one member can share with their Board of Directors and staff will be available mid-May 2023. The initial draft was prepared and is currently under review.
- Four representatives from MICs attended the Spring Forum in Sudbury on May 2 & 3, 2023.
- Go-live dates have been pushed to April to mid-May with an end-of-project date of June 30th, 2024.
- Testing will take place in the fall starting with Unit testing, integrated testing and then moving into parallel training (Jan – Mar 2024).
- Dr. Garniss, CMIO for the ONE project, gave a presentation at our MAC meeting on May 17th.
- 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 26, 2023, were provided for information.

Motion:

Moved by: P. Dorff

Seconded by: F. Morrisette

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held April 26, 2023, as presented.

Carried.

5.0 Follow-Up Items

- 5.1 Review of the 2022-2023 Board Work Plan
- The Board Work Plan was reviewed for the month of May.
 - The CEO and Chief of Staff performance appraisals will be reviewed tomorrow during a meeting without Managers.
 - The Board met on May 18th to approve recommendations for Board candidates.

6.0 MICs Finance

- 6.1 March 2023 Operating Statements – G. Waghorn
- The CFO provided a verbal update for all three sites as the auditor is still working on the audited financial reports due to the complexity and additional requirements in the audit resulting from the different funding pools related to COVID expenditures.

BMH

- The operating deficit is \$(578,000).

AGH

- The Auditor is currently working on the draft statements. AGH will maintain a surplus position.

SCM/VM

- SCM and VM will have a deficit, smaller than what was forecasted.

LMH

- Auditor working on the statements, smaller deficit than what was forecasted.

MICs

- Bill 124 resulted in a material dollar value accrual at yearend for salaries (excluding non-union and Executive) in the amount of \$649,000.00 across MICs.
- Realized gain/losses of approximately \$293,000 of investment income
- Audit is not finished, Still actively involved in the audit
- Board Members were invited to ask questions.

- 6.2 April 2023 Capital Reports and ECP/HIRF Funding Allocations – G. Waghorn

- Capital budget summary was provided for approval
- BMH - Capital Equipment budget \$148,268, Capital Equipment funding \$175,126, Capital Building budget \$2,866,000, Capital Building funding \$2,091,087, total Capital requested \$3,014,268, total available funding \$2,266,213 leaving a shortfall of \$(748,055).

- AGH - Capital Equipment budget \$173,677, Capital Equipment funding \$200,214, Capital Building budget \$2,145,000, Capital Building funding \$2,400,145, total Capital requested \$2,318,677, total available funding \$2,600,359 leaving a surplus of \$281,682.
- SCM - Capital Equipment budget \$98,850, Capital Equipment funding \$99,061, Capital Building budget \$178,000, Capital Building funding \$0, total Capital requested \$276,850, total available funding \$99,061 leaving a shortfall of \$(177,789)
- LMH - Capital Equipment budget \$468,620, Capital Equipment funding \$400,500, Capital Building budget \$3,920,000, Capital Building funding \$2,255,137, total Capital requested \$4,388,620, total available funding \$2,655,637 leaving a shortfall of \$(1,732,983)
- VM - Capital Equipment budget \$71,547, Capital Equipment funding \$39,180, Capital Building budget \$45,000, Capital Building funding \$0, total available funding \$39,180 leaving a shortfall of \$(77,367)
- MICs - Capital Equipment budget (IT) \$368,500, Capital Equipment funding \$0, Capital Building budget \$0, total available funding \$0, leaving a shortfall of \$(368,500)
- Executive is approving the purchases of 911 equipment only; Infrastructure will be reviewed prior to proceeding to start the projects
- Board Members were invited to ask questions

Motion: to approve the Capital Equipment budget and IT Capital budget as presented

Moved by: P. Dorff

Seconded by: O. Silverson

Be it resolved,

THAT the MICs Board of Directors approve the Capital Equipment budget and IT Capital budget as presented

Opposed: S. Charron-Lemieux

Carried.

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 are still waiting on direction about our HAPS/HSAA submission from Ontario Health. Bill 124 reopener for ONA settled at: 2020 – an additional 0.75%; 2021 – an additional 1.00% and 2022 – an additional 2.00% This equates to an additional \$310K in retro.
 - The AGH Passenger Elevator Project has commenced. The AGH Window /Door replacement, Parking Lot Paving were cancelled due to budget overruns, and the AGH Automatic Transfer Switch was awarded to Comco. The BMH Rosedale Expansion and Window/Door Replacement is nearing completion. We have received a certificate of completion for LMH AHU's 1a&1b and the AHU 3a&3b project approaches completion. RFP for LMH Pharmacy Project has been awarded to G&S (the project has started) and the LMH Lab is in its final stage of

review and the next step will be going to tender. There are continuing delays in obtaining materials, which affects all projects.

- We have not received ECP applications that normally would have been submitted in April for ECP 2023-2024.
- We received a very generous donation from the Royal Canadian Legion, Branch 70, to Anson General Hospital (\$7,496), the South Centennial Manor (\$7,570) and the Rosedale Centre (\$7,250). This donation of \$22,316 in total, has permitted each site to purchase the following medical equipment; Two (2) vital signs monitors with stands for AGH, Two (2) ceiling lifts for SCM and a sit/stand lift with accessories for the Rosedale Centre.
- We have confirmed June 10, 2023, as our Board Strategic Planning retreat at the Iroquois Falls Legion. Materials will come out shortly.
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (I. Boucher/P. Chatelain)

- The graph provided displays a five-quarter trend showing the increase in total ER visits in comparison to last year; MICs had 5,055 visits in Q3 in 2023.
- As usual, the majority of our patients fall into CTAS Levels 4 & 5 (non-urgent/less urgent).
- Although we do not report the Emergency Department Wait Times to HealthQualityOntario because we are small hospitals, we have access to our own data to understand the activity that is going on in our ER; it allows us to look at the quality of the data that we pull and report back to the nursing staff and physicians about how well they're documenting on their ER forms; it is important to enter accurate information so as not to skew the data.
- Length of Stay in Emergency for Low-Urgency Patients Not Admitted to Hospital
Definition: How long low-urgency patients (e.g. sore throat or vomiting), as assessed by the emergency department, spent in the emergency and were not admitted to the hospital (sent home or to another facility such as long-term care). Provincial Target is 4 hours. CTAS level 4 wait time for AGH is 7.1, BMH is 2.2, and LMH is 7.9. CTAS level 5 for AGH is 2.2, BMH is 2.0, and LMH is 5.9.
- Length of Stay in Emergency for High-Urgency Patients Not Admitted to Hospital
Definition: How long high-urgency patients (e.g. severe allergic reaction or overdose), as assessed by the emergency department, spent in the emergency and were not admitted to the hospital (sent home or to another facility such as long-term care). Provincial Target is 8 hours. CTAS level 1 wait time for AGH is 13.9, BMH is 9.6, and LMH is 5.5. CTAS Level 2 for AGH is 12.7, BMH is 6.7, LMH is 7.0. CTAS Level 3 for AGH is 11.8, BMH is 8.0, and LMH is 8.0.
- Length of Stay in Emergency for All Patients Admitted to Hospital
Definition: This is how long patients spent in the emergency department, and were then admitted to the hospital (includes any time a patient may have waited in the emergency department for a bed to be available in the hospital). The provincial target is 8 hours. Q3 wait time for AGH is 15.1, BMH is 7.4, and LMH is 12.5 in 2023.
- Board Members were invited to ask questions.

8.0 Medical Staff: (Dr. J. Tremblay)**8.1 Chief of Staff Report:**

- Dr. Tremblay provided a verbal update:
 - Still recruiting for physicians; commenting that like nurses, it's difficult to obtain a full-time commitment.
 - Peer to Peer Program is up and running.
 - ER locum list is healthy and we continue to receive applications.
 - LMH is in the final stages of EDLP application and will advertise with Hospital Force Ontario.
 - Dr. Garniss presented at the MAC meeting on May 17th on the Meditech Expanse project; very effective presentation.
 - COVID-19 masking is encouraged for patients but no longer mandatory; nurses/physicians are required to wear a mask if within 6ft of a patient.
- Board Members were invited to ask questions.

8.2 Medical Advisory Committee Minutes

- Minutes of the MAC meeting held on April 26, 2023, were provided for information.

9.0 Ontario Health North / MOHLTC Business (P. Chatelain)

9.1 N/A

10.0 MICs Quality Committee (I. Boucher)

10.1 N/A

11.0 Physician & HR Recruitment**11.1 Worker Bees Update – P. Chatelain**

- Continue to meet with the Town of Cochrane on a bi-weekly basis, next meeting will be held on Friday, May 28th. Seems as though the committee may become a not-for-profit committee related to Physician Recruitment and Retention.
- The Town of Cochrane and Worker Bees are meeting in Cochrane next Tuesday to discuss funding and high priorities.
- The Township of BRM will continue to support the Committee with staffing but the funding will be paused for this year and may be reintroduced next year.
- The Town of Iroquois Falls passed a resolution to support a non-profit committee.
- CEO will call a special meeting if required to pass a motion to support the Worker Bee Committee and join them in the movement of a non-profit committee.

12.0 Indigenous and French Language Issues

12.1 N/A

13.0 Site Business (D. Delaurier)**13.1 Anson General Hospital:**

- SCM Redevelopment
 - Continue to work on the drawings and include discussions with Program Leads.
 - OFA is reviewing the financial statements and requested a financial plan in order to approve the loan.

13.2 Bingham Memorial Hospital:

N/A

13.3 Lady Minto Hospital:

N/A

14.0 Partnership Business (Danielle Delaurier)14.1 April 2023 Board Effectiveness Survey Results

- 9 out of 13 surveys were submitted.

14.2 May Board Effectiveness Survey

- The survey was emailed to Board Members following the meeting.

15.0 In Camera

15.1 Motion to go in camera

Moved by: S. Charron-Lemieux

Seconded by: F. Morrisette

15.2 Discussion of physician privileges

15.3 Motion to come out of in-camera

Moved by: P. Dorff

Seconded by: B. Lefebvre

15.4 Approval of Physician Privileges

Moved by: B. Lefebvre

Seconded by: P. Dorff

Be it resolved,

THAT the MICs Board of Directors approve hospital privileges for Dr. Andrei Komorowsky and Dr. Dominique Bonin, as locum tenens in the Critical Care/Emergency Department as recommended by the MICs Medical Advisory Committee

Carried.

16.0 MICs News (D. Delaurier)

- May MICs Newsletter was provided for information.

17.0 Next Meeting Date (D. Delaurier)

- Wednesday, June 28, 2023, at 7:30 p.m. (LMH Lead Site) via Zoom

18.0 Upcoming Meeting Dates

- As per agenda.

19.0 Adjournment (D. Delaurier)

- There being no further business, the meeting adjourned at 8:01 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs CEO