

Board of Directors Meeting MINUTES

Date: January 25, 2022

Time: 5:30 PM

Location: Zoom

Chair: Ms. Eleanor Vachon

Present: Ms. Eleanor Vachon, Ms. Sonia Green, Mr. Dennis Gushulak, Mr. John Frostiak, Ms. Dianne Pertoci, Ms. Arlene Swanwick, Ms. Holly Stamarski, Mr. Marshall Dumontier, Ms. Audrey Blazek, Ms. Shawnda Norlock

Staff: Ms. Hannah Kochuk, Ms. Allison Church, Ms. Sue LeBeau, Ms. Meghan Gilbert, Dr. Diane Zielke, Dr. Akila Whiley

Absent: Ms. Amanda Kaczmarek, Mr. Alex McAuley

1. CALL TO ORDER

Meeting was called to order by Ms. Eleanor Vachon at 5:30 PM.

1.1. Quorum

Quorum was established.

1.2. Acceptance of Agenda

The following motion was brought forward:

MOTION NO: 22-01 Moved: S. Green Seconded: J. Frostiak

That the agenda for the January 25, 2022, meeting of the RLMCMH Board of Directors be accepted as presented.

Vote for motion: Carried.

1.3. Declaration of Conflict of Interest

Ms. Swanwick will abstain from any motion regarding CIBC

2. CONSENT AGENDA

For the purpose of convenience and for expediting meetings, matters of business of repetitive or routine nature are included in the Consent Agenda and all such matters of business contained in the Consent Agenda are voted on collectively. A particular matter of business may be singled out from the

Consent Agenda for debate or for a separate vote upon the request of any Member. In the case of a separate vote, the excluded matter of business is served from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively

- 2.1. Minutes, Board of Directors, November 23, 2021
- 2.2. Minutes, Quality Committee, November 9, 2021
- 2.3. Minutes, Resource and Planning Committee, November 16, 2021
- 2.4. Minutes, Patient and Family Advisory Committee, October 20, 2021
- 2.5. Minutes, Medical Advisory Committee, November 25, 2021
 - Remove the word “for” in item 3.2.

The following motion was brought forward:

MOTION NO: 22-02 Moved: D. Gushulak Seconded: A. Blazek
That the consent agenda of the January 25, 2022, meeting of the RLMCMH Board of Directors be accepted with proposed changes.
Vote for motion: Carried.

3. BUSINESS ARISING

3.1. COVID Update

- We remain on high alert.
- We continue to follow our contingency plan while we have had inpatients with COVID as well as several staff members self-isolating. We have not declared an outbreak at this point.
- We have ramped up our PPE; all staff is required to wear n95s in any patient-facing area.
- We have been able to use emerging infusion therapies and oral medication for COVID treatments.
- Our Hospital staff vaccination rate for the third dose is 85%

- Our funding for the Isolation Centre was stretched until mid-January. After careful consideration, we proceeded to planned closure this week.

3.2. Fire Panel Door Lock Wander Guard System

The following motion was brought forward:

MOTION NO: 22-03 Moved: D. Gushulak

Seconded: A. Swanwick

That the RLMCMH Board of Directors approves the funding application to NOHFC, committing to cover 25% of the project, totalling approximately \$41,502, as well as cost overruns for the Red Lake Hospital Fire, Door Lock and Wandering Patient Systems as described in NOHFC application 7510044

Vote for motion: Carried.

3.3. Annual Budget Assumptions and Operating Plan

- We continued forth with creating our budget although Ontario Health retracted submission for HAPS.
- We are presenting a budget with a small surplus. Costs are increasing and our funding is not increasing at the same rate. With the small surplus, it limits the hospital's capacity to reinvest for future capital spending.
- Due to COVID travel restrictions we have previously seen a decline in patient revenues. With the restrictions changing, we assume the revenues will increase.
- No COVID funding is included in the budget as we do not know how long it will continue. We are working with the assumption that the government will continue to fund dollar for dollar for the foreseen future.
- We have utilized savings by modifying an existing position to transform it into nursing coordinator position, which adds about \$13,000. Also budgeted for an increase in Lab salaries. We went from a full-time

Medical Lab Assistant to a 0.8 Medical Lab Technician (MLT) which is an increase of \$2,000, and access to the added scope a MLT brings.

- We utilize past year averages to make our cost increase assumptions for the following year. We have useful projections from Blackstone which is a big portion of our supply cost, as well as an assumption of a 4% general supply cost.
- Suggestion to discuss with the Ear Falls FHT to share some services.
- Will propose a motion in March to approve this budget.

3.4. Financing for Honeywell Project

- RLMCMH signed the contract with Honeywell to proceed with the energy performance contract.
- The first invoice was approximately \$700,000. After reviewing all the financing options, it was in our best interest to utilize the CIBC banker's acceptance.
- We will not need to decide on using funds from our investment account until April 2023. We anticipate having more information on the Hospital Information Systems (HIS) system cost by then.
- We will continue to apply for HIRF funding to offset these expenses.

4. NEW BUSINESS

4.1. Financial Statements, December 31, 2021

- We are over budget by approximately \$100,000 for wages which are mostly related to COVID expenses.
- The rehab position hasn't been filled, so we are under budget in the DI department.
- We are under budget in nursing and diabetes positions due to the decrease in overtime and sick time.

The following motion was brought forward:

MOTION NO: 22-04 Moved: A. Swanwick Seconded: D. Gushulak
That the RLMCMH Board of Directors approves of the financial statements dated December 31, 2021, as presented.

Vote for motion: Carried.

4.2. Safe Beds

- We have received the approval of funding for safe beds for our community at an amount at which we felt we could operate successfully.
- We have scheduled meetings with other organizations to learn about their experience.

4.3. Plan Board Education Session

- Based on the discussion in item 3.4, we will be holding a finance education session for the Board.

5. CORRESPONDENCE/INFORMATION

None

6. EMERGING ISSUES FOR DISCUSSION

None

7. REPORTS

7.1. RLMCH Foundation

- Funds from the foundation will be used to purchase a hematology analyzer for the lab and a Stress EKG machine.
- Continuing with the 50/50. Saw an increase in sales over the holidays.

7.2. RLMCH Auxiliary

- The Auxiliary was able to present the New Year's baby basket.
- Catch the Ace went last week for over \$8,800

7.3. Medical Advisory Committee

- A lot of Pharmacy updates and discussion around different treatments for COVID happened at the last MAC meeting.
- There are 100 or more active cases at any given time currently in our community.
- Discussion on how we should communicate a declared outbreak should that happen. Ms. Hollos has implemented a strong strategic isolation for patients exposed. We continue to follow public health guidance regarding guidelines.
- Directors discussed the importance of sharing case numbers with the general public as transparency brings public confidence.
- Suggestion to use Twitter and Ear Falls group page as well as continued communications through Facebook and our website.

7.4. Quality Committee Update

- Ms. Kaczmarek has spent a lot of time on improving our surveys and promoting access. We now have an iPad in the outpatient departments to complete surveys electronically.
- We received our accessibility compliance.

7.5. R&P Committee Update

- All topics have been previously discussed in the meeting.

7.6. Chief Nursing Executive

- Delivered two BPSO presentations this past week.
- CUPE negotiations commence tomorrow, January 26, 2022, no major changes are expected.
- Recently met with the community paramedic. Her purpose will be to do at home visits anywhere from physio to med reminders.

7.7. Chief Executive Officer

- Information has been outlined within the report in the package.
- We have been focusing on our work with NOSM to bring medical students to Red Lake.

7.8. Regional Services Committee

- The February Board education session has been deferred until March.

8. MEETING EFFECTIVENESS SURVEY

9. CELEBRATIONS

- Create a banner on our website to celebrate our physicians' years of dedicated work and contribution to our community.

10. ADJOURNMENT

The meeting was adjourned by Mr. Gushulak at 7:33PM.

11. DATE OF NEXT MEETING: February 22, 2022.



Ms. Sue LeBeau

President & CEO



Ms. Eleanor Vachon

Committee Chair