

**MINUTES of the BOARD OF DIRECTORS meeting held on Thursday, March 05, 2020, 17:00 hours, Met Auditorium, Met Campus, 1995 Lens Avenue, Windsor, Ontario.**

**PRESENT:**

|                   |                    |   |
|-------------------|--------------------|---|
| Dan Wilson, Chair | Lynne Watts        | David Musyj (ex-officio, non-voting)      |
| Genevieve Isshak  | Anthony Paniccia   | Dr. Anil Dhar (ex-officio, non-voting)    |
| Paul Lachance     | Dr. Laurie Freeman | Dr. Wassim Saad (ex-officio, non-voting)  |
| Michael Lavoie    | Patricia France    | Dr. Larry Jacobs (ex-officio, non-voting) |
| Pam Skillings     | Arvind Arya        |   |
| Penny Allen       |                    |   |

**STAFF:**

Executive Committee

**GUEST:**

Dr. Wajid Ahmed, W/E County Health Unit

**REGRETS:**

|  |                     |
|--|---------------------|
| Dr. Anat Ravid (ex-officio, non-voting)      | John Leontowicz     |
| Dr. Joslyn Warwaruk (ex-officio, non-voting) | Cynthia Bissonnette |
| Karen McCullough (ex-officio, non-voting)    |                     |

**1. CALL TO ORDER:**

The meeting was called to order at 1701 hours with Mr. Wilson presiding as Chair, and Ms. Clark recording the minutes. The Chair noted that the MBA students were unable to attend this meeting. Dr. Wajid Ahmed, from the W/E County Health Unit, attended as a guest and was available to the media for COVID-19 questions following the Open Board Meeting.

**2. DECLARATIONS OF CONFLICT OF INTEREST:**

None noted.

**3. PREVIOUS MINUTES –February 06, 2020**

The minutes of the February 06, 2020 Board of Directors meetings had been previously distributed.

**MOVED** by Mr. A. Paniccia, **SECONDED** by Ms. L. Watts and **CARRIED**

**THAT** the minutes from the February 06, 2020 Board of Directors meeting be approved.

**4. REPORT OF THE PRESIDENT & CEO:**

Mr. Musyj referred to his submitted report. Highlights are reflected below:

He reported that we started talking about COVID 19 at the February 06, 2020 Board meeting and where it was in North America and around the world. Since then we have done a lot of preparation internally and with our partners. Since the Board last met, the hospital has had internal pandemic sessions with EMS, HDGH, Erie Shores and Public Health. COVID 19 impacts the elderly and/or those with co-morbidity conditions. Mr. Musyj referred to the

power point presentation (appended to these minutes). He reviewed the stats locally, provincially, in Canada and the World, as well as related deaths.

There is a graduated plan and as things intensify we will move forward to a full pandemic situation. When there's a pandemic, we want to limit the number of people coming in from the community. It will not safe for anyone and we don't want people spreading it or getting it from within. As well, we would start limiting entrances. He reviewed the restricted entrances, and as well as the point of entries for staff and visitors. The entrance for Cancer Centre patients would be segregated from the other patients in the hospital.

Mr. Musyj reviewed the COVID19 screening stations that are being set up at both Met and Ouellette.

The Province has its own pandemic supply.

We are better off than when SARS broke several years ago. Back then, we were learning as we went along every day. We are prepared as an organization but it will still be difficult if this gets to a pandemic.

If this reaches a pandemic, approximately 30% of our staff will be infected. Mr. Musyj added that staff who retired perhaps one year ago may be called to come back to work if they can.

The Ministry is trying to increase number of labs across the province so that they can keep up with the testing. Our lab would require some \$700k in capital improvements to create what is called a "clean" room to do this testing.

If this becomes a pandemic, there would not be any Board meetings – they would be cancelled or they would become teleconference meetings.

#### **5. SCHULICH REPORT:**

Dr. Jacobs reported the results of the CARMS match day, which went quite well. Overall, there were successful matches.

Dr. Jacobs reminded the Board of the April 7 Awards of Excellence ceremony.

#### **6. FINANCIAL PRESENTATION & TREASURER'S REPORT:**

Mr. Lavoie reported.

**Payroll:** \$1.488M surplus YTD

**Patient Day volumes:** We are in about the same spot we were last May.

Mr. Lavoie reviewed the current year actual vs. budget for various areas, listed below:

- Salaries & Wages
- Employee benefits
- Medical staff remuneration
- Medical & surgical supplies
- Drugs

- Supplies & other expenses
- Long term interest
- Equipment lease/rental
- Equipment amortization

The resulting surplus from the Hospital: \$223,000

**Revenue:**

- Base and one time - \$2,609K unfavourable, CMI variance \$3,415K
- Patient services - \$2,372K favourable
- Ministry Drug re-imbursements – \$3,517K favourable
- Other recoveries - \$4,065K favourable (includes \$2,000K energy rebate)
- Overall revenue is favourable YTD by \$7,351,000

**YTD Expenses:**

- Salary and wages - \$1,488K favourable
- Net Patient Services Revenue and Medical Staff remuneration - \$30K favourable
- Med surg supplies - \$469K favourable
- Drugs – favourable YTD
- Other supplies and expenses - \$2,857K unfavourable

**Patient Access:**

The hospital is doing a great job with its LOS.

**Patient Volume –**

Total weighted cases at Met are slightly down from the previous year. Ouellette has seen a slight increase in weighted cases.

**Sick time:**

This is a little higher than our target at the Met and Ouellette Campuses. Staffing is where we expected it to be.

**7. REPORT:**

**Finance/Audit & Resources Committee – February 24, 2020**

The following is being incurred from April to November 1 and is related to the HIS project.

This accounting treatment that is utilized is the same as similar hospitals with a similar scope also use.

**MOVED** by Mr. M. Lavoie, **SECONDED** by Dr. L. Freeman and **CARRIED**

**IT WAS RESOLVED THAT** the Board of Directors supports the capitalization of all interest costs incurred from April 01, 2019 until the planned Go-Live date of November 01, 2020, related to bank financing obtained through CIBC for the Cerner HIS Project.

**MOVED** by Mr. M. Lavoie, **SECONDED** by Mr. P. Lachance and **CARRIED**  
**THAT** the report of the February 24, 2020 Finance/Audit & Resources Committee meeting  
be accepted.

**8. CONSENT AGENDA: None**

**9. CORRESPONDENCE/PRINTED MATTER:**

- Electronic version of the new media report

**10. DATE OF NEXT REGULAR MEETING:**

**Thursday, April 02, 2020, Met Auditorium**

**11. BOARD MEMBERS QUESTIONS, COMMENTS OR NOTICES OF MOTIONS:**

None.

**12. ADJOURNMENT:**

There being no further business to discuss, it was

**MOVED** by Mr. P. Lachance, **SECONDED** by Mr. A. Pannicia and **CARRIED**  
**THAT** the March 05, 2020 Board of Directors meeting be adjourned at 1748 hours.

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Dan Wilson, Chair  
Board of Directors

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Cheryle Clark  
Recording Secretary

/cc