

# Board of Directors Meeting MINUTES

Date: October 24, 2023

Time: 5:30 PM

Location: Board Room & Zoom

Chair: Mr. John Frostiak

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**Present:** Mr. Dennis Gushulak, Mr. Marshall Dumontier, Ms. Eleanor Vachon, Mr. Trevor Zhukrovsky, Ms. Arlene Swanwick (Zoom), Ms. Holly Stamarski, Mr. John Frostiak, Mr. James Russell

**Staff:** Ms. Hannah Kochuk, Mr. Sumeet Kumar, Mr. Alex McAuley (Zoom), Ms. Meghan Gilbert, Ms. Amanda Kaczmarek (Zoom), Dr. Diane Zielke (Zoom)

**Guests:** Mr. Sudeep Kulkarni

**Regrets:** Ms. Marion Whitton, Ms. Dianne Pertoci

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## 1. CALL TO ORDER

The meeting was called to order by Mr. John Frostiak at 5:30 PM.

### 1.1. Quorum

Quorum was established.

### 1.2. Acceptance of Agenda

**The following motion was brought forward:**

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**MOTION NO: 23-52    Moved: E. Vachon**

**Seconded: D. Gushulak**

*That the agenda for the October 24, 2023, meeting of the RLMCMH Board of Directors be accepted, as presented.*

**Vote for motion: Carried.**

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### 1.3. Declaration of Conflict of Interest

- None Declared

## 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, September 26, 2023

- 2.2. Minutes, Quality Committee, September 12, 2023
- 2.3. Minutes, Resource and Planning Committee, September 19, 2023
- 2.4. Minutes, Medical Advisory Committee, June 22, 2023

**The following motion was brought forward:**

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**MOTION NO: 23-53 Moved: M. Dumontier**

**Seconded: J. Russell**

*That the consent agenda of the October 24, 2023, meeting of the RLMCMH Board of Directors be accepted with proposed changes.*

**Vote for motion: Carried.**

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### **3. EDUCATION**

#### **3.1. Cybersecurity**

- Mr. Kulkarni provided an email training session to educate Directors about identifying red flags and recognizing spam emails, enhancing cybersecurity awareness within the organization.
- IT leads in the region convene monthly to discuss various IT-related topics. Among the topics discussed was an email function that enables the secure transmission of personal health information and data among doctors.
- The organization is transitioning to Office 365. Management users and Mr. Frostiak will begin migrating to the new system by Wednesday or Thursday. Their adjustment to the new platform will be observed, and after six months, the rollout process for all users will commence. This transition is necessary due to the aging servers. Efforts are also underway to eliminate generic email accounts for enhanced security measures.

### **4. BUSINESS ARISING**

#### **4.1. DRHC Financial Services Contract- Final**

- The final copy of the contract has been received and both Mr. Frostiak and Mr. Kumar have signed, indicating their agreement and approval of the terms outlined.

#### **4.2. Strategic Planning**

- Town hall meetings were conducted in Red Lake and Ear Falls. There was improved attendance at the second session in Ear Falls during the day. Efforts were made to engage with CEOs in the region, Ontario Health representatives, local Organizations, Patients, Families, Directors, Staff, and Physicians to gather valuable input.
- The information-gathering process will extend to Pikangikum on October 25. Mr. Kumar, Ms. Vachon, and Ms. Marshall will be in attendance. Subsequently, the collected data will be analyzed, a process set to commence in November.

#### 4.3. Finance Education Session

- Mr. Kumar proposed a finance educational session for the Board in January. Board members are encouraged to consider potential topics for discussion within the next week or so. Please email Ms. Kochuk with any specific finance-related topics you would like to address during the session.

### 5. NEW BUSINESS

#### 5.1. Financial Statements, September 2023

- Hospital operations are currently facing a deficit of \$578,000, marking an increase of approximately \$150,000 from last month. However, this remains \$210,000 less than the budgeted amount.
- Key variances in the financial report include one-time payments (which were not budgeted at that time), MOTHLC recoveries, miscellaneous recoveries and revenue, differential co-payments, salaries and wages (due to vacancies), and the slightly lower budget for employee benefits (vacant positions and agency nurses do not receive benefits). There is also an increase in medical staff remuneration due to extended hours in X-ray and ultrasound departments, as well as higher expenses for supplies and other items like agency housing and inflationary pressures.
- Efforts are actively underway to initiate the Safe Bed Program, and Ontario Health will continue funding as long as active recruitment efforts are ongoing.
- Both occupancy and emergency room rates are at their highest.
- Sick time has been the lowest it has ever been, but overtime is gradually increasing, prompting the need to balance staffing needs against the risk of staff burnout.

**The following motion was brought forward:**

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**MOTION NO: 23-54**

**Moved: M. Dumontier**

**Seconded: D. Gushulak**

*That the RLMCMH Board of Directors accept the financial statements for September 2023, as presented.*

**Vote for motion: Carried.**

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#### 5.2. Per-Kilometre Allowance Rate

- Currently, the reimbursement rate for travel expenses is 55 cents per kilometre. The Regional Lab has suggested a rate of 60 cents per kilometre, which has been approved. Additionally, the Hospital is being charged 60 cents per kilometre for certain contracted services.
- An updated travel policy will be brought to the Quality Committee and Board meeting in November for approval

The following motion was brought forward:

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**MOTION NO: 23-55**

**Moved: D. Gushulak**

**Seconded: J. Russell**

*That the RLMCMH Board of Directors approve the per-kilometre allowance rate adjustment from 55 cents per km to 60 cents per km effective November 1.*

**Vote for motion: Carried.**

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- Mr. Dumontier and Ms. Stamarski opposed the motion.

### **5.3. Patient Safety Plan**

- The patient safety plan encompasses the Hospital's fundamental principles concerning patient safety and outlines the methods employed to achieve them. It outlines the actual role of the Board, accreditation expectations, and highlights various projects geared toward enhancing patient safety. Specifically, the plan focuses on initiatives such as nurse huddle boards, security enhancements, a labeling campaign, and the implementation of risk management strategies. These efforts collectively contribute to ensuring a safe and secure environment for our patients.

The following motion was brought forward:

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**MOTION NO: 23-56**

**Moved: E. Vachon**

**Seconded: H. Stamarski**

*That the RLMCMH Board of Directors approve the patient safety plan, as presented.*

**Vote for motion: Carried.**

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### **5.4. Board Chair Communication to Directors**

- Mr. Frostiak previously provided a few updates to the Board over the summer, offering a high-level overview of ongoing developments. The question now arises whether the Board wishes to continue receiving similar updates or if a different approach is preferred.
- There are concerns raised regarding two near misses that were not communicated to the Board Chair over the summer. It is acknowledged that the Board does not want to create unnecessary concern within the community, but would like to be informed prior to the public. There is an ED closure contingency plan in place that outlines who is contacted first.
- Additionally, there is a suggestion to provide more information to the general public, ensuring that they are aware of concerns and developments in a transparent manner while balancing the need for discretion and community reassurance.

### 5.5. Truth and Reconciliation Learning Series

- The KHW OHT shared a Truth and Reconciliation Learning Series with all signatories. The Hospital has acquired one seat for this training program. The sessions will be conducted via Zoom and will be available in the Board Room for any Directors who are interested in attending.

### 5.6. Appointment of Privacy Officer

The following motion was brought forward:

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**MOTION NO: 23-57 Moved: T. Zhukrovsky Seconded: M. Dumontier**

*That the RLMCMH Board of Directors appoint Ms. Amanda Kaczmarek as the privacy officer for 2023-2024.*

**Vote for motion: Carried**

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### 5.7. Board Self-Assessment

- A reminder to all Directors to complete the OHA Board self-assessment if they have not already done so.

### 5.8. Board Matrix

- A reminder to all Directors to complete the Board matrix if they have not already done so.

## 6. CORRESPONDENCE/INFORMATION

- The RLMCMH Auxiliary provided a thank-you card to the 50<sup>th</sup> Anniversary Committee for their donation.

## 7. EMERGING ISSUES FOR DISCUSSION

### 7.1. ED Closures: probability/risk management/thresholds

- Three articles on CBC have outlined the ongoing situation, and the information is available on social media platforms, indicating a certain level of public awareness.
- A letter expressing concerns was written to the Minister of Health, and a response was received last week. However, the response was perceived as non-substantive.
- Dr. Whiley had discussions with a medical student interested in returning to Canada. There is a notable movement among international physicians, and efforts are being made to recruit them long-term.
- The Board's focus should be on making locums' experiences as seamless as

possible to encourage their return.

- By January, only Dr. Gow and Dr. Lobb will be in town, which leaves the Hospital relying heavily on locums for staffing. Positive community representation is essential to attract permanent physicians.
- During closures, nurses cannot do much without a physician's order except basic first aid. Various models have been explored, including utilizing NPs for low acute ambulance calls and virtual consultations.
- The Board is the first to be notified of any ED closures, with a 48-hour notification window.
- Mr. Kumar received the letter from the ministry outlining the formula used to reduce physician FTEs from 7 to 6. The formula used outdated data, incorrect census numbers, and omitted key information. Responding to the Minister of Health while addressing these discrepancies is crucial, possibly involving sample calculations to illustrate the correct figures.

## **8. REPORTS**

### **8.1. RLMCH Foundation**

- The foundation has planned a cash lottery as their fundraising initiative for the new cardiac monitoring system. Tickets for the lottery are currently being distributed, and the draw is scheduled to take place at the hospital on the Sunday of the Family Day weekend. Each lottery ticket is priced at \$20, and the prizes include \$10,000, \$3,000, and \$2,000.
- During the Annual General Meeting (AGM), Ms. Bishop was elected as the new Chair of the Foundation. She has formulated a budget, outlining various funding requests, including the cardiac monitoring system. The Foundation has committed to this project, and there is a consensus that if necessary, the budget could be increased to fulfill this commitment.
- Additionally, the foundation has pledged further financial support by providing one more signing bonus this fiscal year for new nurses.

### **8.2. RLMCH Auxiliary**

- Deferred

### **8.3. Chief Nursing Executive**

- Ms. Gilbert shared a positive patient comment
- A successful recruitment effort resulted in hiring a full-time Registered Practical Nurse (RPN), who was offered the Foundation bursary signing bonus. The RPN will begin their position in late November.
- The Hospital resumed its quarterly meetings with Northwood Lodge, aiming to identify collaborative opportunities and strengthen partnerships.
- Ms. Hollos has initiated COVID and flu vaccine clinics for staff.
- A presentation was conducted on lower limb preservation, with representatives from the clinic, Northwood Lodge, and Ms. Gilbert in

attendance. The session provided valuable insights into new referral pathways and introduced a virtual program, enhancing patient care options.

- Collaborative efforts are underway with vendors to plan the replacement of the cardiac monitoring system.
- There are plans in progress to replace a fleet of IV pumps.

**8.4. Chief Executive Officer**

- Included in the package for review.

**8.5. Chief of Staff**

- All topics were previously discussed.

**9. MEETING EFFECTIVENESS SURVEY**

**9.1.** Results, September 26, 2023

**9.2.** Survey for Today's Meeting

**10. CELEBRATIONS**

**11. ADJOURNMENT**

The meeting was adjourned by Mr. Dumontier at 7:45 pm.

**12. DATE OF NEXT MEETING:** November 28, 2023


**13. IN CAMERA**



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Mr. Sumeet Kumar

**President & CEO**



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Mr. John Frostak

**Board Chair**