

Minutes of the Meeting of the MICs Board of Directors
Wednesday, October 24th, 2018 – 18h00
Via videoconference @ MICs Boardrooms (AGH Lead Site)

ANSON GENERAL HOSPITAL	
x	Patrick Britton – Chair
x	Danielle Delaurier – Vice-Chair
x	Stan Denault – Treasurer
x	Stéphanie Giguère – Municipal Representative
BINGHAM MEMORIAL HOSPITAL	
x	Bob Dennis – Chair
x	Irma Clarke – Vice-Chair
x	Roy Onlock – Treasurer
regrets	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	Isabelle Boucher – MICs 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 The chair opened the meeting and welcomed everyone. He then inquired if there were any declarations of conflict of interest. There were none.

2.0 Approval of Agenda (P. Britton)

The agenda was reviewed.

Motion:

Moved by: S. Denault

Seconded by: I. Clarke

Be it resolved,

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

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 19th, 2018 were provided for information.

Motion:

Moved by: P. Dorff

Seconded by: R. Onlock

Be it resolved,

THAT the MICs Board of Directors approve the minutes of the meeting held September 19th, 2018 as presented.

Carried.

5.0 Follow-Up Items

5.1 Review of the 2018-2019 Board Work Plan

- The Board Work Plan was reviewed for the month of October.
- The date for the board retreat has been changed to February 9th, 2019
- GCE self-assessment results will be reviewed at the board retreat

6.0 MICs Finance

6.1 August 2018 Financial Statements – G. Waghorn

- Chief Financial Officer gave a brief overview of the financial statements for all sites

BMH: operating revenue \$3,299,638; operating expenses \$3,201,803

- Hospital operating at a \$97,835 surplus at the end of August
- Salaries are 4.03% (\$66,278) under budget.
- Benefit costs were running at 29.8% of salaries and were \$32,773 under budget at the end of August
- Other supplies and expenses were 5.07% (\$33,272) under budget
- Medical & surgical supplies are under budget by \$12,376
- Drugs & medical gases are under budget by \$31,836

AGH: operating revenue \$4,264,680; operating expenses \$4,025,327

- Hospital operating at a surplus of \$239,354 at the end of August
- Cashed in investment and recognized \$375,000 in gains as investment income
- Salaries are 6.09% (\$124,137) below budget.
- Benefit costs were running at 32.5% of salaries and were ~\$11,515 over budget at the end of August.
- Other supplies and expenses were ~17.80% (~\$178,811) over budget
- Medical & surgical supplies are under budget by \$5,782
- Drugs & medical gases are under budget by \$14,497
- \$97,000 over budget in building and maintenance

LMH: operating revenue \$5,919,730; operating expenses \$5,793,290

- Hospital operating at a \$126,440 surplus at the end of August
- Salaries are 5.64% (\$156,156) under budget.
- Benefit costs were running at 30.3% of salaries and were \$38,872 under budget at the end of August.
- Other supplies and expenses were ~5.57% (~\$67,284) over budget
- Medical & surgical supplies are under budget by \$10,650
- Drugs & medical gases are under budget by \$29,098

- Call-backs and overtime continue to be a challenge for maintenance
- NUPT costs were \$132,000 until the end of August

Motion to approve August 2018 Financial Statements

Moved by: D. Delaurier

Seconded by: S. Giguere

Be it resolved,

THAT, the MICs Board of Directors approve the August 2018 Financial Statements for Bingham Memorial Hospital, Anson General Hospital and Lady Minto Hospital as presented.

Carried.

6.2 Three-Year Capital Plan 2019-2022 – G. Waghorn

Program Leaders prepare the list of capital items they require in their departments

BMH / Rosedale:

- Capital items on the list for 2019-2020 comes up to \$393,933.00
- Cost of capital items for 2020-2021 comes up to \$210,200.00
- Cost of capital items for 2021-2022 comes up to \$19,000.00
- Building capital items total \$885,000.00 for 2019-2020; \$583,735.00 for 2020-2021 and \$194,219.00 for 2021-2022

AGH / SCM:

- AGH capital items on the list for 2019-2020 comes up to \$408,027.00
- AGH cost of capital items for 2020-2021 comes up to \$345,000.00
- AGH cost of capital items for 2021-2022 comes up to \$685,200.00
- SCM cost of capital equipment is \$38,500 for 2019-2020, \$26,500 for 2020-2021 and \$55,000 for 2021-2022
- Building capital items total \$769,000 for 2019-2020; \$1,266,500 for 2020-2021 and \$764,900 for 2021-2022

LMH / VM:

- LMH capital items on the list for 2019-2020 comes up to \$789,000.00
- LMH cost of capital items for 2020-2021 comes up to \$822,000.00
- LMH cost of capital items for 2021-2022 comes up to \$403,200.00
- VM cost of capital equipment is \$52,500 for 2019-2020 and \$12,500 for 2020-2021
- Building capital items total \$2,067,000 for 2019-2020; \$1,762,000 for 2020-2021 and \$1,850,000 for 2021-2022

The capital plan was presented to the board in order to inform them of the needs of the organization by site as identified. There is not enough money to purchase all of the items listed. These will be reviewed by the executive team. Three-year projections came from the recommendation of the auditor to inform the board which items have been identified.

6.3 Cash Flow Projections – G. Waghorn

- For information only; management tool that is being discussed at the executive level
- Liquidating investment from AGH to pay back what they owe to the partnership
- We should have \$1.6 million in cash flow; will be using it for Honeywell
- Still working on the Honeywell energy retrofit
- Gail is actively working on the cash flow
- Not had to tap into investments in the last 15 years; they have been generating investment income

- We are in the process of transitioning out of the existing holdings; close to 5 million with 18 Asset Management
- By combining investments, our investment holdings will show on the balance sheet but will be segregated by site; will flow in the partnership and tracked differently

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:
 - The MOHLTC has requested additional information on pro forma financial statements including fundraising for SCM
 - Have approached Town of Iroquois Falls to perform soil testing on land behind AGH
 - New government has put all HIRF and capital funding on hold; reduced scope of Honeywell retrofit project due to cancellation of Health Energy Efficiency Program by government
 - PCs are also repealing Bill 148
 - Rosedale renovations are completed; BMH reception area is still ongoing; waiting for floor replacement; LMH roof should be completed by end of November
 - Received funding for 1 full-time Personal Support Worker to be shared by all three long-term care homes
 - We are aggressively recruiting for five physicians and one general surgeon
 - Board retreat has been rescheduled to February 9th, 2019
 - Long-Term Service Awards will be held in Cochrane on Oct. 25th, Iroquois Falls on November 1st and Matheson on November 8th
 - Director of Care will be resigning on Dec. 1st and staying on as an R.N.; some form of recognition of her services will be planned
- Board Members were invited to ask questions.

7.2 Chief Nursing Officer Report: (I. Boucher)

- The CNO reported on the following items:
 - Emergency Department Wait Times: stats were given for Q1 2018-2019; wait times are for non-admitted CTAS 4 & 5 patients; high wait times are often attributed to transfer wait time; AGH was above the NELHIN average while BMH was lower; data was not available for LMH
 - ED Wait Time for Physician Initial Assessment: CTAS 1-3 Q1 2018-2019 numbers for AGH and BMH were below the NELHIN's average; Q1 data for LMH was not available for this period
 - ED Wait Time for Physician Initial Assessment: CTAS 4-5 Q1 2018-2019 numbers were lower than the NELHIN's average; Q1 data for LMH was not available
 - Inpatient Care: total occupancy rates have decreased at AGH and BMH; LMH saw an increase in Q1
 - Ambulatory Services: oncology visits have increased in the second quarter whereas OTN visits are down from Q1 at all three sites
- The CNO also provided a brief overview of Hospice and Pharmacy Services as well as Nursing
 - RPN staffing remains stable; RN levels at LMH have improved; BMH is stable but experiencing staffing challenges at AGH; however, no agency nurses were required and most vacation was granted

- Platinum still providing non-urgent patient transportation
- Working on following projects: addressing unmet criteria resulting from Accreditation; reviewing all client experience surveys; reviewing quality of data on ER forms; continue to improve communication with care transitions
- Isabelle presented the Non-Urgent Patient Transportation stats via content
- Board members were invited to ask questions.

8.0 Medical Staff (Dr. S. Chiang)

8.1 Chief of Staff Report:

- The report was provided for information.
- Topics covered were:
 - **OMA/Ministry of Health and Long Term Care Negotiation Update**
The negotiation for a new Physician Service Agreement between the Ford Government and OMA failed. Now it is in hands of Arbitration Team.
 - **Timiskaming – Cochrane Local Education Group (LEG)**
The LEG will hold an educational conference on Friday November 2, 2018
The theme this time is on New Diabetic Guidelines and children anxiety and oppositional disorder. If you are interested please come and attend.
 - **Physician Assistant Student and Medical Students**
Currently we have one Physician Assistant student from University of Toronto/NOSM doing a clinical rotation under the preceptorship of Dr. Chiang and Dr. Bruno at AGH.
Starting next week October 29, 2018, we will have 7 NOSM medical students doing their clinical placements in our 3 hospitals as follows:
 - Dr. Small – one student at LMH
 - Dr. Tremblay – one student at LMH
 - Dr. Bruno – two students at AGH
 - Dr. Chiang – two students at AGH
 - Dr. Boettcher – one student at BMH
 - **Recruitment of medical staff update**
Despite excellent efforts of the HR department, we have not been able to recruit the physicians who are needed in our 3 hospitals.
We will continue to recruit rigorously to fill the vacant positions.
 - **Legalization of recreational use of cannabis**
On October 17, 2018, the recreational use and personal cultivation of cannabis became legal in Canada
Despite the above, the requirements of physicians prescribing cannabis for medical use remain the same.

8.2 Medical Advisory Committee Minutes

- Minutes of the MICs MAC meeting held June 20th, 2018 were provided for information

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 23rd, 2018 were provided for information.

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

- SCM Redevelopment Update
 - First request from the ministry was the reassurance from the Redevelopment Commitment to fundraise \$100,000 per year
 - Second request: AGH board to seek financing for the 3.3 million dollar shortfall for the construction of the new manor for the next 25 years
 - A payment schedule was distributed for information; will not be able to proceed with this project without this commitment
 - A letter was written to the ministry which was read by the board chair stating the AGH Board of Directors' commitment to the redevelopment of the manor

Motion:

Moved by: S. Giguere

Seconded by: S. Denault

Be it resolved,

THAT the Anson General Hospital Board of Directors commit most of its financial reserves and direct management to secure financing to meet the 3.3 million dollar shortfall during the construction period of the new South Centennial Manor

Carried.

- Christmas Gift Cards: costs about \$25,000 per year; will not be giving them out this year due to our financial situation; we will recognize the team members through some kind of event; no other hospital gives out gift cards for Christmas

11.2 Bingham Memorial Hospital:

- Christmas Gift Cards: will not be given out this year

11.3 Lady Minto Hospital:

- Christmas Gift Cards: will not be given out this year

12.0 Partnership Business (Bob Dennis)12.1 September 2018 Board Effectiveness Survey Results

- 9 out of 12 surveys were submitted.

12.2 October Board Effectiveness Survey

- The survey was emailed via Survey Monkey.

12.3 Strategic Planning Update

- The Strategic Planning Committee met on October 10th
- Small plaques were done in French and English and will be posted throughout all sites in key areas; some placemats were also created for the board members and were distributed tonight

12.4 GCE Self-Assessment Tool Results

- The GCE Self-Assessment Tool Results were provided for information via three separate reports: the Hospital Report, the Hospitals' Summary and the Sector Report

- This will be reviewed at length at the board retreat in February
- It was also reviewed at the Board Ad Hoc Committee meeting last week

13.0 Board Committee Minutes

13.1 N/A

14.0 In Camera

14.1 N/A

15.0 MICs News (P. Britton)

- October 2018 MICs Newsletter was provided for information.

16.0 Next Meeting Date (P. Britton)

- Wednesday, November 28th, 2018 at 6:00 p.m. (LMH Lead Site)

17.0 Upcoming Meeting Dates

- As per agenda.

18.0 Adjournment (P. Britton)

- There being no further business, the meeting adjourned at 7:40 p.m.

CHAIR, Bingham Memorial Hospital

CHAIR, Anson General Hospital

CHAIR, Lady Minto Hospital

SECRETARY, MICs CEO