



Board of Directors Regular Board Meeting
September 7, 2016
MINUTES

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Approved – November 2/16

Present: Ed Enge ©; Brent Boyko, VC; Pat Halwachs; Marlene Davidson, Sheron Suutari, Jeremy Dickson, Doug Moynihan, CEO; Kim Cross, CFO; Esther Richards, CNO; Dr. Joanne Spencer, COS

Absent: 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 5:00 pm. E. Enge welcomed J. Dickson to his first board meeting and introduced him to Board and staff.	
2. <u>DECLARATION OF CONFLICT OF INTEREST</u>	
None declared.	
3. <u>AGENDA</u>	
The agenda was reviewed and accepted as presented. MOTION: B. Boyko/M. Davidson “That the Board approve the agenda for September 7, 2016.” CARRIED 2016-081	
4. <u>CONSENT AGENDA</u>	
The Consent Agenda was reviewed and accepted as presented. MOTION: S. Suutari/P. Halwachs “That the Consent Agenda be approved as presented.” CARRIED 2016-082	
With the adoption of the Consent Agenda, the following items were approved: a) Adoption of Regular Board Meeting Minutes of June 1, 2016. b) Adoption of the Special Board Meeting Minutes #1 of June 22, 2016 c) Adoption of the Special Board Meeting Minutes #2 of June 22, 2016 d) Acceptance of HPRR Committee Meeting Minutes of June 7, 2016	

	Action Req'd/Date
<p>e) Acceptance of the Medical Advisory Committee Meeting Minutes of June 21, 2016.</p>	
<p>5. BUSINESS ARISING</p> <p>P. Halwachs asked how the new Diagnostic Imaging suite is doing. E. Richards reported that GE has done a few adjustments, but otherwise the new system is working well.</p>	
<p>6. STRATEGIC DISCUSSION</p> <p>6.1 Report from the President and CEO See report attached to minutes.</p> <p>D. Moynihan recapped some of the highlights from his report including that the renovations in the acute wing are on schedule with occupancy of the new 11 beds planned for the end of October. The old section will be worked on piece by piece. The construction workers held a golf tournament that raised over \$5,000 for the AGH Foundation.</p> <p>Changes in Staff: D. Moynihan received a letter of retirement from K. Cross, CFO just prior to the meeting. Jennifer Learning will start on September 12th as Chief Nursing Officer, replacing E. Richards and Tina Selman will start on September 19th as Financial Services Manager replacing Kim Cross. Both Esther and Kim will retire at the end of October.</p> <p>E. Enge added to D. Moynihan’s comments about the visit by Jean Bartkowiak, President of the Thunder Bay Regional Health Sciences Centre saying that J. Bartkowiak confirmed that they are a regional hospital. TBRHSC offers specialized acute care and wants to form partnerships with regional hospitals to help take some of their long term care bed occupants.</p> <p>M. Davidson asked what the Regional Transfer Nurse Project and Regional Critical Care program were. E. Richards explained both processes.</p> <p>D. Moynihan shared the Activity Report for August, 2016 which shows a 12% decrease in ER visits compared to July, 2016. D. Moynihan shared that the hospital has been busy throughout the summer.</p>	

<p>6.2 Chief Financial Officer Report by Kim Cross</p> <p>K. Cross reported that we are sitting at a deficit of 1.5% of the budget due primarily to staffing costs – banked time, vacation, overtime and orientation.</p> <p>We have met with the LHIN and are working to get out of the deficit and get back into balance for 17/18.</p> <p>The Ministry has sent us an installment payment of about \$3 million for the redevelopment project.</p>	
<p>6.3 Quality/Patient Safety Report by Esther Richards, CNO</p> <p>See report attached to minutes.</p> <p>E. Richards reported that the Kenora/Rainy River Regional Lab program conducted an internal audit here last week and the results were very good. The new Diagnostic Imaging suite is working well. Some nursing staff are taking part in Advanced Cardiac Life Support (ACLS) certification training. Sam Colborne started today as our new Occupational Therapist. Robert Herrmann is now approved as our Radiation Protection Officer, replacing Dr. Ken Sawchuk.</p> <p>M. Davidson asked which parties (EMT, first responders, police, etc.) would be involved in the EMCT program. E. Richards stated that is a new program that would ensure that hospitals are in touch with each other in the case of a large emergency (e.g. bus crash). Hospitals can decide on the best place to send patients for treatment.</p> <p>7. STRATEGIC DISCUSSION</p> <p>7.1 Implementation of Strategic Plan Changes</p> <p>E. Enge shared that the Strategic Plan had been reviewed by AGH staff. Before adopting the plan, we would like to allow community input. E. Enge will draft up something to be put in the Atikokan Progress asking for input in writing. It was also suggested that a public meeting could be held at the Pioneer Centre or another location.</p> <p>7.2 Board Committee Representation</p> <p>E. Enge reviewed the meeting schedule for the upcoming year. We will have a regular Board meeting one month with a Quality/Finance/Governance Committees meeting the next. We will try this schedule for this year and make by-law adjustments as necessary if we decide to remain on this schedule.</p> <p>E. Enge asked Board members to volunteer to chair/vice-chair the committee meetings. The committees will be led as follows: Quality Committee of the Board: B. Boyko – Chair; E. Enge – Vice Chair</p>	

<p>Governance Committee: E. Enge – Chair; M. Davidson – Vice Chair Finance Committee: J. Dickson – Chair; S. Suutari – Vice Chair</p> <p>Dr. Spencer asked about the voting procedure with the new meeting format. E. Enge explained that committee by-laws will apply for committee meetings. Staff on committees will be able to make a recommendation to the Board at committee meetings which will then be voted on by Board members at the next regular Board meeting.</p> <p>7.3 Board Orientation Date Our Board orientation session will take place on Wednesday, September 21st at 5:00 pm in the basement boardroom. All board members are invited to take part in this session.</p>	
<p>8 <u>IN CAMERA SESSION</u></p> <p>MOTION: B. Boyko/S. Suutari</p> <p>“That the Board move to an in-camera session of the meeting at 5:34 pm.”</p> <p style="text-align: right;">CARRIED 2016-083</p>	
<p>9 <u>RETURN TO OPEN SESSION</u></p> <p>MOTION: M. Davidson/B. Boyko</p> <p>“That the Board return to an open session of the meeting at 6:12 pm.”</p> <p style="text-align: right;">CARRIED 2016-084</p>	
<p>MOTION: M. Davidson/P. Halwachs</p> <p>“That the Board approve the In-Camera minutes of June 1, 2016.”</p> <p style="text-align: right;">CARRIED 2016-085</p>	
<p>MOTION: P. Halwachs/J. Dickson</p> <p>“That the CEO’s current contract be renewed to March 31, 2020, subject to review of contract for legal advice.”</p> <p style="text-align: right;">CARRIED 2016-086</p>	

<p>10 <u>ADJOURNMENT</u> With no further business, the meeting was adjourned: at 6:15 pm on a motion by P. Halwachs/S. Suutari</p> <p style="text-align: right;">CARRIED 2016-087</p>	
<p>The next regular Board meeting will be held on Wednesday, November 2nd at 5:00 pm in the basement boardroom.</p> <p>The joint Quality Committee/Finance Committee/Governance Committee will take place on Wednesday, October 5th at 5:00 pm in the basement boardroom.</p>	
<p>_____</p> <p>Ed Enge, Board Chair</p>	<p>_____</p> <p>D. Moynihan, CEO</p>

CEO Report to the Atikokan General Hospital Board

Regular Meeting, September 7, 2016

New Additions and renovations – We are on schedule to occupy the 11 new acute beds in October, and to have full occupancy in the renovated area by next summer. We are proceeding in stages to renovate the old acute wing. Contractors have had access to the old birthing room plus another patient room so that they can rebuild to meet the standard for NOSM. In mid-September we plan to occupy the three NOSM rooms with patients and take out three more rooms (# 8, 9, and 10) and continue the renovations. Our nursing, housekeeping and maintenance staff must be commended for their willingness to adapt and be flexible with the disruptions and changes that are happening in the workplace. Of note is that a charity golf tournament occurred last month that involved over 12 contract companies. Their workers raised over \$5,000 for our Foundation. Finally, last week our MPP the Honourable Bill Mauro and his Atikokan assistant Sally Burns made a visit to the new area and were very impressed with the progress.

Thunder Bay Regional Health Sciences Centre President Visit- On August 8, Jean Bartkowiak visited Atikokan General. He shared the challenges TBRHSC is experiencing with high demands for beds that exceeds the supply. We talked about what we need in the district and some opportunities for the Regional to provide better service to the District. One of their goals is to improve delivery of cardiovascular surgery and access to specialized care. One way we can help is to partner in patient flow and ensure we are maximizing all opportunities for repatriating patients back to AGH. The completion of our new acute and long term care beds should help free up more opportunities to ease the pressure in Thunder Bay. Other opportunities to keep patients closer to home here in Atikokan are the Regional Transfer Nurse Project, the Regional Critical Care Program, and more community health care services.

New Staff – Eleven new staff have been hired since June 1. Among them is Peter Kronenberg our Human Resources assistant who comes to us with an HR certificate and over four years of experience. Tina Selman will be our new Financial Manager replacing Kim Cross as the financial manager but not as the VP Corporate Services. And Jennifer Learning will be replacing Esther Richards as the Chief Nursing officer. Tina and Jennifer start next week while Esther and Kim will be with us until the end of October.

Quality/Patient Safety Report- For September 7th Board of Director's Meeting

Laboratory

- The Institute for Quality Management in Healthcare Assessment visit is scheduled for October 5, 2016
 - This is a KRRRLP regional initiative for International Organization of Standardization and Accreditation status
- The KRRRLP Executive Director, Brenda Herdman will be on-site August 31st and September 1st to conduct an Internal Audit
 - This is to be done every year as part of lab accreditation
- Highlight: the lab has seen a cost reduction in sick time of -\$18, 174 (Jul/14 – Jun/15 thru Jul/15 – Jun/16)
- Kristy Matichuk has been accepted into the Quality Management Graduate Certificate program through the Michener Institute to begin in September, 2016
 - This is a 2 year online program that will assist her now and help to prepare her for future opportunities at AGH
- The lab has donated the Blood Pressure Holter Monitor to the Atikokan Family Health Team Hypertension Program

Diagnostic Imaging

The X-Ray department is being augmented with a second X-Ray detector, to permit the portable machine and X-Ray room to be operational simultaneously (no more sharing a detector and holding up patients).

We are reviewing our radiology services which are provided by Canadian Teleradiology Services, an organization in the Toronto area.

In the near future, our department will undergo a regular Diagnostic Imaging Accreditation process, similar to laboratories.

Acute Care

We hired new RNs over the summer; three of them have signed up for the Advanced Cardiac Life Support certification in Fort Frances in October.

Rehab

We bid a fond farewell to Pauline (Occupational Therapist) on July 26th, as she was accepted into Med School in southern Ontario. Our newly hired Occupational Therapist is Sam Colborne. He will begin his employment on Sept. 6th.

Emergency

Emergency Management Communication Tool (EMCT), a LHIN funded Initiative, is a web based communication and coordination tool that allows organizations within the healthcare sector to better coordinate emergency responses and incident management. This program went live on August 8th, 2016.

The EMCT Program is a program that:

1. Facilitates near **real time collection** and **dissemination of information**
 - e.g. Timely response to reported emergencies
2. Acts as a **Central hub** to share information to **inform planning** and **direction of services**
 - e.g. Document sharing for Syrian refugees
3. Provides a **secure mechanism** to communicate among HSPs
 - e.g. Influenza reporting