



Board of Directors Regular Board Meeting

December 9, 2015

MINUTES

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Approved – Jan 6/16

Present: Ed Enge ©, Brent Boyko – VC; Doug Moynihan, CEO, Marlene Davidson, Joan McIntosh; Marj Lambkin; Sheron Suutari; Pat Halwachs; Kim Cross, CFO; Dr. Joanne Spencer, COS; Cathy Ducharme

Absent: Dr. Van Der Loo; Esther Richards, CNO;

Recorder: Bonnie Clairmont

	Action Req'd/Date
1. <u>CALL TO ORDER</u>	
E. Enge chaired and called the meeting to order at 5:05pm.	
2. <u>DECLARATION OF CONFLICT OF INTEREST</u>	
None declared	
3. <u>AGENDA</u>	
The agenda was reviewed and accepted with one addition under "Other Information": Governance to Governance. MOTION: J. McIntosh/P. Halwachs "That the agenda be approved as amended."	
CARRIED 2015-096	
4. <u>CONSENT AGENDA</u>	
The Consent Agenda was reviewed and accepted as presented with removal of agenda items 2.5, 2.6, 2.7, 2.8 which are to be formal resolutions. MOTION: Pat Halwachs /J. McIntosh "That the Consent Agenda be approved as presented with amendments."	
CARRIED 2015-097	
With the adoption of the Consent Agenda, the following items were approved: a) Adoption of Regular Board Meeting Minutes of November 11, 2015 b) Acceptance of the Medical Advisory Committee Report of November 10, 2015.	

<p>c) Acceptance of the Report of the Health Professionals Recruitment and Retention Committee of November 12, 2015.</p> <p>d) Acceptance of the Financial Committee Report November 23, 2015</p> <p>Item 2.5: MOTION: Pat Halwachs /J. McIntosh “That the financial statements for period ending October 31, 2015 be approved as presented ”</p> <p style="text-align: right;">CARRIED 2015-098</p> <p>Item 2.6: MOTION: B. Boyko /S. Suutari “That the Capital Equipment budget for 2016-2017 be approved as presented.”</p> <p style="text-align: right;">CARRIED 2015-099</p> <p>Item 2.7: MOTION: M. Lambkin /J. McIntosh “That the Hospital Accountability Planning Submission and Budget for 2016-2017 be approved as presented indicating a deficit of \$106,058.”</p> <p style="text-align: right;">CARRIED 2015-100</p> <p>K. Cross explained why we are submitting a deficit budget. These one-time costs that put us out of budget this year should balance out. We have money in our reserves to cover deficit.</p> <p>Item 2.8: MOTION: B. Boyko /M. Lambkin “That the Board approve the request of Physician Recruitment Committee”</p> <p style="text-align: right;">CARRIED 2015-101</p>	
<p>5. <u>STRATEGIC DISCUSSION</u></p> <p>a) Report from the President and CEO</p> <p>Workforce Excellence</p> <ul style="list-style-type: none"> • As part of our Strategic Plan we continue to address opportunities to enhance communication and improve staff engagement. Working in health care today is both challenging and rewarding. • Although there are many changes occurring in the workplace and staff can feel stressed, there are also the opportunities to care for people and do meaningful work. Patient satisfaction in the hospital remains very high. • Recently however, some employee morale concerns were indentified in a report from the Behavioural Sciences Center at the St. Joseph’s Care Group from Thunder Bay. The report to the Board indicated a need to improve communication to the staff and provide more 	

<p>rationale for changes. Some staff report a lack of fair and equal treatment.</p> <ul style="list-style-type: none"> Supervisors and managers will ensure that job expectations are clearly expressed and understood along with clarifying roles, and providing training and support to handle conflict. Planning is underway to engage the staff in creating a better work culture, one where all staff can feel safe, supported and are free from bullying or harassment. Recruitment of Registered Nurses remains a priority. We are very tight with the supply of staff and are monitoring the situation closely regarding unplanned absences due to sick time or the need to send nurses out as escorts for patient transfers. We are in consultation with the union. We are advertising aggressively and have agency nurses available if necessary. <p>Integration</p> <ul style="list-style-type: none"> Many changes are expected in health care in the foreseeable future. Provincially the ministry has indicated a need to transform the Community Care Access Centers. This could have an effect on our services in Atikokan. Regionally in our Local Health Integration Network, we are looking at the way we provide services to our citizens. For example, announcements have been made in other communities where there will be a merging of governance and administration from multiple health services providers. This will benefit patients by standardizing policies and practices of care and streamlining direction to the front line workers. Other functions that are being reviewed are a regional pharmacy program, regional leadership program, and a major review of the governance, administration and funding model for the regional shared services alliance. The Rainy River District Health Links Steering Committee has awarded a contract to a private firm to develop our business plan. There are over 80 Health Links projects in the province and they have demonstrated improved care by improving access to primary care and reducing unplanned use of emergency department resources. We continue to dialogue with Riverside Health Care in Fort Frances to arrange for support for our Human Resources function. RHC have a seasoned HR manager and the capacity to provide leadership to our new staff. <p>Project Report</p> <ul style="list-style-type: none"> The new acute services addition remains on schedule. Forming and 	
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pouring concrete foundation walls is nearing completion.

- The suspended ceiling over the basement will be poured this week and the structural steel for the perimeter walls and second level roof will arrive on the 14th.

E. Enge asked about the status of RN recruitment and whether advertising for part time nurses deters people from applying. K. Cross reported that part time nurses are guaranteed .6 and could pick up more (up to .7) so they get a lot of hours. Dr. Spencer suggested the more may apply if we do not specify part time/full time on ads.

b) Quality/Patient Safety Report:

ECW

- The ECW hosted the Celebration of Friends on December 3 and will be hosting a Resident and Family Christmas supper on December 10, 2015.
- A variety of community groups, schools, churches etc. have added a variety of activities for the Residents during the month of December including carol sing-a-longs, a dance recital, and the school choir.

Lab/DI

- The ECG machine on site was not working/functioning for a 24 hour period on November 23/15. The next day, a loaner ECG machine from Fort Frances was obtained for use in the ER as a diagnostic tool for emergencies only. The non-functioning ECG was sent to Fort Frances for repairs and is expected to return in the next week. We have purchased a refurbished ECG machine that is currently on site and the software is being configured.
- The goal is to have two working ECG machines, one stationed in ER for emergency and scheduled OPD appointments and the other one for acute/LTC use.

Nursing

- We are currently working with the HR department on recruitment and retention of RN staff. We are exploring options with union (ONA) involvement for future staffing solutions such as agency nurses and nurse matching programs. Currently there is one vacant full time position and two part time positions. We have hired one RN and an RPN in the last few days and are starting orientation immediately.
- There has been an increased use of psycho-geriatric consultant assessments (collaborating with regional partners CMHC) for

acute and LTC patients. Respite days for November are 23 days.

Rehab

- Pauline has her assistive devices program (ADP) authorizer status so she is hard at work catching up on her waitlist, and she is settling in well to her job as OT.

Diabetes

- Stats continue to increase in the diabetes department.
Q1: 32 clinical interactions/17 visits
Q2: 22 clinical interactions/15 visits
October: 28 clinical interactions/21 visits
November: 32 clinical interactions/20 visits plus 39 group clinical interactions

Telemedicine

- The telemedicine nurse has been tracking appointment issues arising from the time change since November 1st. We have had eight wrong time arrivals (arrived one hour ahead of scheduled appointment) and nine phone clarifications from patients regarding appointment times. The OTN generated letters to the patients are continuing to show the incorrect time for Atikokanites. This is a work in progress but we are working with the LHIN 14 rep and the OTN scheduling manager to resolve it. The spring time change to CST is an increased issue, as generally people show up one hour late for their appointment versus one hour early.
- From November 1st thru Nov 30th this year we have accommodated 80 patient appointments through Telemedicine. In November of 2014 there were 58.
- In November 2015 we have provided 10 Dermatology & TeleWound Care appointments. In November 2014, 2 were provided in total.

Chemotherapy

- Currently there are four clients receiving active cycles of chemotherapy infusions. Five other clients receive monthly or every two months injections, oral chemotherapy check ups etc. Scheduling clients' chemotherapy so that they do not receive infusions on Christmas Eve, Christmas Day, Boxing Day, New Years Day.
- The Thunder Bay Regional Health Sciences Centre Foundation granted the chemotherapy department \$8,500 for the purchase of a

dedicated IV infusion pump. The pump is expected to arrive in January 2016. We thank the Sciences Centre Foundation for approving our 2015 grant application.

c) Infection Control/Health and Safety /Risk Management Report:

Cathy Ducharme, Nurse Manager presented a report , prepared by Marie Cornell, Risk Manager which gives an information update on infection control, health and safety and risk management/quality activities in the hospital.

d) **Analysis of Hospital Services for November 2015:** A handout was distributed showing statistics of use of hospital services for November.

6. GENERATIVE TOPICS

- Board Retreat Planning topics: The following were discussed:
 - Who will facilitate? TBD
 - When? January 22 – 23 were chosen as tentative dates
 - Strategic Plan – is there enough time at the retreat to cover adequately or should this be covered at a separate meeting?
B. Boyko suggested doing an on-going review of the strategic plan quarterly as part of the regular meeting.
 - Where? AEDC boardroom

8. OTHER INFORMATION

- a. D. Moynihan shared on the Governance to Governance Health workshop attended in Fort Frances on December 8. The group included staff from Riverside Health Care Facilities, NW LHIN chair and some AGH board members that took part via teleconference. He commented that the LHIN is committed to changing the delivery of health care and encouraged the board to review the information including in the slide presentation handout.

Dr. Spencer left the meeting at 5:47 p.m.

9. <u>IN CAMERA SESSION</u>							
<p>MOTION: J. McIntosh/P. Halwachs “That the Board move to an in-camera session of the meeting at 5:50 pm.”</p> <p style="text-align: right;">CARRIED 2015-102</p>							
10. <u>RETURN TO OPEN SESSION</u>							
<p>MOTION: P. Halwachs/J. McIntosh “That the Board return to an open session of the meeting at 6:05 pm.”</p> <p style="text-align: right;">CARRIED 2015-103</p>							
<p>MOTION: J. McIntosh/P. Halwachs “That the Board approve the In-Camera minutes of November 11, 2015.”</p> <p style="text-align: right;">CARRIED 2015-104</p>							
<p>MOTION: P. Halwachs/J. McIntosh Credentialing: <u>Regional Ordering Appointments</u> “That the following physicians:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Dr. Aran Balachandran</td> <td style="width: 50%;">Dr. Nadia Incardona</td> </tr> <tr> <td>Dr. Britt Lehmann-Bender</td> <td>Dr. Gideon Greg Teitelbaum</td> </tr> <tr> <td>Dr. Michael Vesselago</td> <td></td> </tr> </table> <p>be approved for appointment to the regional staff for the remainder of the calendar year 2015.”</p> <p style="text-align: right;">CARRIED 2015-105</p>	Dr. Aran Balachandran	Dr. Nadia Incardona	Dr. Britt Lehmann-Bender	Dr. Gideon Greg Teitelbaum	Dr. Michael Vesselago		
Dr. Aran Balachandran	Dr. Nadia Incardona						
Dr. Britt Lehmann-Bender	Dr. Gideon Greg Teitelbaum						
Dr. Michael Vesselago							
<p>MOTION: M. Davidson/S. Suutari Credentialing <u>Regional Ordering Staff Appointments</u> “That Dr. Paul Watson be approved for appointment to the regional staff for the calendar year 2016”</p> <p style="text-align: right;">CARRIED 2015-106</p>							

<p>MOTION: S. Suutari/M. Davidson Credentialing <u>Regional Ordering Reappointments</u></p> <p>“That the following physicians:</p> <p style="padding-left: 40px;"> Dr. Birubi Rani Biman Dr. Paul Debakker Dr. J. Frances Joanes Dr. Andre Lamy Dr. Jubin Bijan Dr. Laura Power Dr. Harshad Telang Dr. Richard Whitlock </p> <p>be approved for reappointment to the regional ordering staff for the calendar year 2016.”</p> <p style="text-align: right;">CARRIED 2015-107</p>	
<p>MOTION: M. Davidson/P. Halwachs Credentialing <u>Locum Reappointments</u></p> <p>“That the following physicians:</p> <p style="padding-left: 40px;"> Dr. Monica Carter Dr. Yuexi Chen Dr. Steven Andrew Green Dr. Lauren Hamlin-Douglas Dr. Vivian Ma Dr. David Francis Renner Dr. Cal Shapiro Dr. Nichole Sturwold Dr. Sylvie Tellier </p> <p>be approved for reappointment to the locum physician staff for the calendar year 2016.”</p> <p style="text-align: right;">CARRIED 2015-108</p>	
<p>10. <u>ADJOURNMENT</u></p>	
<p>With no further business, the meeting was adjourned at 6:08 pm on a motion by M. Davidson/P. Halwachs.</p> <p style="text-align: right;">CARRIED 2015-109</p>	

<p>The next meeting date will be Wednesday, January 6 at 5pm.</p> <p>The next Governance Committee meeting is Wednesday, January 20/16 at 5 pm and Finance Committee meets Monday, January 25/16 at 5 pm.</p>	
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Ed Enge, Board Chair

D. Moynihan, CEO