

Board of Governors Meeting MINUTES

Date: March 27, 2018

Time: 5:30 pm

Location: Hospital Boardroom

Chair: John Frostiak

Present: Mr. John Frostiak, Chair
Ms. Audrey Blazek
Ms. Arlene Swanwick
Mr. Dennis Gushulak
Ms. Brenda Cooke
Ms. Eleanor Vachon, Vice Chair
Ms. Donna Williams
Ms. Angela Bishop, President & CEO
Ms. Rebecca Ross, Chief Nursing Executive
Dr. Andrew Gloster, Chief of Staff

Guests: Ms. Pearl Fleming, Mr. Alex McAuley

Regrets: Mr. Trevor Zhukrovsky, Ms. Leah Gentes, Mr. Marshall Dumontier

Absent: Dr. Diane Zielke

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: 18-13

Moved: B. Cooke

Seconded: D. Gushulak

That the agenda for the March 27, 2018 meeting of the RLMCMH Board of Governors be accepted as presented.

Vote for motion: Carried.

1.3 Declaration of Conflict of Interest

Ms. Donna Williams declared a conflict of interest and advised that she would excuse herself from the meeting if necessary.

2. EDUCATION

Ms. Ross gave a presentation on *Long Term Care Placements*.

3. 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.

3.1 Minutes, Board of Governors, February 27/18

- 3.2 Minutes, Executive Committee, November 20/17
- 3.3 Minutes, Quality Committee, February 13/18
- 3.4 Minutes, Fiscal Advisory Committee, February 15/17
- 3.5 Board Meeting Effectiveness Survey results, February 27/18

The following motion was brought forward:

MOTION NO: 18-14 **Moved:** A. Blazek **Seconded:** D. Williams
That the consent agenda for the March 27, 2018 meeting of the RLMCMH Board of Governors be accepted as presented.
Vote for motion: Carried.

4. BUSINESS ARISING

4.1 Capital Plan 2018-2019, Final Draft

Ms. Bishop gave a detailed presentation on the 2018-2019 Capital Plan. It was noted that the 2018-2019 Capital Plan will be financed entirely by cash flow and outside sources. Funds from investments will not be used. The members had no questions.

The following motion was brought forward:

MOTION NO: 18-15 **Moved:** D. Gushulak **Seconded:** A. Swanwick
That the RLMCMH Board of Governors approves the 2018-2019 Capital Plan as presented.
Vote for motion: Carried.

4.2 Corporate Scorecard, Q3

Ms. Ross addressed the increase in high risk medication errors as indicated on the scorecard. She explained that the *Medication Safety Committee* is working to identify measures that can be taken to reduce errors. These include the implementation of a drug library for IV pumps, ward clerk education, and the promotion of awareness in the nursing department. It was pointed out that this increase in errors also coincides with an increase in reporting.

A brief discussion took place about the high turnover of staff and the increase in sick days. One member noted that there were four formal complaints as of Q3. Ms. Ross explained that these were mostly related to communication regarding discharge or transportation. Dr. Gloster added that when a formal complaint is made, management and, often, the Chief of Staff meet with the individual to attempt to resolve the issue.

The following motion was brought forward:

MOTION NO: 18-16 **Moved:** E. Vachon **Seconded:** A. Blazek
That the RLMCMH Board of Governors approves the 2017-2018 Q3 Corporate Scorecard, as presented.
Vote for motion: Carried.

4.3 Legal Review of Bylaws

BLG has completed the review of the Hospital's corporate and professional bylaws. The document has been written into plain language and only minor revisions of content were made. The cost will be less than anticipated. Ms. Bishop suggested that the Board form a sub-committee to review the revisions, prior to approval. Ms. Cooke, Mr. Gushulak, and Mr. Frostiak volunteered to be on the sub-committee. Ms. Bishop will send out a meeting invitation. The bylaws must be approved prior to the AGM.

4.4 Board Retreat

The retreat is scheduled to take place April 27th and 28th. Members were asked to please advise Ms. Fleming if they are unable to attend.

4.5 Board Self-Assessment

Ms. Fleming has sent out the link for the OHA Board Self-Assessment survey. The members have until June 2018 to complete the survey. Ms. Fleming will send out the link again as a reminder.

4.6 Construction Update: HEEP Projects

Ms. Bishop advised the Board that the wrong size ventilation hood has been installed in the kitchen. The contractor is sourcing a replacement. The zone dampers in the patient wing have been installed and are in the process of being wired to the main system. The projects will be invoiced by March 31, 2018, which is the deadline for receipt of HEEP funding.

5. NEW BUSINESS

5.1 Global Funding Allocation

Mr. McAuley announced that the Hospital will be receiving a 2% increase to base funding from the MOHLTC for the 2018-2019 fiscal year. This was an assumption made in the 2018-2019 budget.

5.2 Financial Statements, February 28/18

Mr. McAuley reviewed the financial statements, noting a \$189 000 surplus in the operating statement. Ms. Bishop cautioned that a high bed census has resulted in the need for additional staff and overtime expenses. She expects to see a decrease in the surplus next month. Mr. McAuley added that over one third of Ontario hospitals will be declaring deficits this fiscal year, due to high service volumes. Ms. Ross announced that she has hired two new RNs, since the last meeting and is currently interviewing other candidates.

Mr. McAuley noted an increase in ALC and acute care occupancies, as indicated on the statistical report. The rest of the report was on par with the previous month.

The following motion was brought forward:

MOTION NO: 18-17

Moved: A. Swanwick

Seconded: D. Williams

That the RLMCMH Board of Governors accepts the Financial Statements ending February 28, 2018 as presented.

Vote for motion: Carried

5.3 Quality Improvement Plan, 2018-2019

5.3.1 Executive Compensation Link to QIP

The members agreed to accept the three QIP targets, as presented, to be linked to executive compensation.

5.3.2 Approval of the 2018-2019 QIP

The Quality Committee had previously reviewed the 2018-2019 QIP in detail and recommended its approval to the Board of Governors.

The following motion was brought forward:

MOTION NO: 18-18 **Moved:** A. Blazek **Seconded:** A. Swanwick
That the RLMCMH Board of Governors approves the 2018-2019 Quality Improvement Plan, as presented.
Vote for motion: Carried

5.4 HSAA, 2018-2019 (Hospital Service Accountability Agreement)

Mr. McAuley noted that the agreement will be revised to reflect the funding increase, as discussed in item 5.1. Ms. Bishop gave a review of the performance targets and obligations included in the agreement. Mr. McAuley pointed out that the 2018-2019 HSAA is actually a new agreement and not merely an extension, as it has been in previous years.

The following motion was brought forward:

MOTION NO: 18-19 **Moved:** B. Cooke **Seconded:** D. Gushulak
That the RLMCMH Board of Governors approves the 2018-2019 Hospital Service Accountability Agreement (HSAA), as presented.
Vote for motion: Carried

5.5 Nominating Committee

Mr. Frostiak explained that the Executive Committee met to discuss CEO recruitment and has established a sub-committee for that purpose.

Ms. Bishop advised the Board that the Nominating Committee should meet to review Board membership in order to begin preparations for the June AGM. The committee agreed to meet on April 5th. Ms. Williams will take minutes in Ms. Fleming's absence.

5.5 AGM Date

The members agreed that June 28, 2018 is a suitable date for the Annual General Meeting. Ms. Fleming will send out an invitation and post a notice in the paper at the appropriate time.

6. EMERGING ISSUES FOR DISCUSSION

6.1 Open Discussion

The members discussed the potential crisis of ALC occupancy and lack of long term care beds. At the previous meeting, Mr. Frostiak had suggested that an article or interview be submitted to the local paper, to promote public awareness. Ms. Bishop responded that she would first like to discuss the issue with other community partners at the Board Retreat.

This led to a discussion about the LHIN's *Picture Your Health* community engagement efforts and the fact that there will be no session held in Red Lake. Members expressed frustration that the Red Lake and Ear Falls communities have not been included. Ms. Bishop and Mr. Frostiak will write a letter to the LHIN to advocate for inclusion in the campaign. It was also suggested that a delegation of Board members and community members attend the session in Dryden to represent Red Lake. Some members cautioned that this may not be effective, as a small delegation may be overshadowed by the needs of the larger community.

7. REPORTS

6.1 RLMCH Foundation

Ms. Blazek announced that planning and fundraising efforts have begun for the Foundation's annual golf tournament, scheduled for June 15-16.

6.2 RLMCH Auxiliary

Deferred, as Ms. Gentes had sent her regrets.

6.3 Medical Advisory Committee

Dr. Gloster advised that he had nothing to report.

6.4 Chief Nursing Executive

Ms. Ross advised that issues she planned to discuss had already been addressed in items 4, 5, and 6.

6.5 President & CEO

Ms. Bishop announced that a 1.4% increase had been applied to most management and non-union staff salaries. The increase is retroactive to April 2017. The Executive Compensation Framework is posted on the Hospital website and there are no comments from the public. In addition, Ms. Bishop explained that the Hospital will consider posting for a physiotherapy assistant in the new fiscal year, instead of a 0.6 physiotherapist, as previously discussed. By partnering with Northwood Lodge, the Hospital will be able to offer a full time position to the assistant. The plans for the remodeling of the obstetrics washroom are underway. CCAS continues to be under staffed as they have been unable to fill several positions.

8. CORRESPONDENCE / INFORMATION:

- Picture Your Health Engagement Initiative, NWLHIN
- Women & Leadership Conference Article
- Letter from KDSB: Homelessness
- Volunteer Appreciation Luncheon, April 20/18

9. NEXT MEETING: Tuesday April 24/18 @ 5:30 pm

Ms. Williams gave her regrets for this meeting.

9. ADJOURNMENT

The meeting adjourned by Ms. Vachon at 7:55 pm.

John Frostiak
Board Chair

Angela Bishop
President & CEO