



Board of Directors Regular Board Meeting
May 25, 2022
MINUTES

Present: Beth Fairfield ©, Lorraine Gauthier Stromberg, VC; Sally Burns, Stacey O’Sullivan, Kirt Pfeifer, Jorge VanSlyke, CEO; Jennifer Learning, CNO; Brittany Beyak-Freamo, CFO; Dr. Sara Van Der Loo, COS; Dr. Joanne Spencer, President of Medical Staff; Stacey Wood, Director of Care, LTC

Guest: Mike McKinnon, Atikokan Progress

Regrets: Jeremy Dickson, Tom Hainey

Recorder: Bonnie Clairmont Approved: August 31/22

	Action Req’d/Date
<p>1.1 Call to Order L. Gauthier Stromberg, VC called the meeting to order at 5:00 pm. She welcomed Kirt Pfeifer to his first meeting as a newly appointed board member.</p> <p>1.2 Declaration of Conflict of Interest - None declared.</p>	
<p>1.3 Agenda The agenda was reviewed and accepted as presented.</p> <p>MOTION: S. Burns/S. O’Sullivan “That the Board approve the agenda of May 25, 2022 as presented.” CARRIED 2022-034</p> <p>B. Fairfield arrived at 5:10 pm and led the remainder of the meeting.</p>	
<p>2. Consent Agenda The Regular Board Meeting Minutes of March 30, 2022 and April 27, 2022 were reviewed and accepted as presented.</p> <p>MOTION: S. O’Sullivan/S. Burns “That the Consent Agenda be approved as presented.” CARRIED 2022-035</p>	
<p>3. Good News Story/Quality Improvement Highlight:</p> <ul style="list-style-type: none"> Nurse/PSW Training: J. Learning shared that two- hour training sessions have been set up for nurses and PSWs. Training includes mandatory back care training, ECG training for nurses and OMNI training. The first session had seven participants. We will offer this training every other month as nurses training is due annually. 	

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<ul style="list-style-type: none"> • Wound Care Referral: J. VanSlyke shared that at the last Rainy River District OHT meeting, the Regional Wound Care Team commented on how well Atikokan has done with the wound care referral process. S. Wood shared that this process is done through the Ocean platform in conjunction with St. Joseph's Care Group and is all done on-line. All nurses have been trained to use this system. Nurses can type in wound details and add photos. A wound care nurse from St. Joseph Care Group will then set up a meeting with patient and nurse which is done via an iPad that can be taken into patient's room. This system works very well and we are also able to see a history of the wound as well. The physicians will take a refresher course to learn this wound care referral process. 	
<p>4. Reports – Provided in May 25th agenda package.</p> <p>4.1 Report from Board Chair:</p> <ul style="list-style-type: none"> • B. Fairfield had no new information to share at this meeting. 	
<p>4.2 Chief Executive Officer Report by J. VanSlyke: J. VanSlyke recapped some highlights from her report including:</p> <p>Systems Integration</p> <ul style="list-style-type: none"> • <u>Atikokan Family Health Team</u> <ul style="list-style-type: none"> - Preparing for annual meeting in June. By-laws revisions will be Ontario Not-for-profit Corporations Act (ONCA) compliant. In a surplus due to NP vacancies with surplus amount to be returned to the Ministry. L. Gauthier Stromberg, S. Burns and J. VanSlyke sit on board. • <u>Kenora-Rainy River Regional Laboratory Program</u> <ul style="list-style-type: none"> - KRRRLP posted the Lab Lead / Quality Coordinator for KRR District. Interim coverage is identified. • <u>NW Digital Council</u> <ul style="list-style-type: none"> - No new update. Next meeting is May 31st. • <u>NW Regional CEO Group</u> <ul style="list-style-type: none"> - Next meeting is on May 26th • <u>NW Regional Integrated Care Working Group</u> <ul style="list-style-type: none"> - To be discussed at In-camera meeting. • <u>Rainy River District Ontario Health Team (RRDOHT)</u> <ul style="list-style-type: none"> - Draft of logo for discussion and feedback to OHT (board like logo without the smaller circles). - Advertised for Primary Care Provider Council and Patient, Family, Caregiver Council members for the RRDOHT. - A ceremony with the Elders is being planned for June 9th. Board and management will be invited to attend. 	

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<p>Pandemic Update</p> <ul style="list-style-type: none"> • Main Lobby Screening Staff will be discontinued as of end of May. Plan in place to have Assessment Centre outpatients waiting in the lobby while all other outpatient services (via appointment only – Lab, X-Ray, Telemedicine) are directed to specific areas in the hallway. • Plexiglass barriers are ordered, air filters will be set-up, and wayfinding signs will be added as well. • General visitors (not related to patients / residents but those who need to meet in-person) can now access the hospital. Paper screening is required but not rapid testing. • Requirements for LTC including active screener stays the same. • Requirements for acute care visitors stays the same. • Masking and distancing remain the same. Eye protection is based on Point of Care Assessment • Regular audits are ongoing for: hand hygiene, PPE, and distancing • COVID-19 Debriefing Sessions organized for staff – every Tuesday from 1 to 3pm for the month of June <p>Operational Update</p> <ul style="list-style-type: none"> • <u>Infrastructure / Maintenance</u> <ul style="list-style-type: none"> - LTC HVAC project is moving ahead with Tom Jones Corporation for \$1.4 million +/- contingency amount. - Sprinkler Design is ongoing c/o RVI. We are anticipating to have this completed and awarded by end of June. - Service Wing HVAC project will enter the design phase after the sprinkler. - LTC 22-new bed project is on-hold until we get clarification from the Ministry. • <u>Human Resources</u> <ul style="list-style-type: none"> - We were awarded 5 positions via Canada Summer Job Program. Each position has a total of 8 weeks. - Positions include Admin Support for Foundation, Health Professional Recruitment and Retention, and General AGH Admin Support plus 2 for Maintenance - Nursing staff are getting retention bonuses from the Ministry - Summer incentive program for locum physicians - Rehabilitation now has two Rehab Assistants. One through Heritage Grant the other through the Family Health Team - Still advertising for Mental Health & Addictions Manager - Still short PSWs • <u>Physician Recruitment</u> <ul style="list-style-type: none"> - Still looking for 2 more physicians to sign on. HPRR is looking at providing additional incentives up to \$10,000 per physician 	

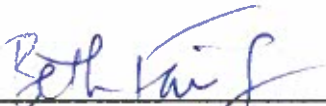
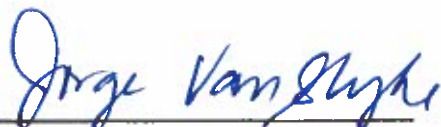
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<ul style="list-style-type: none"> • <u>Accreditation 2023</u> <ul style="list-style-type: none"> - Workplan presentation is on June 10. Governance workplan is for presentation at the Governance Meeting - Accreditation dates have been set for March • <u>Patient and Family Advisory Council (PFAC)</u> <ul style="list-style-type: none"> - Coordinating an engagement and strategic planning event on June 30. Public will be invited to a health care summit where there will be information provided from the hospital, Family Health Team, clinic and Northwestern Health Unit. We will have boards with paper provided to get feedback from the public on a) what is going well b) Challenges; and c) prioritizing challenges. The information will be collected and the PFAC will do strategic planning. The board and staff are invited to take part. 	
<p><u>Chief Nursing Officer Report by J. Learning:</u></p> <p>Nursing:</p> <ul style="list-style-type: none"> - Chemotherapy: We are continuing to try to bring chemotherapy to our community. We are still waiting for Thunder Bay Regional to agree to mix the chemotherapy for us. They are currently doing this with NOSH and find it very busy so we don't have a date when they will start mixing for us. We have the chemotherapy position posted as a .6FTE but there has not been any interest in this position. Our Occupational Health Nurse has agreed to continue to provide Chemotherapy once we are able to have it here until we can fill the position. This is a very hard position to fill but we are trying. - Assessment Centre: The Ministry opened up the guidelines for receiving a Covid PCR test so many more people are now eligible to get a PCR swab. We thought this would increase the traffic at the Assessment Centre but many people must be doing Rapid Antigen Tests at home as the traffic is about the same as it was before the changes to eligibility. The allergy shots and OTN are also being managed out of the Assessment center so it remains a very busy place. The Assessment Centre RPN is also working with the local physicians to help identify anyone she sees or speaks to that may qualify for one of the Covid medications. The hospital will deliver Remdesivir to those who qualify and those that qualify for the oral medication Paxlovid will be receiving it through our local pharmacy. Our hospital will not be carrying the oral Covid medication at this time. - Training: We continue to strive to offer training to staff, especially to help meet Accreditation Standards for the Acute and Emergency room. We recently offered ACLS training to RNs, Physicians and RPNs. We are also offering CPR training and TNCC training both in the late spring and early fall. 	

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<p>Thunder Bay Regional also has a Pediatric Program that is for the region and part of this program offers hand-on training which AGH will explore over the next few months.</p> <ul style="list-style-type: none"> - Nurses Week: May 9 to the 13th was Nurses Week. The Director of Care, the Utilization Coordinator and myself made gift packages for the nurses and the PSWs and we celebrated with a cake. The hospital really appreciates all that the nursing staff does for their patients and for their co-workers. It has been a hard couple of years due to all the changes with Covid, but being able to finally get together socially has helped staff a lot. There was a surprise retirement party for Bonnie Gouliquer who was an RPN here for over 30 years. We want to acknowledge all that she gave to our hospital and wish her well in her retirement. <p>Diagnostics:</p> <ul style="list-style-type: none"> • The ultrasound machine was fixed April 11 and we hope this means it continues to work well now for a long time. There has been a significant increase in requisitions from the clinic for ultrasounds lately so there will be delays for non-urgent exams as we only have one ultrasound tech at this time. • The main X-Ray machine's hard drive was replaced April 12th but it continues to cause issues for the techs. Images are greatly delayed in process so the tech assumes they are lost images and repeats them. The DI manager is working with GE to help fix the problems. The next step will be to replace the entire computer if the pattern persists. • Our radiologist group's voice recognition software was producing many delayed reports and incorrect reports; that issue is drastically improved. Report turn-around time is noticeably speeded up compared with the old transcriptionist-based system. • The new Holter system using m-Health Solutions has tremendously increased the speed of getting Holter patients hooked up as soon as they're ordered. One failure out of over 100 patients hooked up, since Feb 2021. Since we usually have Holters in stock, we saved someone an appointment on a blizzard day in Thunder Bay to get hooked up. They were very pleased. • Resolute's pre-employment screening tests are expected to resume with AGH soon and this will increase volumes again for things like x-rays and ECGs. <p>Rehab:</p> <ul style="list-style-type: none"> • Rehab is short staffed currently due to issues arising with the contract Physiotherapist which resulted in AGH terminating their contract with the agency who was supplying the services. Our full time Physiotherapist remains on Paternity leave until the end of June. To help with the situation AGH now has a contract with Kelsey Schmidt (Kempf) as a casual contract physiotherapist who will be providing 1-2 days a week of coverage until Mohamed's return. 	

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<ul style="list-style-type: none"> The rehab department has Kelsey Weir as a temporary full time Kinesiologist, Hannah Hayes, a rehab aid that is funded by the Atikokan Family Health Team (term is on an ongoing possible renew basis), Christine Grant who is the rehab clerk and Parker Sampson who was hired through a Heritage Grant for a 1-year contract. Tia Alexiuk is also joining the rehab department through the NOSM Summer Student Program as a Kinesiology student for 8 weeks. It is exciting to have all the new team members and they hope that this helps to meet some of the growing referral list and community needs. <p>Lab:</p> <ul style="list-style-type: none"> Lab had their accreditation assessment on April 13th. They did very well. They had 12 minors and zero majors which is the best they have done since the beginning of being accredited. Here is a breakdown of what they have been given since 2005 (re-sharing): <ul style="list-style-type: none"> 2005 - 17 minor, 2 major 2010 - 12 minor, 1 major 2014 - 43 minor, 3 major 2018 - 14 minor, 1 major 2022 - 12 minor, 0 major The lab staff worked very hard to make this happen. It is quite an accomplishment, especially with all the extra work that they had to take on due to Covid-19. The lab has a MLA student, Mackenzie who is here to do her placement. She is planning to work in Thunder Bay when she is done her placement here. <p>Pharmacy:</p> <ul style="list-style-type: none"> The Pharmacy and Therapeutics Committee has been meeting monthly since January 2022 and has started to review the formulary. They are updating the drugs in the formulary as it hasn't been updated since 2012. The monthly meetings are also helpful when discussing how the hospital will manage the various Covid medications that are released and how we will distribute them. Covid continues to offer regular changes to rules and regulations and staying up to date with all the changes is a challenge but the regular meetings are helping us to meet this challenge. 	
<p>Chief Financial Officer Report by B. Beyak-Freamo:</p> <ul style="list-style-type: none"> No monthend financial reports until year-end is closed. The audit is almost complete with MNP. W. Kempf is retiring on June 1st and T. Kho's one-year contract will be complete on June 2nd. This will leave two staff to run the business office. Maintenance is back to a full crew and we will be hiring a casual staff. We will take part in a FCAP assessment in June 	

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<ul style="list-style-type: none"> • K. Griffiths has taken on the part-time MDR position • There are a number of housekeeping staffing issues currently • C. Rusnick in HR has been busy with job postings. There were 100 job postings in the last year (not all new positions, but staff shuffling due to vacancies). We are interviewing for the five summer positions (8 week duration). • K. Cain in IT is learning the new aspects of her job, cyber security and Bell training <p><u>AGH Foundation Report by B. Beyak-Freamo:</u></p> <ul style="list-style-type: none"> • Raffle tickets for an Ultimate Patio Package (includes gazebo, patio set, BBQ, fireplace, planters and more) will be available for purchase throughout the community. This raffle is one of the fundraising events that will go towards a new ultrasound machine for the hospital. <p><u>Chief of Staff Report by Dr. S. Van Der Loo</u></p> <ul style="list-style-type: none"> • Continuing to focus on physician recruitment and emergency room coverage. • We have ER coverage scheduled up to the end of August. Staffing is fragile and if we have cancellations, we may face ER cancellations. • The Ministry has been informed that we will not be able to provide advance notice of ER closures if we have cancellations. <p><u>Director of Care, ECW Report – Reported by S. Wood</u></p> <ul style="list-style-type: none"> • Our residents are enjoying the warmer weather and getting outside – some residents will be attending the Entertainment Series this Tuesday and are excited to get out on the Trishaw bike in the coming weeks! We have welcomed back our volunteers again and have been enjoying sing-a-longs, pancake breakfasts, and other visits and activities. We are always looking for more volunteers to visit / do activities with our residents – interested individuals can contact Bonnie Clairmont or Kara Blanchard. • Our LTC Accreditation Team met this past week to review the Accreditation standards for LTC. We currently meet the majority of the standards (86%) but will be continuing to work towards ensuring we meet all the standards by March 2023. • Stacey has joined the AdvantAge Ontario Hospital Advisory Group which is a group comprised of AdvantAge Ontario members representing different hospital-led homes across Ontario. The group’s purpose is to provide strategic direction and leadership to ensure that the delivery of seniors’ services in hospital-led (and ELDCAP) long-term care homes remains viable, sustainable, and strong and provides advice to association and staff on matters impacting these homes including advocacy and education priorities. ELDCAP homes like the Extended Care Wing are often exempt or not eligible for many different long-term care funding opportunities, 	

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<p>services, and education – this advisory group will inform and advise AdvantAge Ontario (an advocacy group for seniors care) on hospital-led long-term care challenges and solutions to hopefully bring about change within the sector.</p> <ul style="list-style-type: none"> • S. Wood is also representing the hospital as a representative on the UNIFOR provincial group. • We continue to recruit for PSW staff. We currently have permanent part-time and casual positions available. We are awaiting announcement from Confederation College on the offering of a PSW program here in Atikokan (mainly offered online) where AGH will be partnering with them to accommodate placement and employment opportunities. Interested individuals can contact Confederation College at saohealthcare@confederationcollege.ca. This program is fully funded and a great opportunity for both community members and current employees within AGH looking for a career change! <p>Dietary:</p> <ul style="list-style-type: none"> • J. Leduchowski is retiring in June. • All permanent positions have been filled and we are looking for more casuals. • J. Kitchen will take over the lead hand position. <p>MOTION: L. Gauthier Stromberg/S. Burns “That the Board approve all reports as presented.” CARRIED 2022-036</p>	
<p>5. In-Camera Session</p> <p>MOTION: S. O’Sullivan/L. Gauthier Stromberg “That the Board moves to an in-camera session of the meeting at 5:55 pm.” CARRIED 2022-037</p> <p>6. Return to Open Session</p> <p>MOTION: S. O’Sullivan/S. Burns “That the Board returns to open session of the meeting at 8:28 pm.” CARRIED 2022-38</p>	
<p>MOTION: S. O’Sullivan/L. Gauthier Stromberg “That the In-Camera Agenda (reviewed In-Camera) of May 25, 2022 be approved as presented.” CARRIED 2022-039</p>	
<p>MOTION: L. Gauthier Stromberg/S. Burns “That the Consent Agenda (reviewed In-Camera) including the In-Camera Minutes of March 30 and April 27, 2022 and MAC Meeting Minutes of April 27, 2022 be approved as presented.” CARRIED 2022-040</p>	

	Action Req'd/Date
<p>Credentialing (from May 18th Medical Advisory Committee meeting) MOTION: L. Gauthier/Stromberg/K. Pfeifer</p> <p>“That the list of professional staff, as presented, be approved for appointment and re-appointment for the remainder of the calendar year 2022.” CARRIED 2022-041</p>	
<p><u>RRDOHT Document Approval</u> MOTION: S. O’Sullivan/K. Pfeifer “That the board endorse the Rainy River District Ontario Health Team Collaborative Decision-Making Agreement; Terms of Reference and original logo as presented.” CARRIED 2022-042</p>	
<p><u>Shared Nurse Practitioner Locum Model</u> MOTION: K. Pfeifer/S. O’Sullivan “That the board is not in support of the shared Nurse Practitioner Locum Model at this time”. CARRIED 2022-043</p>	
<p>5. <u>DATE OF NEXT MEETING:</u> The next meeting will be the Annual General Meeting which will be held in person on Tuesday, June 21, 2022 at 5 pm.</p>	
<p>6. <u>ADJOURNMENT</u> With no further business, the meeting was adjourned at 8:32 pm on a motion by S. O’Sullivan/S. Burns. CARRIED 2022-044</p>	
<p>The Board returned to an in-camera meeting following the regular meeting to discuss risk reports.</p>	
<p> _____ Beth Fairfield, Board Chair</p>	<p> _____ Jorge VanSlyke, CEO</p>



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