



Board of Directors Regular Board Meeting
 March 31, 2021
MINUTES

Present: Marlene Davidson ©, Sally Burns-VC, Jeremy Dickson, Lorraine Gauthier Stromberg, Beth Fairfield, Stacey O’Sullivan, Jorge VanSlyke, CEO; Jennifer Learning, CNO; Dr. Sara Van Der Loo, COS; Brittany Beyak-Freamo, CFO; Stacey Wood, Director of Care, LTC

Guest: Sheron Suutari, Mike McKinnon, Atikokan Progress

Regrets: Brad Ricci

Recorder: Bonnie Clairmont

Approved: April 28/21

	Action Req’d/Date
<p>Board Member Recognition: S. Suutari, who has resigned from the hospital board, joined the meeting to be honored for her 6+ years of dedicated service. She was presented with a plaque and M. Davidson thanked her for her and acknowledged her contributions to the hospital board as well as the Ethics committee.</p> <p>Presentation by M. MacDonald, Procurement: M. MacDonald shared about her responsibilities and challenges over the last year during the Covid pandemic. When Covid hit, we had to respond quickly and she had to procure supplies including an oxygen compressor, ventilator, PPE, extra linens, vital machine, cots, and temperature thermometers. A locked location for PPE was secured and Ministry mandated PPE tracking was implemented. A PPE committee was also formed. She noted that due to the global demand it was difficult to procure PPE through our regular suppliers. The Ministry offered help if we were in a critical state (less than two-week supply) which we took advantage of for isolation gowns. With the global demand PPE costs sky rocketed seeing an up to 1500% increase. Fortunately, we were able to recover 100% of Covid expenses. We currently have a three-month supply on hand. As well as ensuring the hospital had Covid supplies, she also had to focus on her day-to-day tasks which includes year-end inventory, Safe room project needs, installation of cameras in the basement, interior/exterior lighting that needed sourcing and quotes. As well we she completed a Save on Energy rebate for lighting we replaced. J. VanSlyke thanked M. MacDonald for her hard work in helping us be prepared for the pandemic and noted how valuable her position is to our hospital.</p> <p>1.1 <u>Call to Order</u> Marlene Davidson called the meeting to order at 5:15 pm.</p> <p>1.2 <u>Declaration of Conflict of Interest</u> - None declared.</p>	

	Action Req'd/Date
<p>1.3 Agenda The agenda was reviewed and accepted as presented.</p> <p>MOTION: S. Burns/L. Gauthier Stromberg “That the Board approve the agenda of March 31, 2021 as presented.”</p> <p style="text-align: right;">CARRIED 2021-025</p>	
<p>2. Consent Agenda The Regular Board Meeting Minutes of February 24, 2021 were reviewed and accepted as presented.</p> <p>MOTION: S. O’Sullivan/J. Dickson “That the Board approve the minutes as per 2.1 as circulated”</p> <p style="text-align: right;">CARRIED 2021-026</p>	
<p>3. Good News Story: J. Learning shared a review given by a patient, a Kenora resident, who was transferred to AGH after having surgery in Thunder Bay and could not return to the Kenora hospital due to a Covid outbreak there. The patient noted “You can tell patients come first around here”. All of the staff including nursing, housekeeping, and dietary were so nice and pleasant. She was even able to get her first Covid vaccination here. The patient noted she now be donating to our hospital because of the great service she received here. J. Learning shared that AGH accepted three patients from Thunder Bay when they were dealing with an increase in Covid cases and the Kenora hospital was locked down due to an outbreak. The three patients were transferred back to the Kenora hospital was their outbreak was declared over.</p>	
<p>4. Reports – Provided in March 31, 2021 agenda package.</p> <p>4.1 Report from Board Chair: M. Davidson reported that the next Regional Committee of the Board meeting was postponed until May. In her report she thanked S. Suutari for all her years of dedication to being a director on the board and thanked J. VanSlyke and her staff for the excellent effort put forth during this pandemic. She welcomed S. O’Sullivan to the board.</p> <p>4.2 Report from the Chief Executive Officer: J. VanSlyke reported on activities being undertaken by the Rainy River District Ontario Health Team, the NW Regional Integrated Care Working Group and the NW Regional CEO Group. For a Pandemic Update J. VanSlyke noted that LTC is now doing rapid testing for staff and visitors; travel restrictions are in place; mandatory PPE use including masks and eye protection; screening of all staff on arrival and departure from work; 1st dose of Moderna vaccine administered to 90 staff; working with the assessment centre to facilitate timely testing to meet the new requirement to isolate as a household when a family member is symptomatic; using the hospital’s biofire system allows for same day results. On an Operational Update</p>	

	Action Req'd/Date
<p>she noted that effective April 1st the CFO will oversee Maintenance and Housekeeping. Casual security has also been hired to support the ER.J. VanSlyke shared that all staff were to have performance appraisals done this year and are over 90% complete. As well 94% of the job descriptions have been reviewed and updated. The Quality Improvement and Risk Management (QIRM) committee has been launched. S. O’Sullivan will represent the board on this committee. The Patient and Family Advisory Council met this month and will provide input for surveys going out in April. S. VanSlyke gave a presentation at a Treaty 3 panel along with other hospitals and will also present at the Ontario Health Leaders Summit.</p>	
<p>4.3 Report from the Chief Nursing Officer: J. Learning shared that starting March 23rd care partners and essential care partners will be allowed to visit acute care patients. A policy with visitation criteria has been prepared. AGH accepted three patients from Thunder Bay who could not return to the Kenora hospital due to a Covid outbreak there. We are working with the region to improve transportation issues for staff and patients when they have to go the Thunder Bay Regional. In the Rehab department we have been approved for funding for an eight-week Kinesiology student through NOSM during the summer. There are a lot of post op referrals and a temporary Rehab assistant has been hired to help to reduce the backlog. We are collaborating with Firefly to help them as Rehab transitions out of working with children. The G:LAD program and chronic pain program will begin again with a hybrid version of online video and some in-person sessions. In the Lab our staff are participating in a phlebotomy symposium focusing on patient safety and sample quality. The lab will soon be able to process and report any influenza results in our area. We will soon be able to test for magnesium levels here rather than having to sending out samples which take three days to get results. From Pharmacy, J. Learning shared that we have met with the regional pharmacist and are still actively working on getting chemotherapy back in Atikokan. We are also looking for a new vendor to help with our temperature and humidity monitoring in the hospital. In the Diagnostic Imaging Department J. Learning reported that A. DeCorte is now on maternity leave. Our new modular X-ray chair is proving to be extremely effective for quality x-rays as well as notable safety upgrade for patients and staff. We have been approved for a summer student, studying to be a X-ray technician for 8 weeks over the summer. The new 72-hour holter system is achieving a satisfactory report turn-around time and is well received by our patients for its convenience. We are looking at trying to figure out a way that GE can remotely trouble-shoot any equipment issues, but there are some technical hurdles that they are working on. The goal is to get remote trouble-shooting up and running to save travel cost money for repair.</p>	

	Action Req'd/Date
<p>4.4 Report from the Chief Financial Officer: B. Beyak-Freamo shared that she is preparing for the year-end audit. We are sitting in a surplus position currently and expect to be at the end of the fiscal year. The Ministry of Health has reviewed our final submission for the new build and we are expecting a final pay-out of \$428,000. Wage grids and letters have been sent out to all non-union staff noting changes effective April 1st.</p>	
<p>4.5 Report from AGH Foundation: B. Beyak-Freamo shared that the on-line raffle is proving to be a huge success with the March winner taking home \$9,770. Foundation members have been selling tickets with a hand-held device at the post office and Atikokan Foodland making it easier for the public to purchase. The Foundation continues to support the hospital has purchased a vitals machine for OTN and a new stove for the ECW residents along with other items noted previously. A new donor board has been installed in the front lobby which will be updated with new name plates.</p>	
<p>4.6 Report from the Chief of Staff: Dr. S. Van Der Loo shared that as part of the Medical Advisory Committee credentialing for 2021 continues. The physicians met recently to review the procedures and protocols for caring for very ill Covid patients and the use of Tavish Masks and high flow nasal oxygen delivery device (ARIVO). The physicians continue to actively support delivery and administration of Covid vaccines and ran a successful vaccine clinic for the 80+ population. She also reported on issues discussed at the Regional Chiefs of Staff and Northern Emergency Department Group meetings.</p>	
<p>4.7 Report from Director of Long Term Care: S. Wood reported that all ECW residents that wanted the vaccine have received both doses. ECW resident caregivers and staff have received their first dose of the vaccine. Visitor restrictions in place allow for caregivers and support worker visits only. Rapid Antigen testing, which is a point of care test that provides results in 15 minutes is now being used to test all staff and visitors entering the LTC home. Two temporary full-time staff have been hired as Rapid Antigen Testers/Screeners who work seven days per week to ensure compliance. The nursing and PSW staff underwent training in Restorative Care with our Rehab team to help enable residents to maintain their functional abilities, restore independence and prevent decline.</p>	
<p>4.8 Committee Reports: B. Fairfield reported that she attended the Health Professionals Recruitment & Retention meeting on March 29th. The terms of reference were reviewed and updated. The group is working towards developing a strategic plan to be more adaptive and forward focused. They also discussed providing in-kind support for other health care positions other than physicians.</p>	

	Action Req'd/Date
<p>S. O’Sullivan reported that she attended the 1st meeting of the Quality Improvement and Risk Management Committee. A new terms of reference was presented and membership and upcoming dates were discussed.</p> <p>MOTION: L. Gauthier Stromberg/J. Dickson “That the Board approve all reports as presented.” CARRIED 2021-027</p>	
<p>5. In-Camera Session</p> <p>MOTION: B. Fairfield/S. O’Sullivan “That the Board moves to an in-camera session of the meeting at 6:14 pm.” CARRIED 2021-028</p> <p>6. Return to Open Session</p> <p>MOTION: J. Dickson/S. O’Sullivan “That the Board returns to open session of the meeting at 7:38 pm.” CARRIED 2021-029</p> <p>MOTION: L. Gauthier Stromberg/S. O’Sullivan “That the Consent Agenda (reviewed In-Camera) including the In-Camera Minutes of February 24, 2021 and MAC Meeting Minutes of February 17, 2021 be approved as presented.” CARRIED 2021-30</p>	
<p>MOTION: J. Dickson/S. Burns “That the Risk Report Summary for March, 2021 be accepted as presented.” CARRIED 2021-031</p> <p>MOTION: L. Gauthier Stromberg/S. O’Sullivan “That the Job Descriptions for the CEO and Chief of Staff be accepted as presented.” CARRIED 2021-032</p> <p>MOTION: J. Dickson/S. Burns “That the CEO Performance Appraisal be accepted as presented.” CARRIED 2021-033</p> <p>MOTION: S. O’Sullivan/B. Fairfield “That the CEO Targets set for 2021-2022 be accepted as presented.” CARRIED 2021-034</p> <p>MOTION: J. Dickson/L. Gauthier Stromberg “That the board approve payment of the At-Risk Pay to the CEO Performance as outlined in the CEO contract.” CARRIED 2021-035</p>	

	Action Req'd/Date
<p>MOTION: S. Burns/B. Fairfield “That the board approve the Executive Compensation package effective April 1, 2021 as presented.” CARRIED 2021-036</p> <p>MOTION: S. Burns/L. Gauthier Stromberg “That the following Governance documents be accepted as presented.”</p> <ul style="list-style-type: none"> - Meeting Schedule & Structure - Board Calendar for 2021-2022 - Board Committees - Board Evaluation Strategy - Board Succession Plan - Virtual Meetings and Electronic Communications Policy <p style="text-align: right;">CARRIED 2021-037</p>	
<p>7. DATE OF NEXT MEETING: The next regular board meeting is on Wednesday, April 28, 2021 at 5 pm via Zoom.</p>	
<p>8. <u>ADJOURNMENT</u></p> <p>With no further business, the meeting was adjourned at 7:58 pm on a motion by S. O’Sullivan/L. Gauthier Stromberg CARRIED 2021-038</p>	
<p>_____</p> <p>Marlene Davidson, Board Chair</p> <p>_____</p> <p>Jorge VanSlyke, CEO</p>	