



Board of Directors Regular Board Meeting
November 7, 2018
MINUTES

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Approved – January 9, 2019

Present: Ed Enge ©; Jeremy Dickson – VC – by phone; Sheron Suutari, Marlene Davidson, Jeff Lehman, Karen Lusignan, Darcey Bailey – by phone; Jennifer Learning, CNO; Doug Moynihan, CEO; Brent Harris, Chief Financial Officer

Guest: Mike McKinnon, Atikokan Progress

Absent: Dr. S. Van Der Loo, Dr. Joanne Spencer

Recorder: Bonnie Clairmont

	Action Req'd/Date
<p><u>PRESENTATION- Gene Kolisnyk, Atikokan Community Counselling & Addiction Services (ACCAS)</u></p> <p>G. Kolisnyk, a past mental health clinician at Thunder Bay Regional Health Sciences Centre was hired as interim clinical director of ACCAS and has been working with the ACCAS team over the past three months. G. Kolisnyk shared that ACCAS currently employs 7.3 FTE staff and there is no waiting list for services. ACCAS provides client centered treatment in a confidential, comfortable setting. They deliver a variety of programs including in-patient discharge planning, supports for clients and their families dealing with addictions, counseling for individuals and families and support for people living with mental health conditions. ACCAS runs a support house that can accommodate up to four adults and helps teach daily living skills. ACCAS also offers a rent supplement program to top up rent income from ODSP to allow clients to live in suitable accommodations. G. Kolisnyk feels that the program can do better by working together in a planned circle of care. Candace Green has been hired as the new manager of ACCAS and begins on November 19th.</p>	
<p><u>1. CALL TO ORDER</u></p> <p>E. Enge chaired and called the meeting to order at 5:21 pm.</p>	
<p><u>2. DECLARATION OF CONFLICT OF INTEREST – None declared.</u></p>	

	Action Req'd/Date
<p>3. <u>AGENDA</u></p> <p>The agenda was reviewed and accepted as presented with the addition of 5.2 Governance to Governance update.</p> <p>MOTION: S. Suutari/K. Lusignan “That the Board approve the agenda of November 7, 2018 as presented.”</p> <p style="text-align: right;">CARRIED 2018-086</p> <p>4. <u>CONSENT AGENDA</u></p> <p>J. Learning shared further information from the Medical Advisory Committee meeting minutes from September 12, 2018 including details on the new pilot project GLA:D for hip and knee patients. It is a six week program which will have eight patients meet with a physiotherapist and kinesiologist twice weekly to learn exercises to prevent surgeries. J. Learning also reported that the hospital is currently not offering chemotherapy services here. We are working with Cancer Care Ontario to find possible solutions. The Consent Agenda was reviewed and accepted as presented.</p> <p>MOTION: M. Davidson/K. Lusignan “That the Consent Agenda be approved as presented.”</p> <p style="text-align: right;">CARRIED 2018-087</p> <p>With the adoption of the Consent Agenda, the following items were approved:</p> <ul style="list-style-type: none"> a) Approval of Regular Board meeting minutes of September 12, 2018 b) Acceptance of Finance Committee meeting minutes of October 10, 2018 c) Acceptance of Governance Committee meeting minutes of October 10, 2018 d) Acceptance of Health Professional Recruitment & Retention (HPRR) Committee meeting minutes of September 21 and October 18, 2018 e) Acceptance of Medical Advisory Committee meeting minutes of September 12, 2018. <p>5. <u>BUSINESS ARISING</u> (none for this meeting)</p>	

	Action Req'd/Date
<p>6. <u>STRATEGIC DISCUSSION</u></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:</p> <ul style="list-style-type: none"> • Hiring Devin Metz as our new Human Resources Generalist. • Amending the Master Plan, Phase Two scope to get in the \$10 million mark. The estimate will be brought to the board for approval before presenting to the LHIN and Ministry. • Accreditation team leaders have been meeting monthly to review progress. See the update included in the agenda (page 27). • Atikokan Community Counselling and Addiction Services: Candace Green has been hired as the new manager and will begin her new role on November 19th. • Retirements: Gerry Hall (16 years) and Grant Pfeifer (32 years) are both retiring this month. • Doug reviewed the North West LHIN summary of recent government announcements. <p>6.2 Quality/Patient Safety Report by Jennifer Learning, CNO See report attached to minutes.</p> <p>J. Learning recapped some of the highlights including:</p> <ul style="list-style-type: none"> • RN staffing concerns and examining different ways to provide staffing coverage. • Three staff members on modified duties are offering education sessions to nursing staff to refresh their skills. • Nurse managers are working on updating policies and procedures to meet accreditation standards. • Rehab: We have an Occupational Therapist starting November 26th. We continue to offer our chronic pain program and will be part of a pilot project for hip and knee patients in January. • Lab: Two senior technologists are taking on more lab administrative tasks. We will have 3 lab staff to share the call hours. Lab staff will be training RPNs to do blood draws and learning how to use the ISTAT machine in our ER so they can offer more ER support. • Long Term Care: Medi-care, an electronic charting system is going live at the end of November. Staff and physician training has been taking place over the last couple weeks. We are recruiting for more PSWs. 	

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<ul style="list-style-type: none"> • Risk Management: Our web-based software for reporting various incidents will be going live once staff is trained on how to use it. M. Cornell attended a workshop of Risk Management and gained a wealth of information on how to address risk management issues. • Infection Control: We have given out 70 flu shots so far, which is much higher than last year. • Pharmacist: We have hired a part time pharmacy assistant. We are assessing the risk of providing chemo therapy, mixing it etc in hospital. Meetings are on-going in the region to determine who we can sustain the chemotherapy program in small hospitals when the guidelines are becoming so strict. Our chemo program remains on hold. <p>6.3 Analysis of Hospital Services for October, 2018: D. Moynihan reported that there was a 54% increase in Acute care discharges from September to October, 2018. Due to our small numbers our numbers can fluctuate greatly.</p> <p>6.4 Financial Services Manager Report: B. Harris distributed updated copies of the September, 2018 financial statements and gave an overview of the balance sheet and summary of operations. Overall the operating budget at September 30, 2018 was a \$93K deficit. We are currently \$150K over budget in salaries and benefits combined. This is a result of sick time, resulting in overtime; maintenance wages (succession plan), housekeeping wages, and an unbudgeted Dietary staff increase. The Community Mental Health Programs summary of operations shows a surplus of \$10K which is repayable. We have been using the Sessional Fees budget for visits from Dr. Haggerty and other psychiatrists.</p> <p>7. <u>GENERATIVE</u></p> <p>7.1 Board Orientation Session: E. Enge noted that we will soon have a new board member (Town representative) and a board orientation session will be arranged. Current board members are encouraged to attend the session to support the new board member and to refresh themselves on board orientation topics. When the town representative joins the board we will be at full complement. J. Dickson joined the meeting at 6:12 pm.</p>	

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<p>7.2 Governance to Governance Update: E. Enge and D. Moynihan took part in the LHIN webinar on October 24th and reported:</p> <ul style="list-style-type: none"> • The LHIN is working on version 5 of the Integrated Health Service Plan for 2019-2022 to be released to the public in early 2019. • The Blueprint has been reviewed and desired outcomes identified • Priority One of the LHIN is to Improve Access to Care <ol style="list-style-type: none"> 1. Implement initiatives that reduce hospital overcrowding 2. Improve the health of the population by increasing access to health services for Mental Health and Addictions, Acute and Speciality Care, Long Term Care, Home and Community Care and Primary care. 3. Address Health Equity by focusing on priority populations including Indigenous and Francophone communities. • The LHIN will have an Integrated System of Care including Community (local health hubs); Sub-Region and Regional. <p>D. Bailey questioned the LHIN’s focus on increasing health equity as Atikokan does not have a large Indigenous or Francophone population. D. Moynihan shared that this priority is for all five regions of the LHIN, not just locally. If board members have questions about the LHIN’s upcoming plans, please contact Doug or Ed.</p> <p>8. <u>IN CAMERA SESSION</u></p> <p>MOTION: K. Lusignan/S. Suutari</p> <p>“That the Board move to an in-camera session of the meeting at 6:31 pm.” CARRIED 2018-088</p> <p>9. <u>RETURN TO OPEN SESSION</u></p> <p>MOTION: K. Lusignan/M. Davidson</p> <p>“That the Board return to an open session of the meeting at 6:52 pm.” CARRIED 2018-089</p> <p>MOTION: J. Dickson/K. Lusignan</p> <p>“That the Board approve the In-Camera minutes of September 12, 2018.” CARRIED 2018-090</p>	

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<p>MOTION: S. Suutari/K. Lusignan Credentialing: (from October 16, 2018 MAC Meeting) <u>Courtesy Staff Appointment</u> “That the following professional staff: Ms. Laura Hendren, Nurse Practitioner</p> <p>be approved for appointment to the Courtesy staff for the remainder of the calendar year 2018.” CARRIED 2018-091</p>	
<p>MOTION: J. Lehman/K. Lusignan Credentialing: (from October 16, 2018 MAC Meeting) <u>Regional Staff Re-Appointment</u> “That the following professional staff: Dr. Ahmed Kotb Dr. Sonja Lubbers Dr. Eugene Wong</p> <p>be approved for re-appointment to the Regional staff for the remainder of the calendar year 2018.” CARRIED 2018-092</p>	
<p>10. <u>ADJOURNMENT</u> With no further business, the meeting was adjourned at 6:53 pm on a motion by M. Davidson/J. Lehman</p> <p style="text-align: right;">CARRIED 2018-093</p>	
<p>The next <u>regular board meeting</u> will be held on Wednesday, January 9, 2019 at 5 pm. The Finance Committee and Governance Committee meetings will be on Wednesday, December 5, 2018 at 5:00 pm.</p>	
<p>_____</p> <p>Ed Enge, Board Chair</p>	<p>_____</p> <p>D. Moynihan, CEO</p>

CEO REPORT TO THE BOARD REGULAR MEETING

Atikokan General Hospital, November 7, 2018

Human Resources – We hired a new generalist. Devin Metz comes from Thunder Bay with several years of HR experience and applicable academic credentials. He is already adding value as we continue to be challenged filling staff vacancies.

Master Plan, Phase Two – The pre-capital submission to the LHIN and the MOHLTC has been delayed as we amend the scope. The initial scope which included a new lab, chemo, and a double ambulance bay as well as the emergency department received an estimated cost of over \$ 20million. We are reducing the scope to focus on the emergency department with the aim of getting an estimate in the neighbourhood of \$10M, before we bring back to the board for approval and then to present to the LHIN and Ministry.

Accreditation – Ten teams are actively working to ensure performance standards are met. (see agenda page 27)

Atikokan Community Counselling and Addiction Services – A new manager has been hired. Candace Green, who previously was a staff member at CCAS for 10 years, and most recently was the mental health worker for the past 6 years at the AFHT, will be starting her new role November 19.

Retirements – Two long service staff, Gerry Hall, 16 years and Grant Pfeifer 32 years, will be retiring this month.

North West LHIN presents Governance-to-Governance (see agenda pages 28 – 31)

Summary of recent key Government Announcements

- i. Changes to the WSIB delivery model
- ii. Changes to Federal Reporting for MAID procedure
- iii. Police Record Checks procedure tightened
- iv. Cannabis guide
- v. Certain Amendments repealed in Bill 148
- vi. Fee increase proposed for hospital pharmacies – opposed by small hospitals
- vii. Surge funding available
- viii. Premier’s Council on Improving Health Care

Quality/Patient Safety Report From Chief Nursing Officer

November 7, 2018

Nursing: We continue to have RN staffing concerns and are examining different ways to provide staffing coverage using possibly different shift rotations, hours etc. We have three staff members that are on modified duties working on education sessions for all the registered staff and PSWs so they can refresh their skills. The managers are working on upgrading various policies and procedures in order to meet accreditation standards for March 2019.

Rehab: We hired an Occupational Therapist who will start Nov 26. She is a new graduate but very excited about coming to our community. We are continuing to offer our chronic pain program and we are going to be offering a new program in January for patients with osteoarthritis as part of a pilot project for the Northwest LHIN.

Lab: We have our two senior technologists taking on more of the lab administrative work and sharing it between them. This will mean that there will be 3 lab staff to share the call hours which will provide relief to the staff and is a better model for a small lab. The lab staff will soon be training the RPNs to do blood draws and learning how to use the ISTAT machine in our ER so they can offer more support in our Emergency room.

Long Term Care: Medi-care, an electronic charting system, is going to go live at the end of November. Training of the staff, including the physicians, has been taking place over the last couple weeks and things are going very well. Staffing of PSWs continues to be an issue and recruitment is ongoing.

Risk Management: Our web-based software for reporting various incidents will be going live this month once staff are trained on how to use it. Marie Cornell attended a two day workshop on Risk Management put on by the OHA very recently and has gained a wealth of knowledge of how to address various risk management issues.

Infection Control: Flu shots are here and we have given out 70 so far. This number is much higher than our numbers at the same time last year and we believe this is partly because of the influenza outbreak last spring in ECW.

Pharmacy: We have hired a part time pharmacy assistant in our pharmacy area. We are assessing the risk of providing chemo therapy, mixing it etc in our hospital. There are meetings going on around the region this month to determine how we can sustain the chemotherapy programs in small hospitals when the guidelines to mix are becoming so strict. Our chemo program remains on hold at this time.