

Minutes of the Meeting of the MICs Board of Directors
Wednesday, October 25th, 2017 – 18h00
Via videoconference @ MICs Boardrooms (AGH Lead Site)

ANSON GENERAL HOSPITAL	
x	Patrick Britton – Chair
x	Lee-Ann Boucher – Vice-Chair
	vacant – Treasurer
x	Stéphanie Giguère – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Bob Dennis – Chair
x	Irma Clarke – Vice-Chair
x	Roy Onlock – Treasurer
x	Doug Bender – Municipal Representative
LADY MINTO HOSPITAL	
x	Patricia Dorff – Chair
x	Gilles Chartrand – Vice-Chair
x	Julie Papineau – Treasurer
regrets	Renelle Bélisle – Municipal Representative
MICs GROUP OF HEALTH SERVICES	
x	Paul Chatelain – MICs Chief Executive Officer
x	Helga Dragus – MICs Interim Chief Nursing Officer
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

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

1.1 P. Britton opened the meeting with a welcome and asked Board Members if there were any declarations of conflict. None were declared.

2.0 Approval of Agenda (P. Britton)

The agenda was reviewed.

Add: 18.0 In Camera request for medical staff issue

Motion:

Moved by: P. Dorff

Seconded by: L. Boucher

Be it resolved,

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

Carried.

3.0 Trustee Education/Presentations

3.1 N/A

4.0 Approval of Minutes (P. Britton)

- 4.1 Minutes of the MICs Board of Directors meeting held September 20th, 2017 were provided for information.

Motion:

Moved by: S. Giguère

Seconded by: G. Chartrand

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held September 20th, 2017 as presented.

Carried.

5.0 Follow-Up Items

5.1 Review of the 2017-2018 Board Work Plan

- The Board Work Plan was reviewed and revised for the month of October.
- Board Retreat: Oct. 27-28, 2017
- Strategic Planning Update: working on it all day Saturday
- BMH Community Ad Hoc Committee Report

5.2 Committee Work Plans

- Board members were given a draft work plan for their respective committees and were asked to review and revise the items listed
- Committee members will complete their work plan at their next committee meeting

6.0 MICs Finance

6.1 August 2017 Financial Statements – G. Waghorn

- Chief Financial Officer gave a brief overview of the financial statements for all sites
- **BMH:** operating surplus of \$222,021; total revenue of \$3,211,447; total operating expenses of \$2,989,427; built in dollars for convalescent care program will not be used because ministry did not approve; will still enhance physiotherapy hours; Q2 operating revenue will be deferred until end of the year
- **AGH:** operating at a deficit of \$210,291; total operating revenue of \$3,687,549; total operating expenses of \$3,897,839; received \$5,000 for the hospice suites: deficit will have to be addressed
- **LMH:** operating surplus of \$166,126; total operating revenue of \$5,756,589; total operating expenses of \$5,590,463; we have not used the Nurse Practitioner dollars that were allocated
- **SCM:** operating at a small deficit of \$39,696
- **VM:** operating at a small deficit of \$48,530; not receiving regular funding for the extra four beds at this time but will eventually

Motion:

Moved by: B. Dennis

Seconded by: L. Boucher

Be it resolved,

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

Carried.

6.2 MICs Healthcare Foundation 2017 Financial Statements – G. Waghorn

- These will be removed as the board does not approve these
- The Foundation is at arms-length to the hospital and has been in operation for the past two years
- Will be rolling out more fundraising campaigns in the future

7.0 Presentations/Reports (P. Britton)

7.1 Chief Executive Officer Report: (P. Chatelain)

- The report was provided for information.
- The CEO provided the following overview:
- Final sketches and concept design of SCM were presented to the public during the golf tournament and were well received; costing and RFP are being completed next
- Strategic planning 2022 is well underway; SWOT analysis results to be presented to board during board retreat
- Accreditation survey dates are from Feb. 5 to 8, 2018
- Platinum Transportation Services now providing non-urgent transfers on week days for MICs; request was made to Cochrane Town Council to have CDSAAB continue to provide non urgent transfers after hours and weekends
- Executive compensation framework is ready to be posted on MICs website but we were told to wait for the OHA teleconference first
- Interviews for Chief Nursing Officer position is underway; requesting input from Chief of Staff and President of Medical Staff
- Long-Term Service Awards dates were provided
- Paul is part of the NELHIN rehabilitation group; received finalized report from the Hay Group; recommendation was for rehab beds to be centralized in the hub hospitals: North Bay, Sault –Ste-Marie, Timmins & District Hospital and Health Science North
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (H. Dragus)

- The report submitted was divided into two sections:
- Acute Care: stats and graphs on total ER visits per site for Q1; CTAS levels 4&5 (non-urgent); inpatient occupancy rates for acute and ALC; average bed usage; ambulatory services such as oncology, OTN; oncology numbers are down; not getting as many requests; quality improvements initiatives – patient care and staffing – Care Transition Coordinator report of admissions and hospice stats; Behavioural Support/Seniors' Mental Health; Pharmacy
- Having difficulty recruiting nurses mainly because they're part-time positions
- Working with HR to revise recruiting strategies such as providing housing
- Hospice program: receiving positive feedback; patients and families like the service
- The Palliative Performance Score is used as criteria to be admitted to hospice in a timely manner
- Huge challenge to send mental health patients to TDH
- Long-Term Care: MOHLTC compliance visit summaries – written orders, recommendations and action plans are compiled into a big document so all LTC sites can access them, CIHI quality indicators, Results and Recommendations from the Medical Pharmacies Quality Assurance Audits; Improvement Update; Resident Care and staffing for all three long-term care homes; preparing for Accreditation

- NP working on medical directives for LTC which will be implemented next week
- Implemented hourly rounding and music and memory program; both programs are working well for residents who require more attention
- Rosedale residents are very happy due to improvements to their environment; shower room renovation is imminent
- SCM PSWs are doing modified work which impacts other staff
- Rosedale residents had several falls in a short time period; this was due to dementia and cognitive decline; strategies were in place but occurred nevertheless; will focus on fall prevention strategies
- Behaviour support is working very well; all LTC homes are using the program; received extra funding from the ministry to cover full-time activity coordinator
- Will be posting for a second activity coordinator
- Board members were invited to ask questions.

7.3 BMH Community Ad Hoc Committee Report: (B. Dennis)

- The BMH Ad Hoc Committee met on September 25th
- Paul gave an update on the BMH and Rosedale renovations, non-urgent transfers, SCM redevelopment and physiotherapy services
- Presented the HIRF projects for 2017-2018 and the strategic plan
- One committee member brought forth an offer of a dental chair and equipment by Vockeroth Family Dentistry for the new manor
- Paul recommended that both CACs combine into a Patient Advisory Council that would meet every two to three months
- This is being driven by the ministry and Accreditation Canada who are pushing for patient centered care

8.0 Medical Staff (Dr. S. Chiang)

8.1 Chief of Staff Report:

- The report was provided for information.
- Topics covered were:
- OMA/MOHLTC Negotiation Update: negotiations are ongoing; no agreement has been reached yet
- NOSM Medical Learners: 4 learners will be at AGH and 2 at LMH between Oct. 30-Nov. 26
- Education Group: educational conference is scheduled for November 17th; agenda and biographies were provided for information
- Update on Bill 87: Protecting Patients Act was passed by Ontario Legislature
- Federal Tax: change will impact physicians as they will no longer be able to hold inactive investments in their professional corporations for retirement purposes

8.2 MAC Meeting Minutes:

- N/A

9.0 LHIN / MOHLTC Business (P. Chatelain)

9.1 N/A

10.0 MICs Quality Committee (I. Boucher)

10.1 Quality Committee Minutes

- Minutes of the meeting held May 16th, 2017 were provided for information

11.0 Site Business (P. Britton)11.1 Anson General Hospital:

- Motion to approve the purchase of \$25 gift cards for Team Members for Christmas

Moved by: L. Boucher

Seconded by: S. Giguère

Be it resolved,

THAT the AGH Board of Directors approve the purchase of a \$25 gift card for each Team Member for Christmas to be distributed in mid-December 2017.

Carried.

- Advertisement to replace retired board member
- An ad was placed in the local paper to fill the vacancy left by J. Edwards who retired from the board on September 29th.
- Deadline for submissions is November 13th, 2017.

11.2 Bingham Memorial Hospital:

- Motion to approve the purchase of \$25 gift cards for Team Members for Christmas

Moved by: I. Clarke

Seconded by: D. Bender

Be it resolved,

THAT the BMH Board of Directors approve the purchase of a \$25 gift card for each Team Member for Christmas to be distributed in mid-December 2017.

Carried.

11.3 Lady Minto Hospital:

- Motion to approve the purchase of \$25 gift cards for Team Members for Christmas

Moved by: G. Chartrand

Seconded by: J. Papineau

Be it resolved,

THAT the LMH Board of Directors approve the purchase of a \$25 gift card for each Team Member for Christmas to be distributed in mid-December 2017.

Carried.

12.0 Partnership Business (Bob Dennis)12.1 September 2017 Board Effectiveness Survey Results

- 11 out of 14 surveys were submitted.

12.2 October Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Amendment to Bylaw 1.1c) Corporation Board Composition – Chair

- An omission was found in this bylaw when reviewed by the Board Ad Hoc Committee
- As the Chief of Staff and President of Medical Staff now serve three-year terms, they are no longer appointed on a yearly basis
- Motion to approve the revised bylaw

Moved by: L. Boucher
Seconded by: S. Giguère

Be it resolved,

THAT the bylaw be amended to reflect the deletion set out in Schedule “A” which amendment shall be in full force and effect from the time the motion is passed until such time as it is confirmed or rejected by the members of the Corporations.

Carried.

12.4 Approval of Policy GOV-019.Board Chair’s Role and Responsibilities - Chair

- Motion to approve policy GOV-019

Moved by: G. Chartrand
Seconded by: R. Onlock

Be it resolved,

THAT the MICs Board of Directors approve policy GOV-019 as recommended by the Board Ad Hoc Committee.

Carried.

12.5 Approval of Policy GOV-020.Board Director’s Role and Responsibilities - Chair

- Motion to approve policy GOV-020

Moved by: L. Boucher
Seconded by: J. Papineau

Be it resolved,

THAT the MICs Board of Directors approve policy GOV-020 as recommended by the Board Ad Hoc Committee.

Carried.

12.6 Approval of Policy GOV-021.Succession Planning for MICs CEO - Chair

- Motion to approve policy GOV-021

Moved by: G. Chartrand
Seconded by: L. Boucher

Be it resolved,

THAT the MICs Board of Directors approve policy GOV-021 as recommended by the Board Ad Hoc Committee.

Carried.

12.7 Accreditation – P. Chatelain

- The Accreditation Action Items and Governance Functioning Tool Results were provided for information
- This will be completed at the November board meeting; will take about 45 min.
- Accreditation red flags require an action plan
- Board members are required to review the template and develop an action plan
- This document has already been sent to Accreditation Canada and they will be reviewing it during their site visit in February 2018

13.0 Board Committee Minutes

- 13.1 The minutes of the MICs Board Ad Hoc Committee meeting held May 23rd, 2017 and the BMH Ad Hoc Committee meeting held June 5th, 2017 were provided for information.

14.0 MICs News (P. Britton)

- October 2017 MICs News were provided for information.

15.0 Next Meeting Date (P. Britton)

- Wednesday, November 22nd, 2017 at 6:00 p.m. (LMH Lead Site)

16.0 Generative Thinking (P. Britton)

- The next golf tournament is scheduled for June 22nd, 2018; this coincides with South Centennial Manor's official opening date and marks its 50 year anniversary

17.0 Upcoming Meeting Dates

- As per agenda.

18.0 In Camera

18.1 Motion to go in camera

Moved by: L. Boucher

Seconded by: S. Giguère

18.2 Discussion of medical staff issues

18.3 Motion to go out of camera

Moved by:

Seconded by:

19.0 Adjournment (P. Britton)

- There being no further business, the meeting adjourned at 9:02 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs C.E.O.