



Board of Directors Regular Board Meeting
June 1, 2016
MINUTES

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Approved – Sept. 7/16

Present: Ed Enge ©; Brent Boyko, VC; Pat Halwachs; Doug Moynihan, CEO; Joan McIntosh; Sheron Suutari; Kim Cross, CFO; Esther Richards, CNO

Absent: Marj Lambkin, Marlene Davidson; Dr. Joanne Spencer, COS; Dr. Van Der Loo;

Recorder: Bonnie Clairmont

	Action Req'd/Date
1. <u>CALL TO ORDER</u>	
E. Enge chaired and called the meeting to order at 4:58 pm.	
2. <u>DECLARATION OF CONFLICT OF INTEREST</u>	
None declared.	
3. <u>AGENDA</u>	
The agenda was reviewed and accepted with the following additions: 4.4 Volunteer to sit on Ethics Committee 4.5 G2G Webinar, Wednesday, June 15 th 4.6 Medical Assistance in Dying Webcast – Monday, June 6 th 4.7 Update on NW LHIN Blueprint Plan	
MOTION J. McIntosh/B. Boyko “That the Board approve the agenda for June 1, 2016.” CARRIED 2016-048	
4. <u>CONSENT AGENDA</u>	
The Consent Agenda was reviewed and accepted as presented.	
MOTION: P. Halwachs/J. McIntosh “That the Consent Agenda be approved as presented.” CARRIED 2016-049	
With the adoption of the Consent Agenda, the following items were approved: a) Adoption of Regular Board Meeting Minutes of May 4, 2016. b) Acceptance of the Finance Committee Meeting Minutes of May 9, 2016	

	Action Req'd/Date
<p>c) Approval of Preliminary Financial Statements for period ending March 31, 2016</p> <p>d) Acceptance of the Governance Committee Meeting Minutes of May 18, 2016</p> <p>e) Acceptance of the Medical Advisory Committee Meeting Minutes of May 24, 2016.</p>	
<p>5. BUSINESS ARISING</p> <p>5.1 Review Annual General Meeting Plans The Annual General Meeting is scheduled for Wednesday, June 22nd at 7 pm in the basement boardroom. We will have Special Meeting #1 at 6:00 pm, prior to the AGM and Special Meeting #2 (to elect Board Chair and Vice Chair) directly after the AGM. E. Enge reminded B. Clairmont to put an ad in the local newspaper prior to the AGM. We are preparing the AGH Annual Community Report that will be inserted in the June 20th Atikokan Progress. Board Chair and staff are reminded to have their reports submitted to B. Clairmont by June 3rd. D. Moynihan, E. Enge and B. Clairmont will meet to finalize the agendas for these upcoming meetings.</p>	
<p>6. STRATEGIC DISCUSSION</p> <p>6.1 Report from the President and CEO See report attached to minutes. D. Moynihan recapped some of the projects that the Partnerships are currently involved in. Engaged Employees: D. Moynihan shared that this is “Mission Week” at the hospital. The Wellness Committee has arranged a number of activities for all staff to take part in including fruit & veggie platters, yoga, massages, breakfast, a BBQ and golf tournament. Board were invited to attend BBQ on June 2nd.</p>	
<p>6.2 Quality/Patient Safety Report by Esther Richards, CNO See report attached to minutes. E. Richards noted that the medication errors on the Patient Safety Report Summary for April, 2016 were higher than usual due to new staff. Radiology: One major part of the DI unit was missing and they hope to have it here by June 3rd. This may cause a delay of up to a week. Training may also be delayed.</p>	

<p>6.3 Finance/Governance Committee</p> <p>E. Enge asked the Board to consider changing the Board meeting structure to have a regular Board meeting one month and a working committee meeting the next starting in the fall. If this new structure works, we will revise the by-laws accordingly.</p> <p>MOTION: P. Halwachs/S. Suutari “That the Board approve changing the Board meeting structure to include a ‘working committee’ meeting and ‘regular Board meeting’ alternating months.”</p> <p style="text-align: right;">CARRIED 2016-050</p> <p>6.4 Volunteer to Sit on Ethics Committee</p> <p>B. Clairmont shared that the Ethics Committee meets at least four times per year over the lunch hour to discuss case studies from the manual of Ethics issues in small and rural hospitals. P. Halwachs and S. Suutari have expressed an interest in joining the committee. B. Clairmont will send them the Terms of Reference along with minutes from previous meetings for their review.</p> <p>6.5 G2G Webinar</p> <p>Information was sent to Board members previously on the G2G webinar hosted by the NW LHIN to be held on Wednesday, June 15th from 4:00 – 5:30 pm CST. The purpose of the webinar is to share an update and discuss Year 5 Implementation Plan of the NW LHIN Blueprint. All board members are invited to attend the workshop to be held in the basement boardroom.</p> <p>6.6 Medical Assistance in Dying: What Hospitals Need to Know</p> <p>This webinar will be held on Monday, June 6th from 11 am to 12:45 pm in the basement boardroom. Board members are asked to confirm their attendance with B. Clairmont as lunch will be provided. The objective of this webinar is to help hospital staff and board to understand the updated legal and regulatory framework for medical assistance in dying (MAID); to gain insight into the processes and policies developed to manage inquiries or requests for MAID and to offer a Q & A discussion in the area of MAID.</p> <p>6.7 NW LHIN Health Services Blueprint Implementation</p> <p>D. Moynihan shared the question and answer handout from the NW LHIN and let Board know he would be available to answer any questions or hold an information session, if there is enough interest.</p>	
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<p>7 <u>IN CAMERA SESSION</u></p> <p>MOTION: P. Halwachs/J. McIntosh</p> <p>“That the Board move to an in-camera session of the meeting at 5:23 pm.”</p> <p style="text-align: right;">CARRIED 2016-051</p>	
<p>8 <u>RETURN TO OPEN SESSION</u></p> <p>MOTION: J. McIntosh/B. Boyko</p> <p>“That the Board return to an open session of the meeting at 6:04 pm.”</p> <p style="text-align: right;">CARRIED 2016-052</p>	
<p>MOTION: B. Boyko/P. Halwachs</p> <p>“That the Board approve the In-Camera minutes of May 4, 2016.”</p> <p style="text-align: right;">CARRIED 2016-053</p>	
<p>MOTION: S. Suutari/P. Halwachs</p> <p>Credentialing: <u>Locum Appointment</u></p> <p>“That the following professional staff: Dr. Haley Hatch</p> <p>be approved for appointment to the Locum staff for the remainder of the calendar year 2016.”</p> <p style="text-align: right;">CARRIED 2016-054</p>	
<p>MOTION: M. Lambkin/P. Halwachs</p> <p>Credentialing: <u>Regional Staff Appointments</u></p> <p>“That the following professional staff: Ms. Tannice Fletcher-Stackhouse Dr. Amel Abdellah</p> <p>be approved for appointment to the Regional staff for the remainder of the calendar year 2016.”</p> <p style="text-align: right;">CARRIED 2016-055</p>	
<p>9 <u>INCREASING CREDIT LINE</u></p> <p>MOTION: S. Suutari/P. Halwachs</p> <p>“That the Board accept the recommendation from the Finance Committee to increase the credit line from \$250,000 to \$500,000.”</p> <p style="text-align: right;">CARRIED 2016-056</p>	

<p>9 <u>ADJOURNMENT</u></p>	
<p>With no further business, the meeting was adjourned: at 6:08 pm on a motion by J. McIntosh/B. Boyko</p> <p style="text-align: right;">CARRIED 2016-057</p>	
<p>The next meeting date will be the Annual General Meeting on Wednesday, June 22nd at 7pm in the basement boardroom.</p> <p>The Special Meeting #1, will take place prior to the AGM at 6:00 pm and the Special Meeting #2, to elect Board Chair and Vice Chair will take place directly after the AGM.</p> <p>The next regular Board meeting will be on Wednesday, September 7th at 5 pm.</p>	
<p>_____ Ed Enge, Board Chair</p> <p style="margin-left: 300px;">_____ D. Moynihan, CEO</p>	

**CEO Report to the Atikokan General Hospital Board
Regular meeting June 1, 2016**

New Acute Bed Addition

Progress continues with our new addition. There are approximately 35 workers on site during the week. We will be transitioning to a new building code officer as the current one nears retirement. Engineering and architectural oversight is ongoing as are inspection reports / photographs filed for the commissioning agent. The construction focus is on:

- The new plumbing system pipes flushed and prepared for use
- The exterior walls prepared for the final siding
- The O2 and vacuum lines installed
- The interior walls dry walled
- The installation of exterior windows and interior door frames
- The ceilings and installing patient lift tracks
- The exterior pad for the oil storage tank

Partnerships

The annual Rural and Northern Health Care Leadership Conference was held May 5 & 6 in Toronto with approximately 140 attendees representing the 55 small hospitals as well as representatives from the Ministry and the OHA. Panel discussions and presentations included: funding reform, quality improvement scorecard, physician engagement /recruitment and retention, and engaging staff in continuous improvement strategies. Health System Reconfiguration was the main topic of discussion for about 50 attendees at a regional OHA session held May 12 in Thunder Bay. Presentations/discussions were held on the Patients First Proposal, Achieving a High Performing Health Care System, and Rural Health Hubs.

Health Links in our Rainy River Integrated District is progressing with training that involves our Family Health Team to identify people who could benefit from improving the collaboration and communication of their health care plan.

Engaged Employees

Plans are underway to engage staff and our leadership group so that we move our culture forward to a more constructive climate. The Wellness Committee has been busy recognizing departments and organizing fun and healthy events.

Quality/Patient Safety Report – For June 1st Board of Director’s Meeting**ECW**

- Stacey Wood has accepted the Nurse Manager ECW position and is starting June 1/16.
- There will be two summer student positions to assist the Recreation Therapist.

ACUTE CARE

- A third RN was hired and will complete her orientation by June 1/16.

CHEMOTHERAPY

- Corina Anderson and Stacey Wood (two of our chemotherapy staff) attended the Community Oncology Professional Education Workshop (COPE) on May 5th and 6th in Thunder Bay. This workshop is put on by the TBRHSC Cancer Centre and delivers current and relevant information for health care professionals involved in the field of oncology. The theme this year was “Palliative Care in Oncology”.
- The chemotherapy staff members will be doing their best to ensure coverage over the summer holidays and attempting to coordinate a plan to ensure limited patients need for travel to Thunder Bay for treatments.

TELEMEDICINE

- With summer time coming, appointments have slowed down immensely as physicians/specialists are on holidays.
- The Family Health team and Community Counseling Services are also receiving referrals for OTN appointments, this way patients are being followed-up by the appropriate care providers.

RADIOLOGY

- The DI suite is presently under construction to accommodate the new X-Ray machine; mainly electrical preparation. The mechanical installation will commence May 30th.
- Training on the new unit will be completed June 10th.
- The portable unit is fulfilling the imaging requirements.

LABORATORY

- Our MLA student from Confederation College has proven to be an asset in the lab and will be filling a casual summer relief position
- We are making great progress with the OMNI software; the lab staff are very happy with the program
 - They will be implementing the Task Management module in June – this will link all of the maintenance tasks that are required in the lab for proper operation with the corresponding procedures
 - It will make completion and documentation of the tasks more efficient
- Lab Director, Dr. MacDonald and Executive Director, Brenda Herdman were on-site May 18th
 - We had a full agenda of lab items
 - Dr. MacDonald lead a Transfusion Medicine discussion with the physicians, lab staff and nurse manager during lunch

INFECTION CONTROL

Next committee meeting is to be held May 26th, 2016

Next Regional Infection Control Committee meeting to be held in Dryden June 16, 2016

RISK MANAGEMENT

Patient Safety Report Summary for April 2016 <i>(14 total)</i>						
	Acute Care	Acute Care-NM	ECW	ECW-NM	Total	April 2015
Medication Errors	5				5	5
Falls	1				1	3
Responsive Behaviour			3		3	
Elopement					0	1
Misc.	4		1		5	2

- NM = Near Miss
- Misc. = safety hazards, equipment malfunctions