

Board of Governors Meeting MINUTES

Date: January 23, 2018

Time: 5:30 pm

Location: Hospital Boardroom

Chair: John Frostiak

- Present:** Mr. John Frostiak, Chair
Mr. Marshall Dumontier
Ms. Brenda Cooke
Mr. Dennis Gushulak (*via teleconference*)
Ms. Leah Gentes (*arrived 5:55 pm*)
- Ms. Arlene Swanwick
Ms. Angela Bishop, President & CEO (*via teleconference*)
Ms. Rebecca Ross, CNE
- Guests:** Ms. Pearl Fleming, Ms. Amanda Kaczmarek
- Regrets:** Ms. Eleanor Vachon, Mr. Trevor Zhukrovsky, Ms. Audrey Blazek, Dr. Diane Zielke,
Dr. Andrew Gloster

1. CALL TO ORDER

The meeting was called to order by Mr. Frostiak at 5:35 pm.

1.1 Quorum

Quorum was established.

1.2 Acceptance of Agenda

The following motion was brought forward:

MOTION NO: 18-01 **Moved:** A. Swanwick **Seconded:** B. Cooke
That the agenda for the January 23, 2018 meeting of the RLMCMH Board of Governors be accepted as presented.
Vote for motion: Carried.

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 Governors, November 21/17
- 2.2 Minutes, Resource & Planning Committee, November 21/17
- 2.3 Minutes, Medical Advisory Committee, November 23/17
- 2.4 Minutes, Medical Advisory Committee, December 14/17
- 2.5 Letter to John Frostiak from Minister Hoskins

The following motion was brought forward:

MOTION NO: 18-02

Moved: M. Dumontier

Seconded: D. Williams

That the consent agenda for the January 23, 2018 meeting of the RLMCMH Board of Governors be accepted as presented.

Vote for motion: Carried.

3. BUSINESS ARISING

3.1 BPSEC Update

Ms. Bishop explained that the Executive Compensation Framework, as submitted in September 2017, was rejected by the MOHLTC on the basis that several of the comparators were “too large.” The framework has since been re-submitted with revised comparators and RLMCMH is awaiting a response. DRHC is still listed as a comparator. The framework must be approved and posted for public scrutiny for thirty days, prior to February 28th in order for executives to be eligible for retroactive pay back to September 2017. Ms. Bishop reminded the members that there is a 5% *maximum* increase per year for the entire pay envelope.

3.2 Board Portal

Ms. Fleming reviewed the survey results which showed the Board to be in favour of transitioning to a document share system. The members were in agreement that in-camera materials could be posted on the system as well. Ms. Fleming will ask for assistance from the IT Department to set up the document share and obtain logins for each member. A discussion took place about the possibility of purchasing tablets for Board members to be used in meetings, in order to reduce the need for paper packages.

At this point, Ms. Gentes arrived at the meeting. The time was 5:55 pm.

3.3 Board Retreat

A survey, conducted in December, showed the weekend of April 27-28 to be the most favourable for a Board Retreat. Ms. Fleming will ensure that a venue is available and send out an invitation to the members to establish quorum. Ms. Williams gave her regrets. Ms. Gentes was unsure whether or not she would be able to attend.

3.4 Project Updates

The Hospital will be purchasing a staff duress system. Currently, Ms. Kaczmarek and Ms. Ross are working with the Workplace Violence Taskforce (a staff workgroup) to establish which system will best suit the needs of RLMCMH. The group is following the guidelines of the Public Services Health & Safety Association (PSHSA). An upcoming site visit has been booked with a possible vendor.

Ms. Bishop announced that all the equipment for the kitchen ventilation project has been ordered by the contracted company, Honeywell. A proposed construction schedule will be available shortly. Ms. Bishop is confident that the project will be completed by the deadline of March 31, 2018.

The final submission to the Capital Branch for the MDRD renovation has been completed. Ms. Bishop is expecting the project to go out for tender in March, with construction starting in May.

Ms. Ross and Ms. Bishop will be meeting with CCO, Ontario College of Pharmacists (OCP), MOHLTC, NWLHIN, OHA, and Hospital CEOs to discuss the impact of the new

OCP standards on small hospitals. Currently, the deadline to meet these standards is January 2019.

4. NEW BUSINESS

4.1 Financial Statements, December 31/17

These statements had been reviewed by the Resource and Planning Committee and recommended for approval. Ms. Bishop pointed out the \$176 000 surplus on the Operating statement and noted that, with the exception of salaries, all expense categories were under budget. Up-staffing and overtime have been necessary due to increased occupancy rates and staff illnesses.

A discussion took place about the lack of beds to accommodate high rates of occupancy and the possible alternatives, including the use of obstetrics beds and the Stress EKG room.

The following motion was brought forward:

MOTION NO: 18-03 **Moved:** B. Cooke **Seconded:** D. Gushulak
That the RLMCMH Board of Governors accept the Financial Statements ending December 31, 2017, as presented.

Vote for motion: Carried

4.2 HAPS Budget 2018-2019

The budget, as well as the accompanying briefing note and narrative, were included in the package for review. Ms. Bishop noted the assumptions made when drafting the budget, including a 2% base funding increase from the MOHLTC, an increase in the cost of medications and utilities, and a wage increase based on salary negotiations. Ms. Bishop also pointed out that a 0.5 FTE lab assistant has been added to the budget, as well as a 0.6 FTE physiotherapist. A discussion took place about the difficulty in recruiting for part-time positions. Ms. Bishop explained that, ideally, the Hospital will be able to partner with another organization to offer a full time physiotherapy position. Ms. Bishop will contact KO about this possibility, as suggested by Ms. Williams. Ms. Bishop will also contact the CEO at DRHC to see if their Hospital is offering walk-in physiotherapy services, as suggested by Mr. Dumontier.

The following motion was brought forward:

MOTION NO: 18-04 **Moved:** A. Swanwick **Seconded:** D. Williams
That the RLMCMH Board of Governors accept the 2018-2019 HAPS Budget as presented.

Vote for motion: Carried

4.3 Community Counselling Budget 2018-2019

Ms. Bishop pointed out that funding for this budget has not increased in several years. The budget being presented proposed a 1.4% wage increase for staff, which would result in a small deficit. The members agreed that the wage increase was necessary for recruitment purposes.

The following motion was brought forward:

MOTION NO: 18-05 **Moved:** L. Gentes **Seconded:** A. Swanwick
That the RLMCMH Board of Governors 2018-2019 Community Counselling and Addictions Services Budget as presented.
Vote for motion: Carried

4.4 Policy Review

The following policies were presented to the Board with minor revisions related to grammar and formatting.

- 4.4.1 BG-CEO-01, Complaints RE: CEO and Chief of Staff**
- 4.4.2 BG-CEO-05, Executive Limitations: Significant Service Changes**
- 4.4.3 BG-ACC-02, Broader Public Sector Perquisites**
- 4.4.4 BG-MTG-01, Meetings without Management**

The following motion was brought forward:

MOTION NO: 18-06 **Moved:** B. Cooke **Seconded:** L. Gentes
That the RLMCMH Board of Governors approves the revised policies BG-CEO-01, BG-CEO-05, BG-ACC-02, and BG-MTG-01, as presented.
Vote for motion: Carried

4.5 Board and Employee Recognition

The annual Board and Employee Recognition Event has been arranged for March 22, 2018 at the Red Lake Regional Heritage Centre. The event will include appetizers and wine. Ms. Bishop suggested that the invitation for attendance and recognition be extended to the physicians. The Board members agreed.

4.6 CEO Recruitment

Mr. Frostiak explained to the members that the Executive Committee will be responsible for the task of CEO recruitment. The first meeting for this purpose will take place on March 5, 2018. Other Board members are welcome to participate. Ms. Fleming is responsible for locating previous meeting materials and documentation in relation to CEO recruitment.

5. EMERGING ISSUES FOR DISCUSSION

5.1 Youth and Mental Health

The Leadership Team has met with the principal and mental health counsellor of RLDHS, to discuss the provision of services to youth with mental health issues. In order to improve communication between the Hospital and RLDHS, medical staff will now be asking for consent from student patients to disclose to the counsellor that they have been admitted to the Hospital or ER outside of school hours. Details of the visit will not be disclosed. A discussion took place about the causes of and influences on youth mental health issues.

5.2 Workplace Violence

A discussion took place about workplace violence, which is an issue at the forefront of healthcare. Ms. Kaczmarek and Ms. Ross gave a review of procedures and policies related to violence prevention at RLMCMH including the AOB policy, lockdown procedures, and the Violence Prevention Taskforce.

6. REPORTS

6.1 RLMCH Foundation

Mr. Frostiak announced that the Foundation will be putting up a food tent at the Winter Carnival again this year. The tent will be located on Howey Bay and open for business February 17th & 18th.

6.2 RLMCH Auxiliary

Ms. Gentes clarified that the number of Christmas cakes sold by the Auxiliary in 2017 was 123 and not 103, as stated in the November minutes. She also announced that the Celebrity Bagging / Round-up Days initiative raised \$2800 in December 2017 and that Red Lake IGA has donated an additional \$1000.

6.3 Medical Advisory Committee

Deferred as Dr. Gloster had sent his regrets.

6.4 Chief Nursing Executive

Ms. Ross reviewed her report, which was included in the package. In addition, Ms. Ross commented on the high occupancy rate and surge plans for overflow. Currently, she and Ms. Maxwell are looking at the possibility of relocating the Stress EKG equipment, so that the room can be used for patient overflow.

6.5 President & CEO

Ms. Bishop's report was included in the package for review. Ms. Bishop added that she is currently attending the Northern Health Workforce Summit in Thunder Bay, initiated by NOSM, Health Force Ontario (HFO), and the LHIN. The purpose of the summit is to strategize for physician recruitment in rural areas.

7. CORRESPONDENCE / INFORMATION:

- RLGM Community Connections Minutes
- OHA Update: Chair's Report
- NW LHIN Health Services Blueprint
- CCAS Newsletter

At this point, Ms. Kaczmarek reminded the members that smoking is now prohibited on Hospital grounds, as of January 1, 2018. This is provincial legislation. Smoking cessation options are available within the Hospital for patients and their families.

8. NEXT MEETING: Tuesday February 27, 2018 @ 5:30 pm

Ms. Gentes gave her regrets for this meeting.

9. ADJOURNMENT

The meeting adjourned by Ms. Gentes at 7:20 pm.

John Frostiak
Board Chair

Angela Bishop
President & CEO